

Method Statement and Rescue Plan  
CEBA-F-002

10/10/2023  
CEB Access Ltd  
Gareth Hushion  
Next Review 10/10/2024



|                       |                                     |
|-----------------------|-------------------------------------|
| <b>Client:</b>        | Workman LLP                         |
| <b>Job Reference:</b> | CEBA7115                            |
| <b>Work Scope:</b>    | Chimney Pot Removal/Replacement     |
| <b>Location:</b>      | The Springs Shopping Centre, Buxton |

## METHOD STATEMENT

| Prepared by       |                 | Checked by       |                   |
|-------------------|-----------------|------------------|-------------------|
| <b>Name:</b>      | Will Caesar     | <b>Name</b>      | Phil Croucher     |
| <b>Position:</b>  | Project Manager | <b>Position</b>  | Contracts Manager |
| <b>Signature:</b> |                 | <b>Signature</b> |                   |
| <b>Date:</b>      | 11/03/2024      | <b>Date:</b>     | 11/03/2024        |

|                     |            |
|---------------------|------------|
| <b>Valid from:</b>  | 11/03/2024 |
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### Table of contents

#### 1. Introduction

#### 2. Work Scope Details

Preliminary Items  
Supervision Required  
Method of Authorising Work  
Materials/substances to be used/incorporated  
Plant and equipment requirements  
Quality Requirements

#### 3. Site details

Access and Egress to The Site  
Unprotected Edges & Anchorages  
Working at Height  
Welfare & First Aid  
Isolation Requirements

#### 4. Communications

Site interfaces/Permit to Work  
Traffic/Pedestrian Management  
Details of exclusion zones & third-party protection.  
Other site activities / trade interfaces

#### 5. Job Specific Risk Assessment

#### 6. Method Statement

Access and Safety  
Sequence of works & Safe system of works  
Emergency Communications & Rescue Plan

#### 7. Appendices:

Appendix A  
CEBA – F – 002

## 1. Introduction

CEB Access Limited have produced this site-specific method statement in accordance with client instructions and task specific assessment both of methodology and risks arising from the intended works.

CEB Access are aware of their responsibilities under the Health and Safety at Work Act 1974 and as such all recommendations and techniques outlined are in accordance with:

- *Working at Height Regulations 2005*
- *Health and Safety at Work Act 1974*
- *Management of Health and Safety at Work Regulations 1999*
- *Workplace (Health, Safety and Welfare) Regulations 1992*
- *Manual Handling Operations Regulations 1992*
- *Personal Protective Equipment at Work Regulations 1992*
- *Provision and Use of Work Equipment Regulations 1998*
- *Lifting Operations and Lifting Equipment Regulations 1998.*
- *IRATA ICoP 2014*
- *Construction Design and Management Regulations 2015*
- *Dangerous Substances and Explosive Atmosphere Regulations 2002*
- *BSEN795:2012 Protection against falls from a height - Anchor Devices - Requirements and testing.*
- *BS7883: 2005 Application and use of anchor devices conforming to BSEN795, incorporating amendment --- dated 31.8.07*
- *BS8437: 2005+A1:2012 Code of practice for selection, use and maintenance of personal fall protection - systems and equipment for use in the workplace.*
- *BS8454: 2006 Code of practice for the delivery of training and education for work at height and rescue*
- *BS ISO 22846 – parts 1&2: Personal Equipment for protection against falls – Rope Access Systems.*
- *BSEN 353-2:2002 Personal protective equipment against falls from a height. Guided type fall arrestors -- including a flexible anchor line.*
- *BS 7985:2013 Code of Practice For The Use Of Rope Access Methods For Industrial Purposes*
- *ISO 22846-1:2003 Personal equipment for protection against falls -- Rope access systems*

**Where there is a conflict between the referenced specifications the most rigorous will apply.**

## 2. Work scope details

| Preliminaries                                 |                                                     |
|-----------------------------------------------|-----------------------------------------------------|
| <b>Client</b>                                 | Workman LLP                                         |
| <b>Site Address</b>                           | The Springs Shopping Centre,<br>Buxton,<br>SK17 6DF |
| <b>Meeting: Time and Date</b>                 | TBC                                                 |
| <b>Client contact</b>                         | Darren Matthews                                     |
| <b>Site contact</b>                           | TBC                                                 |
| <b>CEBA Duty Manager</b>                      | Philip Croucher                                     |
| <b>CEBA Site Supervisor</b>                   | Will Caesar                                         |
| <b>CEBA Nominated first aider</b>             | Will Caesar                                         |
| <b>CEBA Team Leader/IRATA L3<br/>IRATA L2</b> | Will Caesar<br>Sam Taylor                           |

### Work scope overview:

- Removal of broken chimney pot using a mixture of restraint and work positioning for appropriate access.
- Removal of shattered mortar foundation around all 5 chimney pots.
- Fitting of new chimney pot and new lime mortar flaunching for all the pots.

### Supervision:

The Site Supervisor will be responsible for supervising the following:

- Briefing the CEBA method statement, risk assessment.
- Ensuring that all equipment is inspected, certified and fit for purpose
- They will manage the work site and ensure all operatives are safe for the duration of the works with relation to working at height.

### Method of Authorising:

Start of Work and Procedure on Completion of the Work:

- The method statement will be briefed to the working party and discuss the task in detail.
- The risk assessment will be briefed to the working party and discuss the risks in detail.
- The toolbox talks will be completed daily and signed by all team involved in the works.
- All parties involved must agree with and sign all documents before any works will commence.
- In the event of the job being stopped when a change in the procedure is observed or an unforeseen risk is apparent, a Toolbox talk, time out and dynamic Risk Assessment will be completed and implemented.

- CEBA team will arrive on site and contact the client representative, for site induction and introductions to the work scope.
- A Toolbox Talk will be conducted at the beginning of every shift to ensure that all documents are relevant to the real time works and conditions. I.E. The weather, conflicts of work.
- A briefing to be delivered from the site supervisor prior to works commencing
- Mobile phone signal strength will be checked to ensure the emergency service can be called if required.
- All personnel will wear the required and currently certified PPE for the works.
- The Safety supervisor will ensure that all members of the working party wear their PPE in the correct manner for the duration of the works.
- At the end of each shift the daily diary sheet will be filled in and countersigned by the client representative.

### **Details of Materials/Substances to be Used and/or Incorporated:**

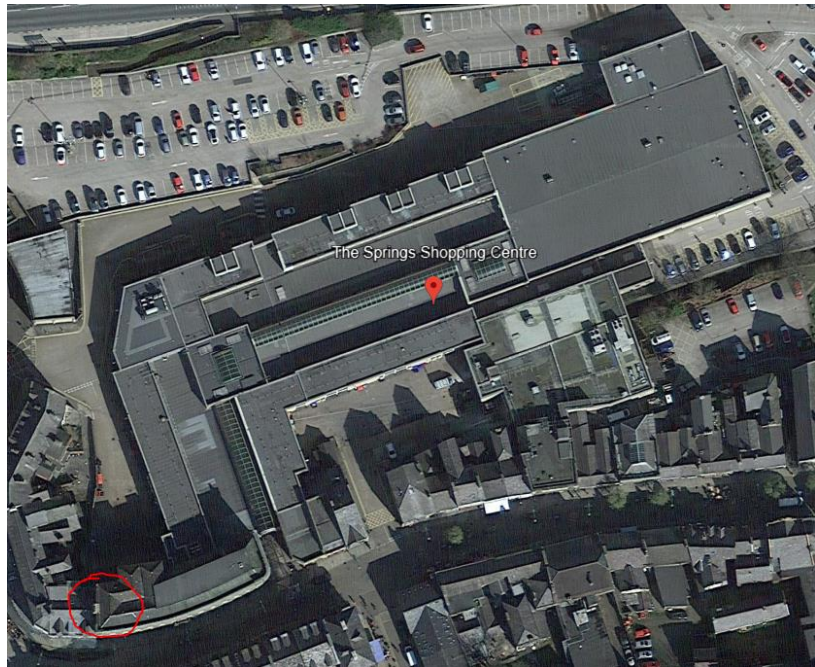
- Rope access PPE equipment.
- OSB
- Debris Catcher
- Rescue bag (pre-rigged ready for deployment).
- Temporary moveable scaffold
- First aid kit.
- Various hand tools.
- Various battery power tools

### **Quality Requirements:**

- Working at height inductions and permits will be completed and authorised prior to works commencing.
- Daily toolbox talks completed, documented and signed prior to works commencing
- All PPE will be certified and checked prior to use. (Regular buddy checks during works and after breaks)
- At the end of the shift all required permits will be closed and returned by performing authority to the permit office.
- A daily diary sheet will be completed and countersigned by the client representative.

### 3. SITE DETAILS:

The Springs Shopping Centre,  
Buxton,  
SK17 6DF



#### Unprotected edges:

- All operatives that are near any unprotected edge or if there is a potential fall risk whilst carrying out removal work, are to be connected to an anchor point.

#### Anchorage:

- The anchors will be assessed to determine that the minimum collective loading of the proposed anchor points exceeds 15kN as per *IRATA ICOPS*. If there is any doubt to the load rating of any potential anchor, in the first instance, an alternative anchor must be found. If another alternative anchor cannot be located advice from a structural engineer will be sought for additional clarification. Generally, this situation is not applicable as large structural steelwork which is of an undoubtable load bearing capability. (minimum standard loading of two persons with a safety factor x 2.5). The level 3 safety supervisor is responsible, experienced, qualified and competent to make a judgement on all anchors to be fit for purpose and will be responsible to seek further advice, if required.
- If there is no structural steel work available the operatives will use a counter weight system, Designed to EN 795:2012 BS 2830:1994.

#### Working at heights:

- The works are considered working at height.
- CEB Access Ltd shall provide working at height emergency rescue cover for the works being carried out on high level installations.
- A minimum of one point of attachment must be maintained in fall arrest/restraint circumstances.

#### Welfare & First Aid Arrangements:

- Welfare facilities are available on site.
- Toilet, washing facilities available on site.
- First Aid kits are available in the supplied rescue kit.
- Safety Supervisor first aid certified.

### **Isolation Requirements:**

- There are no isolations required to carry out the works.

### **Hot Works:**

N/A

## **4. COMMUNICATIONS**

### **Site Interfaces/Permit to Work: All team required**

- All team members required to work on the project must undergo a suitable induction before they will be given permission to work under the permit.
- Before entry to the worksite is permitted the following prerequisites must be in place:
- Register of people who have been inducted to work onsite.
- Establish means of communication.
- Keys, as required, from the client.
- Agreed route of travel for crew and equipment to and from the site.
- Suitable rescue procedure in place.
- Weather forecast predicting suitable conditions for the work that is being carried out. (
- Supporting documentation will be issued in advance
- Written risk assessment, method statement and rescue plan.
- LOLER/Thorough inspection certification for equipment and lifting equipment.
- On entering and exiting the site at the start and end of each shift the Safety supervisor will be responsible for informing the event management so that a register can be maintained of who is working under the permit and the keys can be issued and returned.

### **Traffic/Pedestrian Management:**

- Traffic site rules must be observed when accessing work site.
- Ensure eye contact with drivers before crossing roads.
- Ensure hi visibility PPE is worn.
- Access to the roof is via a walkways, ladders and steps.
- Good housekeeping is essential.

### **Details of Exclusion Zones & Third-Party Protection**

- Exclusion zones are to be created at the work site.
- These will be barrier and chain with signs to stop third party interference where required (Area under works as well as around anchors to prevent unauthorised tampering).

### **Other Site Activities/Trade Interfaces:**

- There could be other works being carried out on site and it is anticipated that these activities will be managed through the permit to work system.
- In the event that there is a conflict of works in any area, all work must be stopped and priority for continuation must be amicably agreed between both parties.
- Any unresolved issues will be taken up to line management for resolution and work prioritisation.

## **5. Job Specific Risk Assessment.**

**See separate attached Risk Assessment.**

CEBA7115 RA 01

## **6. Method Statement**

### **Access and Safety:**

- All operatives undertaking these works have a wide range of experience in the application of working at height.
- All operatives undertaking these works are trained to Industrial Rope Access Trade Association standard and follow the current IRATA *International Code of Practice*. Technicians are certified to level 1 as a minimum standard and Safety Supervisors are certified to a minimum level 3 IRATA standard. (Certificates for personnel will be provided to Workman prior to works commencing. Copies will also be included in the site job pack.
- A Rope Access Safety Supervisor will be present on site for the duration of the works.
- All access equipment used to carry out the works has been inspected and certified in compliance with current legislation, *i.e.* Lifting Operations and Lifting Equipment, and Provision and Use of Work Equipment Regulations. All equipment certificates will be available within the site job pack.
- At the start of each shift and prior to recommencement of works the Safety Supervisor will communicate with the site Manager/Supervisor to discuss possible conflicts of works and any daily safety issues. All points will be conveyed to the work team during daily toolbox talks.
- All personnel must ensure that the correct PPE is worn. As a minimum standard Hard hat, with chin strap, glasses, ear protection, gloves, hi vis vests and steel toecap boots must be worn as well as specific rope access/fall arrest equipment.
- All tools and equipment will be attached to either the operative or the Safe System of Work by lanyards.
- The Safety Supervisor will conduct daily toolbox talks and dynamic risk assessments will be completed by the team prior to starting works as is necessary.
- Any unforeseen hazards observed will result in an immediate stoppage of all works and the hazard assessed, actions to minimise the risk to an acceptable level will be implemented before work can start again. This will be agreed, recorded and signed for by the team in a

dynamic risk assessment.

## Sequence of Works

- Arrive at site and reverse park in a safe place.
- Complete site inductions and obtain permits to work and ensure all isolations are in place.
- Contact site Manager/Supervisor and communicate daily work scope, any safety issues and possible conflicts of work. All communications will be relayed to work team during daily toolbox talks.
- Move tools and equipment to the work site with regard for manual handling guidelines.
- Care must be taken not to obstruct any pedestrian walkways, and adherence to site vehicle rules.
- Set up exclusion zone around work site.
- The safety supervisor will act as the Team Leader and will run the team through the works to be carried out including the risk assessment, method statement and toolbox talks.
- When all parties involved have a clear understanding of all aspects of the risks and of the task to be undertaken, all individuals must agree with and sign all relevant documents.
- Ongoing daily toolbox talks and equipment inspections will be conducted by the Safety Supervisor prior to work commencement by the team.
- Daily liaison with the site Manager/Supervisor to assess any possible conflicts of works and/or changes that could affect the shift work program.
- The safety supervisor will set up a safe system of work to ensure no chance of falls and assess anchors for appropriate loadings and strength. If there are not any usable anchors, dead weight anchors will be set up by the site supervisor.
- Use debris catcher underneath operative at all times to protect glass canopy beneath. OSB will be installed over canopy prior to work commencing
- Workers will rope access techniques to conduct removal/reinstatement of chimney pot and mortar bed.
- Complete a site survey with client for signing off and handover.

## Safe System of Work

- When the daily toolbox talk, method statement and risk assessments have been completed and permits to work have been signed by all parties the works will commence.
- An exclusion zone, signs and barriers will be erected around and beneath the work area.
- Equipment, machinery and tools are to be located in barriered work area. All equipment, tools and materials must be kept in a tidy and orderly manner ensuring no ingress or egress obstructions. Attention to correct manual handling techniques will be maintained during all operations.
- Anchors will be assessed to determine that the minimum collective loading of the proposed anchor points will exceed 15kN as per IRATA ICOPS. If there is any doubt to the load rating of any potential anchor, in the first instance, an alternative anchor must be found. If another

alternative anchor cannot be located advice from a structural engineer will be sought for additional clarification. Generally, minimum standard loading of two persons with a safety factor x 2.5. The level 3 safety supervisor is responsible, experienced, qualified and competent to make a judgement on all anchors to be “fit for purpose” and will be responsible to seek further advice, if required.

- Ensure technicians are familiar with their individual work roles and involvement in any potential rescue scenario.
- The two independent anchors will be connected to both ends of a twin set of lines on the top of the structure.
- The other ends (with knots in each line end) of the rope will be thrown down the wall ensuring that both ends reach the bottom.
- The rig to rescue system will be installed at the top of the workplace and kept bagged up ready for deployment in an emergency.
- The technician descending will be buddy checked to ensure all PPE is present and correct.
- Radio communication checks will be completed prior to works commencing.
- The technicians will ascend/descend down into position. One line will act as a working line and the second line will be used as a back-up safety line.
- Once the technicians are established on the wall a final check to ensure no unauthorised access below and around the work area.
- Movement around the structure will be possible by use of additional anchors/deviations to achieve the best possible work position without straining the body.
- All tools and equipment will be attached to either the operative or the safe access system by lanyards. Small items to be in appropriate bags. All items are to be tethered with lanyards. (No tools or materials to be carried in pockets).
- Once the works have been completed by the rope access technicians will retreat from the workplace removing all materials and tools as they egress. **(There must be NO unsecured potential dropped objects left anywhere in the workplace at the end of shift).**
- The level 3 safety supervisor will reverse the rigging process and de-rig the rope access system and finally extract the anchors leaving the work site clean and tidy as found on arrival.
- Once equipment is de-rigged and all equipment is off site a site inspection with the client will be co-ordinated for the purpose of signing off and handover.

## Emergency Communications & Rescue Plan

- Before work begins all team members should fully understand the rescue plan should an incident occur
- All team members should be briefed on:
  - Their role and responsibilities during a rescue/sequence of events during a rescue
  - Location of rescue and first aid equipment
  - Communications, between rescue team members and emergency services
  - The safety supervisor to have a mobile telephone for emergency purposes.



- In the absence of a mobile telephone signal the nearest landline which has been previously notified in the team brief, will be used.
- Any emergency will be co-ordinated by CEB Access Site Supervisor
- All site-specific Emergency Procedure must be adhered to as per determined by site induction.
- Before any rescue is implemented it is important that the team supervisor or rescue co-ordinator assesses the situation, then tries to communicate with the suspected casualty to ascertain his/her condition and to decide whether a rescue is necessary.
- The rescuer's orders of priorities are:
  - Not to endanger themselves
  - To prevent further injury to the casualty
  - To evacuate the casualty to the point of safety as soon as possible, where essential and effective treatment may be administered.
- Casualty management must be constantly addressed throughout any rescue, with the rescuer taking sufficient steps so as not to worsen any injury sustained by the casualty. The casualty should be suspended by the sternal attachment point as this may help to manage the casualties airway. The casualty should be protected against impact with any obstacles whilst the rescue is in progress.
- In the event of rescue, the rescuer will determine if it will be a (snatch rescue) or (haul rescue).
- **(Snatch Rescue)** Definition: the rescuer will deploy the rescue bag and a new set of ropes adjacent to the casualty.
- Once the ropes are in position, they will then position themselves so that they are level with the casualty. Once positioned, transfer the casualty onto the rescuer's equipment using two independent connection points.
- When the transfer is complete, they will then proceed down to a safe place with the casualty.
- Once the casualty is in a position of safety, First Aid will be administered where appropriate. If the severity of the injury necessitates it, the Ambulance Service will be called.
- **(Haul Rescue)** Definition: in the event of a haul rescue, the rescuer will deploy the rescue bag above the casualty and proceed to set up the hauling and lowering system.
- Once the system has been set up the rescuer will make two independent connections to the casualty.
- When the connections have been made to the casualty the rescuer can then proceed to raise or lower them to a safe position.
- Once the casualty is in a position of safety (on the flat roof, scaffold crash deck or ground) First Aid will be administered where appropriate. If the severity of the injury necessitates it the Ambulance Service will be called.

## Emergency Services:

### Site Address

The Springs Shopping Centre,  
Buxton,  
SK17 6DF

### Nearest A&E Hospital

Macclesfield District General Hospital,  
Victoria Rd,  
Macclesfield  
SK10 3BL

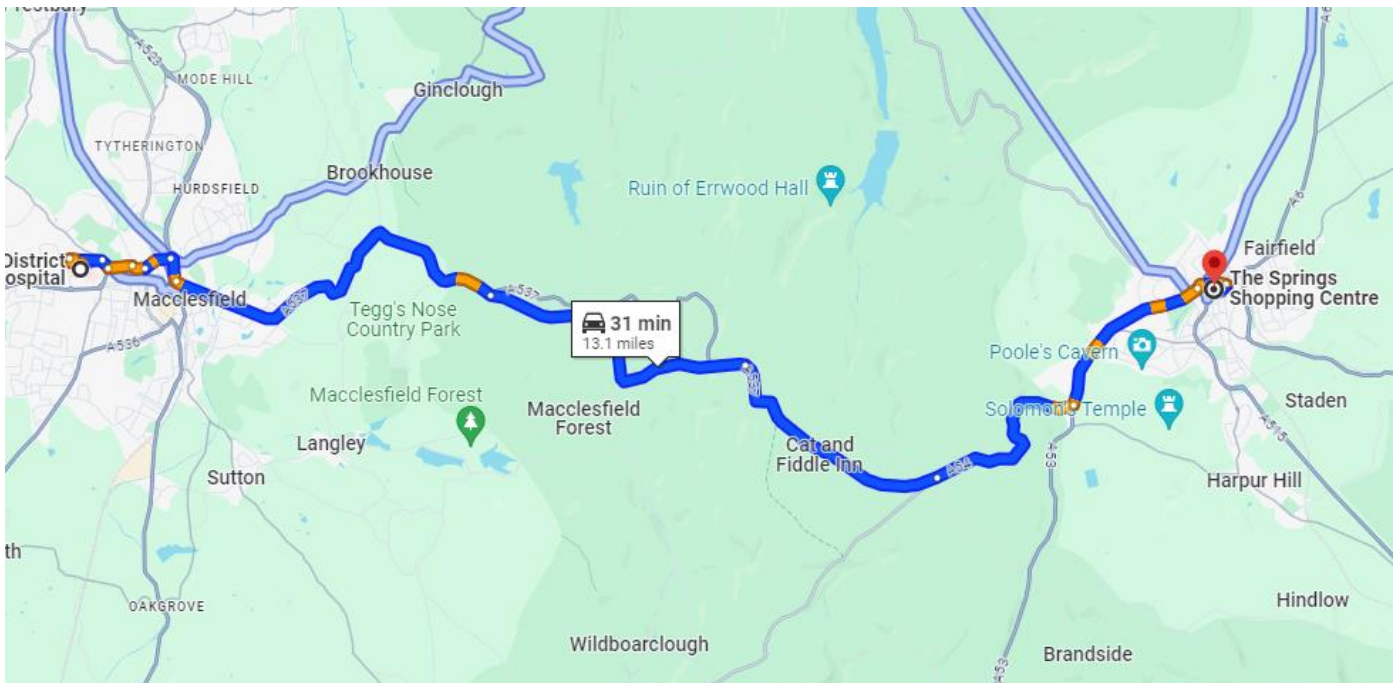
### Hospital Telephone No

+441625421000

Ambulance / Fire / Police – Call 999.

### Nearest public telephone

TBC on site.



## 7. Appendix A

### Equipment on site:

Personal Rope Access kits  
Pre-rigged and bagged rescue kit  
1 First Aid kit  
Aluminium scaffold  
25m semi-static ropes  
2nr 100m semi-static ropes  
12 Wire strops various sizes  
Deadweight anchor systems  
OSB  
Debris Catcher  
Various hand tools  
Various battery power tools

**I understand the requirements of this Method Statement and Rescue Plan and agree to adhere to all of the control measures identified within it. This document shall need to be reviewed should there be any significant changes in the method or scope of work. (All parties concerned have a legal responsibility to STOP the job if any unforeseen circumstances and or safety issues arise out with this method statement.)**

[illegible]