

Method Statement

Form Guidance:

This form is used to record method statements required for work undertaken by our employees where applicable.

Contract Name:	Contract No:	MS Reference: MS-001
Subject: General		
Author: A Charnock	Date Produced: January 2025	

Scope of the Works:	• Initial Considerations • General Points • Railway • All lifts will be undertaken with uprated mats in accordance with the CPA document for mobile cranes adjacent to the railway. • Any lift with a collapse radius that encroaches on the NR boundary to be supervised by NR. • Loads to be controlled to prevent loads oversailing the NR boundary. • Dimension of closest mat to the NR boundary to verified on site
Location:	
Methodology:	<u>Initial Considerations</u> 1. Prior to first attendance on site, all contractors are to be CQMS approved. 2. Upon arrival to site, operatives will park in suitably designated locations, and they will adhere to traffic management routes/speed limits at all times. 3. Suitable PPE will be worn at all times whilst operating on site. 4. Designated walkways and access routes will be utilised at all times. 5. Operatives will report to the site office upon first arrival and ensure that they have completed a site-specific induction. 6. All operatives will read and sign the site-specific RAMS document to acknowledge understanding of their individual responsibilities whilst carrying out site operations. 7. Operatives will sign-in/out when arriving/leaving site on all occasions. 8. Site-specific rules/agreements will be adhered to regarding loading/unloading of work equipment and vehicles. 9. All site rules and Group policies are to be understood and adhered to at all times.

	<u>General</u> 10. Where applicable, acoustic decking overlay and associated items will be installed. 11. Following completion of all works, the erector will carry out a comprehensive snag of all elements of the installation. A record of this will be provided to the contracts manager along with all other required documentation in order to confirm that the unit is completed and ready for final sign-off. 12. Excess materials, including material bearers and component stillages are to be civilised and left in a suitable location/state for them to be removed from site. Communication to transport and logistics teams from erecting teams is required in order to arrange removal. 13. Material bearers and component stillages must be removed as often as possible primarily by utilising crane lifting on subsequent delivery days. Use of site FLT for rehandling stillages may be required and erecting supervisors will communicate this requirement directly to site management teams.
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In Methodology include sub-sections containing details of the following where applicable:

- Access / Egress and Deliveries
- Relevant Risk Assessments (Including COSHH, Manual Handling etc.)
- Personnel involved
- Plant and Equipment to be used
- Materials to be used
- Communication and Responsibilities
- Temporary Works
- Emergency Procedures
- Any permits to work that are required.

SHE FORM – Method Statement

Form Guidance:

This form is used to record method statements required for work undertaken by A&O Joinery Employees where applicable.

Contract Name:	Contract No:	MS Reference:
Subject: Sole Plate Installation		
Author: A Charnock	Date Produced: January 2025	

Scope of the Works:	Installation of Sole plates to slab
Location:	<i>(e.g. refer to attached map)</i>
Methodology:	1. Ensure work area is clear of obstructions and hazards. 2. Required materials are safely loaded out into an accessible location adjacent to the work area. 3. Cut and lay out DPC and sole plates following dimensions/details provided by VW design. 4. Line, level and square up sole plates, centralised to the oversite provided. 5. Fix sole plates as per specification provided by VW design. 6. Following completion of works, ensure work area is clear of obstructions and hazards. The following RAs to be referenced with this Method Statement.: RA-003 Manual Handling RA-004 Noise Dust & Vibration RA-005 Use of handheld and power tools COSHH – Protim WB Timber treatment

In Methodology include sub-sections containing details of the following where applicable:

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- Relevant Risk Assessments (Including COSHH, Manual Handling etc.)
- Personnel involved.
- Plant and Equipment to be used.
- Materials to be used.
- Communication and Responsibilities
- Temporary Works
- Emergency Procedures
- Any permits to work that are required.

Method Statement Lift and install steel goal posts into plots

Form Guidance:

This form is used to record method statements required for work undertaken by our Employees where applicable.

Contract Name:	Contract No:	MS Reference: VW-MS-003
Subject: Steelwork Installation		
Author: A Charnock	Date Produced: January 2025	

Scope of the Works:	Lift and install steel goal posts into to plots.
Location:	<i>(e.g. refer to attached map)</i>
Methodology:	1. Ensure VG-FM-SHE-25 PTL is in place and signed off prior to any lifting. 2. Ensure work area is clear of obstructions and hazards. 3. Steel sections are maneuvered into position by crane utilising pre-installed lifting straps and are installed to dimensions provided by VW design. 4. Install temporary bracing and fix steel to padstones/head binder/wall panel pockets as per VW design. 5. Lifting straps are removed following installation by utilising step ladders or podium steps. 6. Spent lifting straps to be cut through and disposed of appropriately. 7. Steel sign-off is carried out and recorded prior to moving on to the next build stage. 8. Following completion of works, ensure work area is clear of obstructions and hazards. The following RAs to be referenced with this MS: RA-002 Lifting Operations RA-003 Manual Handling RA-005 Use of handheld and power tools RA-008 Working at Height

In Methodology include sub-sections containing details of the following where applicable:

- Access / Egress and Deliveries
- Relevant Risk Assessments (Including COSHH, Manual Handling etc.)

- Personnel involved
- Plant and Equipment to be used
- Materials to be used
- Communication and Responsibilities
- Temporary Works
- Emergency Procedures
- Any permits to work that are required.

Method Statement Ground Floor Wall Panels

Form Guidance:

This form is used to record method statements required for work undertaken by Vistry Group Employees where applicable.

Contract Name:	Contract No:	MS Reference: VW-MS-004
Subject: Ground Floor Wall Panels		
Author: A Charnock	Date Produced: January 2025	

Scope of the Works:	- The Installation of Load Bearing wall panels. - LLR and Fire Mitigation Protection Panels
Location:	<i>(e.g. refer to attached map)</i>
Methodology:	<u>The Installation of Load Bearing wall panel</u> 1. Ensure VG-FM-SHE-25 PTL is in place and signed off prior to any lifting. 2. Ensure work area is clear of obstructions and hazards. 3. Wall panel stacks are maneuvered by crane into the work area. 4. Individual panels are lifted into position either by pre-installed lifting straps using site installed tag lines or manually where appropriate. 5. Install temporary bracing and fix panels as per VW design. 6. Spent lifting straps to be cut through and disposed of appropriately. 7. Install head binders/tensioning straps as by utilising 1 step ladders or podium steps. 8. Following completion of works, ensure work area is clear of obstructions and hazards. <u>LLR and Fire Mitigation Protection Panels</u> 9. These elements are provided to prevent a potential fall from height and/or fire spread. 10. These elements where applicable will be installed as per and will remain in situ following completion of the timber frame superstructure in order to continue to provide the intended safety measures. 11. The responsibility of removal of these elements is placed upon the Principal Contractor to enable follow on trades to safely progress with construction works according to their pre-determined safe system of work. The following RAs to be referenced with this MS: - RA-001 Installation of Timber Frame Components - RA-002 Lifting Operations - RA-003 Manual Handling - RA-004 Noise, dust & vibration - RA-005 Use of handheld and power tools - RA-006 Use of Laser equipment

	• RA-007 Use of Nail Guns • RA-008 Working at Height • COSHH – Protim WB Timber treatment
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- Relevant Risk Assessments (Including COSHH, Manual Handling etc.)
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- Temporary Works
- Emergency Procedures
- Any permits to work that are required.

Method Statement Floor Cassette Installation

Form Guidance:

This form is used to record method statements required for work undertaken by our Employees where applicable.

Contract Name:	Contract No:	MS Reference: MS-005
Subject: Floor Cassette Installation		
Author: A Charnock	Date Produced: January 2025	

Scope of the Works:	• Installation and securing of floor cassettes • Temporary Stairwell Protection
Location:	<i>(e.g. refer to attached map)</i>
Methodology:	<u>Installation and securing of floor cassettes</u> 1. Ensure FM-SHE-25 PTL is in place and signed off prior to any lifting. 2. Ensure work area is clear of obstructions and hazards. 3. Cassettes stacks are maneuvered by crane into the work area. 4. Individual cassettes are lifted into position by using pre-installed lifting straps and site installed tag lines. 5. As cassettes are landed into position, operatives will remain on the safe side of internal handrails and will not position themselves directly under a live load. 6. Once all floor decks are completely landed into position, fix cassettes around the perimeter as per VW design utilising step ladders or podium steps when working from below. 7. Ensure joists at cassette junctions are flushed for alignment prior to fixing together as per VW design utilising step ladders or podium steps when working from below. 8. Ensure joist junction gaps are flushed for watertightness with suitable adhesive. 9. Spent lifting straps are to be cut through and disposed of appropriately. 10. Following completion of works, ensure work area is clear of obstructions and hazards. <u>Temporary Stairwell Protection</u> 11. These elements are provided in order to prevent a potential fall from height and to provide a suitable temporary working platform and safe method of access/egress from the upper floor levels. 12. Upon completion of floor cassette installation, erecting team supervisors will carry out a visual inspection of all temporary stairwell protection elements. This will include visual confirmation of ledger and fixing specifications to ensure that they are correct as per VW design. 13. Erecting team are to check the underside of the bearers have been sprayed green to confirm that quality checks have been completed. 14. We will also carry out checks of this element during unit inspections and any non-conformances to the design are to be reported and remediated with immediate

	effect. 15. Access/egress to the upper floor level is gained by utilising a ladder through the factory installed hatch. When the hatch is not in use it will be left in the closed position. Ensure the infill panels have been stencilled in red 'Do not load' 16. Supervisors will check that gaps between infill panels do not exceed 10mm and the overall gap to any structural opening does not exceed 25mm at either end (max. 50mm in total). The following RAs to be referenced with this MS: • RA-001 Installation of Timber Frame Components • RA-002 Lifting Operations • RA-003 Manual Handling • RA-004 Noise, dust & vibration • RA-005 Use of handheld and power tools • RA-007 Use of Nail Guns • RA-008 Working at Height • COSHH D4 Egger Glue
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- Personnel involved
- Plant and Equipment to be used
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- Emergency Procedures
- Any permits to work that are required.

A&O Joinery Ltd

Method Statement Low Level Roof Installation

Form Guidance:

This form is used to record method statements required for work undertaken by our employees where applicable.

Contract Name:	Contract No:	MS Reference: MS-006
Subject: Low Level Roof Installation		
Author: A Charnock	Date Produced: January 2025	

Scope of the Works:	Installation and securing of low-level roofs.
Location:	<i>(e.g. refer to attached map)</i>
Methodology:	1. Ensure VG-FM-SHE-25 PTL is in place and signed off prior to any lifting. 2. Ensure work area is clear of obstructions and hazards. 3. LLRs are maneuvered by crane into the work area. 4. Individual LLRs are lifted into position by using pre-installed lifting straps and site installed tag lines. 5. As LLRs are landed into position, operatives will remain on the safe side of internal handrails and will not position themselves directly under a live load. 6. Once all LLRs are completely landed into position, they are fixed as per VW design utilising step ladders or podium steps when working from below. 7. Spent lifting straps to be cut through and disposed of appropriately. 8. Following completion of works, ensure work area is clear of obstructions and hazards. The following RAs to be referenced with this MS: • RA-001 Installation of Timber Frame Components • RA-002 Lifting Operations • RA-003 Manual Handling • RA-004 Noise, dust & vibration • RA-005 Use of handheld and power tools • RA-007 Use of Nail Guns • RA-008 Working at Height

In Methodology include sub-sections containing details of the following where applicable:

- Access / Egress and Deliveries
- Relevant Risk Assessments (Including COSHH, Manual Handling etc.)
- Personnel involved

- Plant and Equipment to be used
- Materials to be used
- Communication and Responsibilities
- Temporary Works
- Emergency Procedures
- Any permits to work that are required.

A&O Joinery Ltd

Method Statement Load bearing wall installation (upper last floors)

Form Guidance:

This form is used to record method statements required for work undertaken by our employees where applicable.

Contract Name:	Contract No:	MS Reference: MS-007
Subject: Upper Floor Wall Panel Installation		
Author: A Charnock	Date Produced: January 2025	

Scope of the Works:	Load Bearing Wall Panel Installation (Upper/Last Floors)
Location:	<i>(e.g. refer to attached map)</i>
Methodology:	1. Ensure VG-FM-SHE-25 PTL is in place and signed off prior to any lifting. 2. Ensure work area is clear of obstructions and hazards. 3. Wall panel stacks are maneuvered by crane into the work area. 4. Completed roof structure is removed by crane from the sole plate/floor deck and landed in a suitable lay-down area. 5. Individual panels are lifted into position either by pre-installed lifting straps using site installed tag lines or manually where appropriate. 6. Install temporary bracing and fix panels as per VW design. 7. Install tensioning straps as per VW design by utilising step ladders or podium steps. 8. Spent lifting straps to be cut through and disposed of appropriately. 9. Following completion of works, ensure work area is clear of obstructions and hazards and stairwell infill panel hatch is closed. The following RAs to be referenced with this MS: • RA-001 Installation of Timber Frame Components • RA-002 Lifting Operations • RA-003 Manual Handling • RA-004 Noise, dust & vibration • RA-005 Use of handheld and power tools • RA-006 Use of Laser Equipment • RA-007 Use of Nail Guns • RA-008 Working at Height

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- Materials to be used.
- Communication and Responsibilities
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MS FORM – Method Statement Roof Truss Construction

Form Guidance:

This form is used to record method statements required for work undertaken by our employees where applicable.

Contract Name:	Contract No:	MS Reference: MS-008
Subject: Roof Truss Construction		
Author: A Charnock	Date Produced: January 2025	

Scope of the Works:	- Trussed Rafter Roof Construction Bungalow (Oversite Level) - Single Dwelling (Floor Level) - Apartment Block Roof Construction - Construction of 2½ Storey Units
Location:	<i>(e.g. refer to attached map)</i>
Methodology:	- Ensure VG-FM-SHE-25 PTL is in place and signed off prior to any lifting. - Ensure work area is clear of obstructions and hazards. - Required materials are safely loaded out into an accessible location adjacent to the work area. - Cut and lay out header plates following dimensions/details provided by VW design. - Trusses/gable panels are lifted into position by crane by using pre-installed lifting straps and site installed tag lines. - Truss pack/gable panels are safely positioned to allow the safe, sequential spreading of trusses according to the specific roof configuration/design. - OSB packs are slung and into position by crane using site installed tag lines or they are loaded onto first lift loading bay by FLT. - Temporary bracing of initial bank of trusses will be implemented as per VW design to ensure that they are completely secure to enable safe continuation of roof construction. - Once roof trusses are completely spread, permanent bracing as per truss design is to be fully installed prior to moving on to the next stage of construction. - Lifting beams are installed as per truss design. - Load out and install OSB overlay to ceiling cords as per VW design - Temporary bracing of gable panels will be implemented as per VW Design to ensure that they are completely secure to enable them to be tied into the main roof construction. - Complete roof structure is slung, lifted and maneuvered into a suitable lay down area as specified on the lift permit/plan utilising site installed tag lines. - Where possible, truss ladders/chimney kits/gable cavity barriers may be installed and fixed as per roof/VW design utilising step ladders or podium steps. - Following completion of works, ensure work area is clear of obstructions and hazards. - For maisonette/apartment roofs (or where applicable according to house type configuration), a suitable birdcage/safety decking system will be installed (by others) on the last floor deck to enable roof installation to be carried out safely in

	situ, in accordance with the system stated in the Trussed Rafter Roof Construction section above. 17. For certain roof configurations (e.g. parapet roofs), additional aspects of work may be necessary such as ply-lining trusses/upstands, capping works and other associated elements. 18. In addition to the standard wall and roof section guidance, additional methodology is incorporated for the purpose of robust bracing and fixing of gable walls and roof structures in 2½ storey units to ensure stability of the structure during construction. 19. Temporary diaphragm bracing panels and attic truss beams are installed as per VW design. 20. Temporary bracing panels must be installed prior to roof installation commencement and must remain in situ until cut rafter and roof covering works (felt and batten) have been completed. 21. Attic truss beams must be fixed to the sloped wall panel immediately following roof structure installation as per VW design. The following RAs to be referenced with this MS: • RA-001 Installation of Timber Frame Components • RA-003 Manual Handling • RA-004 Noise, dust & vibration • RA-005 Use of handheld and power tools • RA-007 Use of Nail Guns • RA-008 Working at Height
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- Emergency Procedures
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Method Statement Roof Construction Lifting

Form Guidance:

This form is used to record method statements required for work undertaken by our employees where applicable.

Contract Name:	Contract No:	MS Reference: MS-009
Subject: Roof Construction Lifting		
Author: A Charnock	Date Produced: January 2025	

Scope of the Works:	Roof Construction Lifting
Location:	<i>(e.g. refer to attached map)</i>
Methodology:	1. Ensure VG-FM-SHE-25 PTL is in place and signed off prior to any lifting. 2. Ensure work area is clear of obstructions and hazards. 3. Complete roof structure is slung, lifted and maneuvered from suitable lay down area onto the upper/last floor wall panels utilising site installed tag lines and is fixed as per roof/VW design. 4. Spandrel panels (where applicable) are lifted into position utilising site installed tag lines and are fixed according to roof/VW design. 5. Truss ladders/chimney kits/gable cavity barriers may be installed and fixed as per roof/VW design utilising suitably provided table lifts if not already installed. 6. Additional roof competition elements will be carried out (e.g. ply-lining valleys, tying-in spandrels, loose cut rafter/timber works, etc. 7. Following completion of works, ensure work area is clear of obstructions and hazards and stairwell infill panel hatch is closed. The following RAs to be referenced with this MS: • RA-002 Lifting Operations • RA-003 Manual Handling • RA-005 Use of handheld and power tools • RA-007 Use of Nail Guns • RA-008 Working at Height

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Method Statement Ancillary Works

Form Guidance:

This form is used to record method statements required for work undertaken by our employees where applicable.

Contract Name:	Contract No:	MS Reference: VW-MS-010
Subject: Ancillary Works		
Author: A Charnock	Date Produced: January 2025	

Scope of the Works:	• Internal Works • External Works
Location:	<i>(e.g. refer to attached map)</i>
Methodology:	<u>Internals</u> • Where applicable on certain unit configurations (e.g. apartment blocks/maisonettes), installation of TCBs/PW-TCBs is carried out. This may be required at an earlier stage of the build process as determined per VW design. • Internal non-loadbearing walls are manually lifted into position. • Install DPCs at external wall junctions where required. Panels are plumbed and fixed and where necessary partition/structural noggins are installed as per VW design. • Install cassette lifting strap hole bungs/corks. • All doorways are cut through flush and end grains are treated with timber preservative. • Temporary bracing is removed, and all protruding fixings are to be checked and clenched over. <u>Externals</u> • Installation of TCBs and timber batten cavity barriers/closers is carried out as per VW design. • OSB/fire rated sheathing ribs are installed to external areas as determined per VW design. • External breathable membrane lapping and fixing is carried out to ensure complete coverage of external superstructure. • Where applicable, low-level roof membrane ridge lapping will be installed to provide temporary water ingress resistance along the masonry steel position. This is achieved by cutting through upper-level wall panel membrane and slotting LLR membrane underneath which is then fixed as per VW design. • Any damage to and/or missing breathable membrane is repaired/installed as per VW design. • Fire protection installation is to be recorded and suitable photographic evidence will be provided for all aspects and elevations of each unit/area as

	required. The following RAs to be referenced with this MS: • RA-001 Installation of Timber Frame Components • RA-003 Manual Handling • RA-004 Noise, dust & vibration • RA-005 Use of handheld and power tools • RA-007 Use of Nail Guns • RA-008 Working at Height • COSHH – Protim WB Timber treatment
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