

Contract Title: acacias		Contract No: D160	MS Reference: 002
Subject: Replacement of portico roof to the main entrance door.			
Author: T Thornley		Date Produced: 28.03.18	
1.0	Scope of the Works:	Removal of existing stonework-leadwork-timber deck and joists and removal and isolation of existing light fitting –Replacement of new timber deck structure and soffit-new lead roof covering-replace and repair stonework and reinstate the existing light fitting-Decorate soffit on completion	
2.0	Date(s) to be Carried out:	As soon as practicable after Clients instruction.	
3.0	Precise Location:	Main entrance to the acacias manor house porch roof – (portico) see attached photo	
4.0	Access / Egress & Deliveries:	<i>(Access/egress & delivery points on site e.g. refer to attached site plan)</i> Site to be informed of lorry deliveries. A delivery through the main entrance driveway to have banksman guidance at all times, speed limit is 5mph.	
5.0	Methodology:	1.Remove protective scaffold boards from above lead roof (J Clarke Scaffolding) 2.Isolate and barrier area surrounding Portico and post warning notice inside building no access (Francis Construction) 3.Carefully remove existing stonework currently sitting on top of lead roof perimeter (A F Jones) 4.Carefully remove lead from Portico roof and dispose off site(R J Collins) 5.Erect access tower and remove temporary protective deck (Francis Construction Carpentry) 6.Disconnect and remove existing Portico light fitting (West and West electrical) place in safe storage. 7.Remove rotten timber joists and remaining decking and T and G boarding keep sample for pattern of new replacement. (Francis Carpentry) 8.Clean out and replace new joists /ply decking to for base for new lead work (Francis Carpentry) 9.Replace lead and dress over existing stone surround (R J Collins) 10.Replace existing stones and complete stone repairs to wall on top of lead (AJ Francis). 11. Install working platform and replace new T and G boarding (Francis Carpentry) 12.Decorate T and G soffit (S Hill Decoration) 13.Replace light fitting reconnect and test 14.Inspection to be done by Clients Representative to ensure all works are complete and acceptable 15.Remove warning notices .	

6.0	Significant Health, Safety & Environment Risks:	Manual handling, equipment, dust, Lead, head, eye and feet.
7.0	Risk Assessments Attached:	See Carpenter Joinery risk assessment H3-03
8.0	COSHH Assessments Attached:	Pva adhesive / pasload fuel cell / grip fill
9.0	Personnel:	<i>All tradesmen to have CSCS card trade specific All subcontractors listed in the methodology will be inducted and reminded of the nature of the works and its position</i>
10.0	Plant & Equipment:	Podium Steps, stepladders with the footing no higher than 3rd rung from the top, Cordless Drill, hand tools. All portable electrical equipment to be subjected to planned maintenance, including a three monthly test and inspection. Only trained and competent persons to use, test, repair and maintain portable electrical equipment. Reference to be made to the manufacturers/suppliers operating instructions. Visual inspection of equipment to be carried out before each use. All equipment found to be defective must be switched off and reported immediately. Only equipment operating at 110v or less to be permitted on site. All guards must be used and under no circumstances should they be interfered with or removed. Leads/extension cables must not trail across walkways and should be routed along skirting to prevent trips. All extension leads must be fully extended to prevent overheating and electrical fires. Where reasonably practicable, H3-03 risk assessment to be followed when using the drop saw
11.0	Materials:	All materials required for site will be unloaded in the designated unloading and storage area. Which will be kept tidy to minimise trip hazards? Pallets are to be stacked no higher than 2 pallets. All timber to be stored in a dry area.

12.0	Communication & Responsibilities: Job Specific	Francis Construction is responsible for operational health and safety, irrespective of where its resources come from – whether its own staff, contract, subcontract or agency staff or self-employed workers. The Site Manager must ensure that all employees involved in work on electrical equipment are competent and are instructed on safe systems of work, have been issued with written rules and instructions.
13.0	Temporary Works: Not required	
14.0	Emergency Procedures: Job Specific	First aiders Site manager Tony Thornley 07725839868 Assistant site manager Daniel Dennis 07714303383 A first aid kit will be available in the temporary office to treat minor injuries such as small cuts/grazes that need a plaster etc., Francis Construction will provide a fully trained First Aider trained to the required HSE standards for administering First Aid on construction site. All operatives will be advised at their site induction of the location of First Aid assistance and also where a telephone is located should an ambulance need to be called.
15.0	Permits to Work Required:	Possible hot works on the replacement lead covering to the Portico
16.0	Hold Points:	No hold points but works will be covered in the morning daily briefing