

## **Method statement**

Project: Kitchen rear wall opening and bi-fold doors, 27 Larch Road, Didsbury, Manchester M20 6RT

Client: Daniel Okafor

Contractor: Brightwell Build Ltd, Unit 4, Canal Side Works, Stockport SK4 1AA

Principal contractor (if not us): Not applicable: single-contractor project

Document reference: BB-2611-MS Revision: 1 Date: 1 October 2026

Prepared by: Sam Whitlock, Site Manager Checked by: Kieran Doyle, Operative and first aider

### **1 Scope of the work**

Take out the existing rear wall at ground floor between the kitchen and the old lean-to, install the steel beam and padstones per the engineer's calcs, and fit the new bi-fold doors.

Start date: 2 November 2026

Duration: 3 weeks

Working hours: 08:00 to 17:00 Monday to Friday please, no Saturdays.

Areas affected: Kitchen, rear lean-to and the back garden path

Work not covered: Decorating and the new kitchen units (Lumen Kitchens to carry out separately)

### **2 CDM 2015 position**

This work is construction work under the Construction (Design and Management) Regulations 2015.

Client type: Domestic client — the client's duties pass to the contractor if there is only one, to the principal contractor if there is more than one, or to the principal designer if there is a written agreement for them to take them on

More than one contractor on site: No — we are the only contractor

Construction phase plan: BB-2611-CPP

### **3 People**

| Role                    | Name         | Contact number | Training and cards held                                      |
|-------------------------|--------------|----------------|--------------------------------------------------------------|
| Site supervisor         | Sam Whitlock | 07700 900611   | SSSTS; CSCS Gold (supervisor), expires 03/2028               |
| Operative               | Kieran Doyle | 07700 900612   | CSCS Blue (skilled), expires 11/2027; PASMA, expires 06/2027 |
| Operative               | Aled Prys    | 07700 900613   | CSCS Blue (skilled), expires 08/2028; PASMA, expires 01/2028 |
| First aider             | Kieran Doyle | 07700 900612   | First Aid at Work, expires 05/2027                           |
| Electrician (isolation) | Priya Raman  | 07700 900614   | ECS Gold card, expires 09/2028                               |

Everyone working on this task will be briefed on this method statement before starting and will sign the briefing record in section 11.

#### 4 Plant, equipment and materials

| Item                                       | Details                                       | Checks                                         |
|--------------------------------------------|-----------------------------------------------|------------------------------------------------|
| 110V breaker                               | Hilti TE 1000, hired from Stockport Tool Hire | PAT tested, daily pre-use check                |
| Disc cutter with on-tool water suppression | Husqvarna K 770                               | Daily pre-use check, blade guard fitted        |
| Genie lift and beam trolley                | Hired from Stockport Tool Hire                | LOLER thorough examination certificate in date |
| Mobile tower                               | Boss Clima, 2.5 m platform                    | Inspected after erection and every 7 days      |
| Cement and mortar                          | Tarmac Blue Circle                            | COSHH assessment C-07                          |

#### 5 Sequence of work

Work will be carried out in this order. Do not move to the next step until the one before is complete and safe.

| Step | What is done                                                        | Who               | Key controls                                |
|------|---------------------------------------------------------------------|-------------------|---------------------------------------------|
| 1    | Set up: dust sheets, zip door to the hall, barrier at the side gate | Sam               | Dust sheets, zip door, barrier at side gate |
| 2    | Electrician isolates the outside-light circuit and locks off        | Priya Raman       | Electrical isolation and lock-off           |
| 3    | Install temporary propping per temporary works design               | Sam, Kieran       | Temporary works design followed             |
| 4    | Cut out the wall, wet cutting with extraction                       | Kieran, Aled      | Wet cutting with extraction                 |
| 5    | Bed padstones and lift the beam into place with the genie lift      | Sam, Kieran, Aled | Genie lift used for beam placement          |

|   |                                                                             |              |                                            |
|---|-----------------------------------------------------------------------------|--------------|--------------------------------------------|
| 6 | Make good, remove props after 48 hours, fit bi-fold doors                   | Kieran, Aled | Props removed only after 48 hours          |
| 7 | Clear site, waste to licensed carrier (Greenway Skips), hand back to Daniel | Sam          | Waste to licensed carrier (Greenway Skips) |

## 6 Hazards and controls

This summarises the risk assessment for this work (BB-2611-RA). One row per hazard. Further action is listed only where the existing controls are not enough.

| Hazard                                                 | Who might be harmed and how                           | Controls in place                                                                                                                               | Further action needed                                   | Action by and when               |
|--------------------------------------------------------|-------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------|----------------------------------|
| Collapse of wall or floor above during removal         | Operatives and the family: crushed by falling masonry | Acrow props and strongboys per engineer's temporary works design, propping checked by supervisor before any cut                                 | Temporary works design to be signed off by the engineer | Sam Whitlock, by 30 October 2026 |
| Silica dust from cutting brick and block               | Operatives: lung disease; family: dust in house       | On-tool extraction, water suppression, dust sheets and zip door to the hall, FFP3 masks face-fit tested                                         | None                                                    | Not applicable                   |
| Manual handling of the steel beam (approx. 140 kg)     | Operatives: back injury, crushed fingers              | Four-person lift with beam trolley and genie lift; route planned and cleared                                                                    | None                                                    | Not applicable                   |
| Asbestos                                               | Anyone in the house if disturbed                      | Refurbishment survey AS-4471 (Northfield Surveys, 14 September 2026) checked: no asbestos in the work area; stop work if suspect material found | None                                                    | Not applicable                   |
| Live services in the wall (cable to the outside light) | Operatives: electric shock                            | Circuit isolated and locked off by the electrician before the wall is opened; CAT scan before cutting                                           | None                                                    | Not applicable                   |

## 7 Working at height

Access equipment: Mobile tower (Boss Clima, 2.5 m platform); stepladders for short light work only

Inspection: Scaffold and towers inspected before first use, after any event likely to affect stability, and at least every 7 days. Inspection record kept at Site folder in the van.

Erected by: PASMA-trained operatives

Fall prevention: Mobile tower with guardrails; stepladders used for short light work only

Weather: Work at height stops in Winds above 23 mph or ice.

## 8 Personal protective equipment

PPE is the last line of protection, not the first. The following must be worn:

| PPE                          | When                                  |
|------------------------------|---------------------------------------|
| Hard hats                    | At all times on site                  |
| Safety boots                 | At all times on site                  |
| Hi-vis                       | At all times on site                  |
| Cut-resistant gloves         | When handling block and steel         |
| Safety glasses               | When cutting or breaking              |
| Ear defenders                | When using the breaker or disc cutter |
| FFP3 masks (face-fit tested) | When cutting                          |

## 9 Permits and isolations

| Permit               | Needed | Issued by      | Reference      |
|----------------------|--------|----------------|----------------|
| Electrical isolation | Yes    | Priya Raman    | EI-2611        |
| Hot work             | No     | Not applicable | Not applicable |
| Permit to dig        | No     | Not applicable | Not applicable |
| Confined space entry | No     | Not applicable | Not applicable |

No work that needs a permit will start until the permit has been issued and signed.

## 10 Emergency arrangements

First aid kit: In the van

Fire extinguishers: 6 kg foam extinguisher by the rear door

Fire assembly point: Front drive

Nearest accident and emergency department: Wythenshawe Hospital, Southmoor Road, Manchester M23 9LT

Emergency services: call 999 and give the site address: 27 Larch Road, M20 6RT. Access via side gate on the left of the house.

Spill kit: In the van

Site contact out of hours: Sam Whitlock 07700 900611

Report every accident, near miss and dangerous occurrence to the site supervisor straight away. Record it in the accident book. Where the law requires it, the contractor will report it to HSE under RIDDOR.

### 11 Briefing record

I have read, or been briefed on, this method statement and understand it.

| Name         | Company              | Signature | Date |
|--------------|----------------------|-----------|------|
| Sam Whitlock | Brightwell Build Ltd |           |      |
| Kieran Doyle | Brightwell Build Ltd |           |      |
| Aled Prys    | Brightwell Build Ltd |           |      |
| Priya Raman  | Brightwell Build Ltd |           |      |

### 12 Approval

Prepared by: Sam Whitlock, Site Manager Signature: \_\_\_\_\_ Date: 7 October 2026

Approved by (principal contractor or client representative): Daniel Okafor, client Signature: \_\_\_\_\_

Date: 7 October 2026

This method statement will be reviewed if the work, the site, the people or the equipment change, and after any incident.