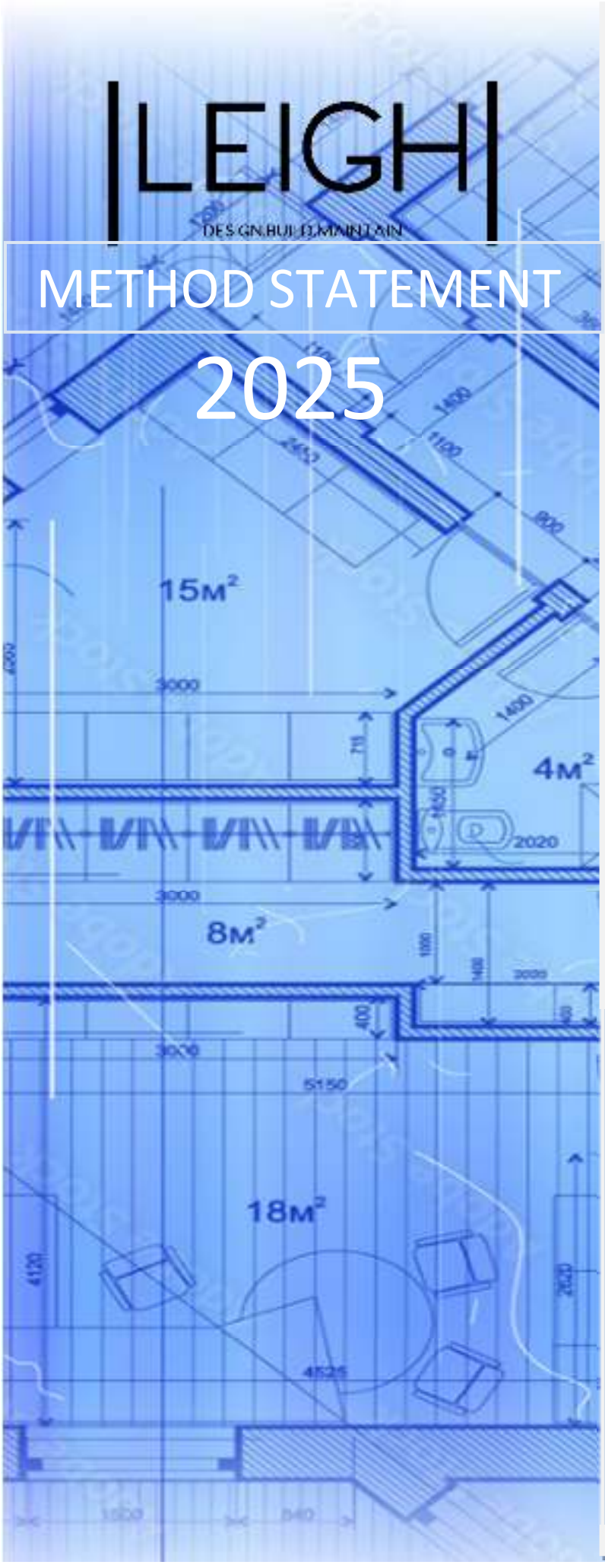
LEIGH

DESIGN.BUILD.MAINTAIN

METHOD STATEMENT

2025



All works in collaboration with Mitie

mitie

101 King St, South Shields NE33 1DT

PROJECT METHOD STATEMENT

GENERAL DETAILS.

Project Name: 101 King St, South Shields NE33 1DT	**Project Ref:** Rubix Closures Programme. **Property Code: N/A**
Contractor: Leigh DB (JMD) Ltd.	
Prepared by: Jake Beck	
Method Statement Title: Lloyds Bank South Shields - Safety Method Statement	
Method Statement No: 001.	Revision No: 1.

Task / Issue:

The BOS property is no longer in service and is to be put back to its original condition before handing over of the site can be undertaken.
Leigh DB (JMD) Ltd (in collaboration with Mitie) have been allocated the task of removing the Lloyd Banking Group branding and restoring to its former listed state, uninstalling all fixtures, and fittings. On removal of the ATM's, the apertures are to be filled with granite. All works to be completed as per the listed building consent.
All debris and waste are then to be removed on completion of repair works.

LLOYDS BANK



Site Manager: Lee Parsons. 07547 674 916.

H&S Representative: Adam Kurszewski. 07425 420 221.

HIGH RISK WORKS.

High Risk Activity (YES/NO):	**NO**
Recorded on High-Risk Register (YES/NO):	**NO**

DOCUMENT REVIEW.

Reviewed by:	Name:	Signed:	Date:	Status:
	Jake Beck	J.Beck	21-Sept-26	1.

Review Status:
1 – Accepted.
2 – Rejected, revision required.

SECTION 1: DESCRIPTION OF WORKS (Brief Summary).

PRE WORKS.

- Ensure Health and Safety notice board is on display before any work-related activities are carried out.
- Prepare and cordon off the work area. (G8 Barriers to implement an exclusion zone).
- Implement a Banksman if required when moving equipment on and off the premises.
- If possible store and place any tooling in a safe location within the premises so not to create a trip hazard for employees or pedestrians.
- The safety critical element of the works will be removing the site branding from the building whilst working at height on the front elevation of the property.
- All works will be safely accessed via a MEWP to eliminate falls from height, Harness will be always implemented.
- The entire operation will be conducted in such a way to always prioritise and avoid harm to the public.
- **Works site branding.**
- Remove all branding and signage from the exterior of the property.
- Remove any Fascia Signage.
- Removal of any name plates around the building.
- Assess any damage once the branding has been removed.
- Fill holes with matching lime mortar, mixed and tinted on site to match current stone works as close as possible.
- Paint walls to match existing colour if required.
- Apply vinyl to windows up to 2m high.
- Board ATM if engineers are on site.
- All waste to be left on site, to be removed on decom week.

SECTION 2: KEY HAZARDS / RISKS (Refer to Risk Assessment/s).

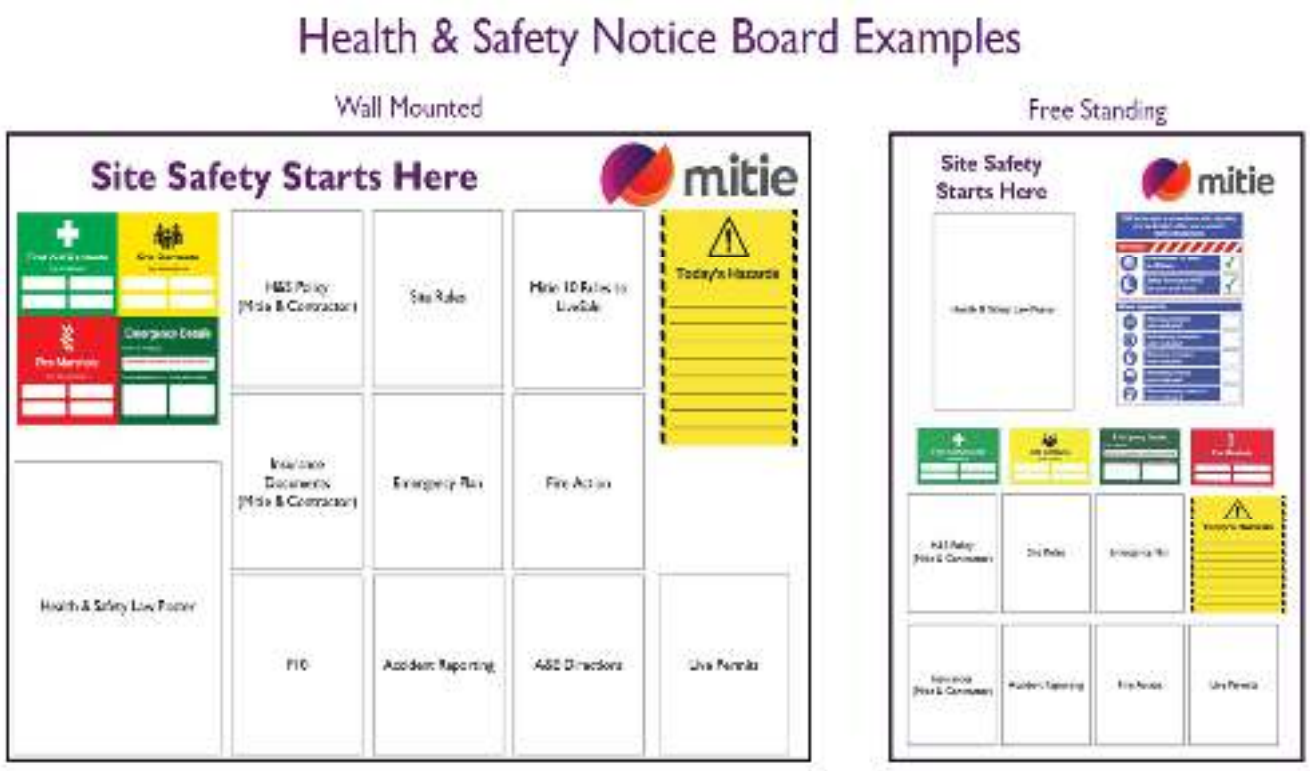
HAZARDS.	RISKS.
• Trip hazards. • Lack of PPE. • No training or supervision. • COSHH. • Disposal. • Structure. • Working at height. BOS Nairn Risk Assessment.pdf	• Refer to detailed RA attached in submitted documentation. 

SECTION 3: SEQUENCE OF WORKS (Method).

These tasks are deemed as being minor works and are scheduled to be completed over a period of 20 days in total.
The hours of works will be 08:00 to 16:00.

PRE WORKS.

- Ensure Health and Safety notice board is on display before any work-related activities are carried out, example boards are shown below.
- Prepare and cordon off the work area. (G8 Barriers to implement an exclusion zone).
- Prestart meeting.
- Implement a Banksman if required when moving equipment on and off the premises.
- Store and place any tooling in a safe location within the premises so not to create a trip hazard for employees or pedestrians.
- The safety critical element of the works will be working at height removing site branding.



Signage & Branding Works

- Identify all signage and branding to be removed (high level lettered signage and low level name plate
- Use suitable MEWP to access the high level signage
- Carefully remove the lettered signage, taking care not to cause any further damage. Remove any brackets/rails/supports & fixings
- Remove any plugs from the stone
- Lower all signage and materials safely to the ground using the MEWP basket
- Store the signage and materials within the bank for removal during the decom week
- Access the fixing holes again using the MEWP
- Carefully clean out the fixing holes associated with the signage removed
- Fill the redundant holes with matching lime mortar, to be mixed on site to provide the best possible match to the adjacent stone
    - NHL 3.5 lime mortar mixed with sand. The sand to be purchased locally to attain the best possible match. If necessary a mortar tint will also be used
- Finish all repairs flush and sympathetically with the surrounding stone
- Clean down the work area
- Complete final inspection of the fixing holes
- Carefully remove the name plate
- Remove any plugs from the stone
- Store the nameplate within the bank for removal during the decom week
- Carefully clean out the fixing holes associated with the nameplate removed
- Fill the redundant holes with matching lime mortar, to be mixed on site to provide the best possible match to the adjacent stone
    - NHL 3.5 lime mortar mixed with sand. The sand to be purchased locally to attain the best possible match. If necessary a mortar tint will also be used
- Finish all repairs flush and sympathetically with the surrounding stone
- Clean down the work area
- Complete final inspection of the fixing holes

ATM aperture Works

- Attend site on removal of the ATMs
- Inspect the apertures and take all required measurements to send to the granite supplier for cutting the stone
- Confirm the extent, depth and condition of each aperture before commencing with the infill works
- Remove all loose material, redundant fixings and debris from the aperture. Take extra care to not damage any of the historic fabric of the building
- Prepare the internal face of each aperture
- Internally block up the internal skin of the aperture to secure the premises and support the aperture

- Return to site once the granite has been carefully cut to size
- Prepare the external face of the aperture to receive the replace the granite stone
- Carefully install the pre-approved granite within the aperture, to be secured using lime mortar mixed on site with tint where necessary to provide the best possible match to the adjacent mortar
- Point in the surrounding joints to match the existing masonry and mortar profile
- Protect the completed works until the sufficient curing time has elapsed
- Clean down the work area and perform a final inspection of the works completed

SECTION 4: SUPERVISION / LABOUR / SITE RULES.

POSITION	NAME	SIGNATURE IF ATTENDING SITE
DIRECTOR	**LEE PARSONS**	
SMSTS MANAGER	**EMMA BECK Nee Lally**	
SMSTS MANAGER	**FREDDIE BRIGHT**	
SMSTS MANAGER	**JAKE BECK**	
SSSTS SUPERVISOR	**PAUL AUSTIN**	
SSSTS SUPERVISOR	**EVERTON ROBERGE**	
SSSTS SUPERVISOR	CHRIS PERRY	
SSSTS SUPERVISOR	**AIDEN COCKERILL**	
SSSTS SUPERVISOR	**CIPRIAN IMBRIEA**	
SSSTS SUPERVISOR	**JOHN DAINES**	
SSSTS SUPERVISOR	KEVIN KENTFIELD	
HEAD OF COMPLIANCE	ADAM KURSZEWSKI	
OPERATIVES		
	CAMERON COCKERILL	
	JOE GALVIN	
	JAMES HUTCHINSON	
	ION PRISECARU	
	JOHN MEAD	
	MIHAI STRAJESCU	
	JOE GALVIN	
	JAMES HUTCHINSON	
	GUILHERME ROBERGE	
	ALFIE BEECHEY	
	MAX BARON	
	CASEY PORTER	
ELECTRICIAN	MARK TAYLOR	
CONTRACTOR/VISITOR		

SITE RULES:

- All staff present on site will follow site rules and instruction from the site supervisor.
- Should any procedures be ignored and not followed in the correct manner then the staff member must be removed from site immediately.
- All personnel shall undergo induction before works begin.
- Appropriate PPE shall be always worn.
- All accident and near miss incidents must be reported to the Site Supervisor and documented.
- Any persons found to be misusing fixtures, fittings, or equipment shall be excluded from site.
- Smoking is only permitted in designated areas.
- All visitors must report to site management to be inducted and supervised while on site.
- All visitors must wear appropriate PPE.
- Staff must have correct training certs to undertake site specific roles; this must also be current.
- Safety signs and notices must be followed.
- The public must be protected from hazards associated with works being undertaken.
- No alcohol or illegal drugs are to be brought onto site.
- No person who is under the influence of drugs or alcohol is allowed on site.
- Offensive or inappropriate language and provocative gestures will not be tolerated.
- No gambling, threatening or violent behaviour will be tolerated on site.
- No personnel shall indulge in fighting, horseplay, or practical jokes within the site or its perimeter.
- Toilets and washrooms must be kept in a clean and hygienic state after use.
- Refuse must not be allowed to accumulate and work areas are to be always kept tidy.
- Combustible materials are to be removed on a regular basis and disposed of in an appropriate manner.
- Radios and personal audio devices are only to be used if authorised.
- No headphones or earphones are to be used at any time.
- All site personnel are required to comply with safe working methods, risk assessments and method statements.
- All personnel must be familiar with Site Fire and Emergency alarms and the location of equipment.
- Do not enter or walk through barricaded areas unless authorised to do so.
- If there are designated walkways they must be always followed.
- Eating is only permitted in the designated areas.
- Only authorised persons are to erect scaffolding or towers on site.
- No staff will be permitted on site without the ID card being present.





SECTION 5: TEMPORARY WORKS (TW).

- Requirement of Independent checks (complex/high risk TW):
  - N/A

- Temp works involved (list):
  - Removal of all debris and general waste.
  - Carry out remedial works.
  - Provide site supervision for all other contractors on site.
  - Ensure H&S adhered to on site.

- Key considerations:
  - Understanding and sign off submitted documentation.
  - Use of Mitower.
  - Asbestos presence.
  - Dust / Silica.
  - Use of Mortar (see COSHH)
  - Working outside.
  - Trip hazards.
  - Falling debris.
  - Stability of structure.
  - Entry and Exits.
  - COSHH.
  - Pedestrians and pedestrian control.
  - Training and competencies.
  - Waste.

SECTION 6: LIFTING OPERATIONS.

- Requirement for lifting suspended loads:
  - **N/A**.

- Included in Lift Plan/Schedule of Lifts - approved by Appointed Person:
  - **N/A**.

- Method of lifting is Manual in which very small items and tools are required.
- Any debris will be removed using hand tools and will be loaded onto the collecting vehicle via a team lift.
- Key considerations are:
  - Entry and Exits.
  - Branch doors and stairs.
  - Creating trip hazards.
  - Clear walkways.

SECTION 7: PLANT & EQUIPMENT.

Please comment "**Yes** / **No**" under the pictograms below.

		
Goggles – EN 166B.	Hearing Protection – SNR 27.	RPE – P3 Filters.
YES	YES	YES
		
Wet Cut (suppression).	Vacuum – M Class.	Hessian / Dust suppresion.
NO	YES	NO
		
MEWP.	IPAF / PASMA TRAINING.	Vibratory Cutting Tools.
YES	YES	NO
		
Vibratory Hand-Held Power Tools.	MI Tower.	Ladders.
NO	NO	NO

Certification / Inspection / PAT Testing:

- PAT testing available for all power tools.

Work at height / access equipment:

- A ladder register is provided to cover the ladder.

Lifting Equipment (including SWL):

- **N/A.**

Tools:

- Small hand-held power tools.
- Trail for the application of Mortar.

SECTION 8: MATERIALS.

Please comment "**Yes** / **No**" under the pictograms below.

				
Acute Toxicity.	**Explosive.**	**Oxidising.**	**Flammable.**	**Corrosive.**
NO	NO	NO	NO	YES
				
Gas Under Pressure.	**Serious to Health.**	**Health Hazard.**	**Environmental Hazard.**	**Miscellaneous.**
NO	YES	YES	NO	NO

- **Materials required:**
- Handheld tools and low voltage Power Tooling.
- Plastic disposal bags.
- Sand, Cement.

- **Hazardous Substances**
- Dust / Silica. (refer to COSHH assessment).
- Lime Mortar.

- **Waste Management:**
- Leigh DB (JMD) Ltd has a valid waste licence as shown below, all rubbish will be removed from site and taken to the local recycling centre. A waste matrix can be provided on completion of works.





SECTION 9: PPE.



Please insert **Yes**/**No** in box below.

YES	**YES**	**YES**	**YES**	**YES**

Other: e.g. Respiratory, Hearing protection etc.

- all required and in place.

SECTION 10: PERMITS / ADDITIONAL DOCUMENTATION.

	Yes	No	Comments
Hot works:	x		Grinder may be used.
Excavations:		x	
Roof works:		x	
Temporary works	x		Removal and repair works.
Confined Spaces:		x	
Live Services:		x	Provided by Mitie.
Risers/Shafts:		x	
Ladder:		x	
Works in ESB Hazard Zone:		x	
Other: Small MI Tower	x		PASMA certified operatives.
MEWP		x	

SECTION 11: THIRD PARTY CO-ORDINATION.

- All documentation to be reviewed by all site personnel and signed before works can commence.

SECTION 12: EMERGENCY PROCEDURES.

TASK SPECIFIC EMERGENCY REQUIREMENTS.

- Induction.
- Fire.
- First aid.
- Emergency contacts.
- Reporting documentation.
- Evacuation.

ACCIDENT REPORTING:

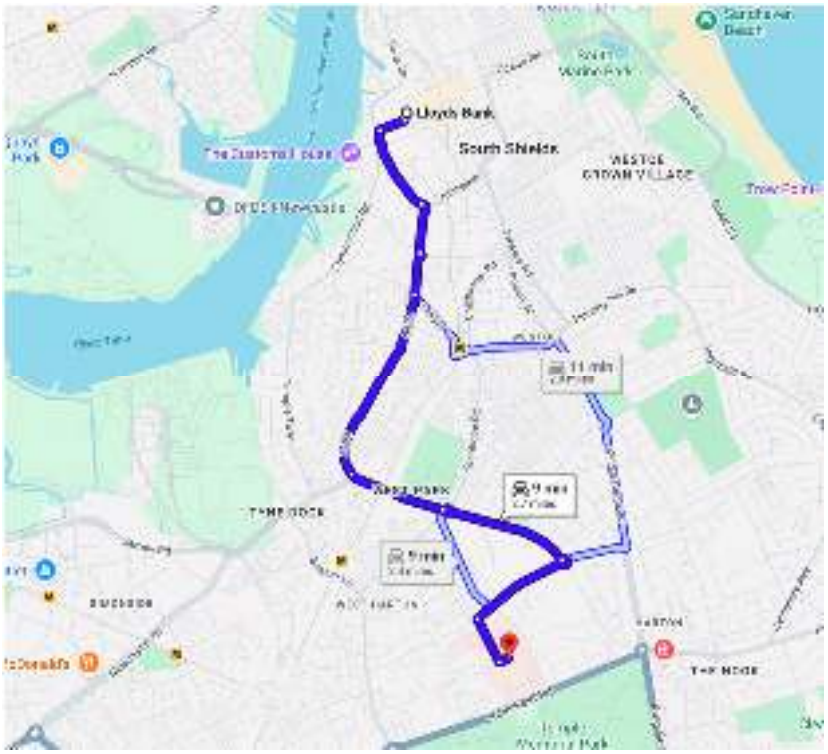
All accidents and incidents and near misses will be reported to Site management immediately to facilitate accident investigation and preservation of evidence.

FIRST AIDER DETAILS:	All Staff in section 4 in bold have a first aid training.
FIRST AID LOCATION:	Site Works, Additional first aid located in company vehicle.
DETAILS OF NEAREST HOSPITAL:	Please see below.

Address:
Harton Ln,
South Shields
NE34 0PL

Hours:
Open 24 hours.

Phone:
01914041000



SECTION 13: SUMMARY OF KEY ISSUES.

The following is a summary of the key issues included in these RAMS.
This is a non-exhaustive list that attempts to capture the main items to be implemented on site and to be monitored.

- Understanding and sign off submitted documentation.
- Dust.
- Mortar.
- Working outside and the creation of an exclusion zone.
- Trip hazards.
- Falling debris.
- Stability of structure.
- Entry and Exits.
- COSHH.
- Working at height.
- Pedestrians and pedestrian control.
- Training and competencies.
- Waste.

SECTION 14: COMMUNICATION OF METHOD STATEMENT.

Where those completing the works do not understand written English, the Method Statement must be either:	Confirm (A / B)
A) Translated in writing into native language and communicated	**N/A**
B) Translated by interpreter to those completing the works	**N/A**

Communication completed by: Name: **N/A** Signature: **N/A**

Additional Comments:
All personnel attending site on behalf of Leigh DB are to sign below.