

Method statements for the construction of building envelopes

Method statements are essential for the safe construction of building envelopes that meet the Client's performance requirements. This Technical Note describes the process of writing a method statement and gives guidance on appropriate structure and contents.

Introduction

A method statement describes the way in which the building envelope is to be constructed. It will be concerned with safety, quality and logistics.

The CWCT Standard for systemised building envelopes requires that a method statement is prepared, and followed, on each contract (*Clause 7.5.2*). It is also a requirement of National Building Specification cladding sections H11, H13, H42 and H92.

On a project, each Building Envelope Specialist Contractor should produce a method statement describing the package of work for which they are responsible. This has to correlate with the method statements of Specialist Contractors undertaking adjoining work including the primary structure and any services that penetrate the building envelope.

The method statement has to be acceptable to the Main Contractor and the Architect may want a role in reviewing the method statement.

The Main Contractor should produce a method statement for the whole project. This will comprise the method statements for the individual work packages, including cladding.

The Main Contractor has a responsibility for:

- Defining the scope and extent of work in each package
- Assigning responsibility for particular work at package interfaces
- Ensuring that the separate method statements correlate with each other and that taken together they cover all aspects of the work
- Submitting relevant method statements to the Architects/Consultants.

Status and function of a method statement

A preliminary method statement will often be submitted with a tender bid. This sets out how the Specialist Contractor proposes to undertake the building envelope construction. A detailed method statement has to be produced before construction begins.

The detailed method statement should be prepared with the same care and thoroughness required for specification or design.

A method statement may be a file of documents including:

- Safe systems of work,
- Lifting plans,
- Quality plans.

All documents included in the method statement should be consistent with each other. It may be appropriate to include some information as drawings which should be properly cross-referenced.

Parts of the detailed method statement may be included in the project health and safety plan to comply with the Construction Design and Management (CDM) Regulations. There is a legal requirement for a risk assessment of work procedures to be carried out prior to commencement of work, and for the outcome to be communicated to the work force. Safe systems of work and lifting plans within a detailed method statement are a good way of doing this.

The detailed method statement will also describe quality procedures to show that the building envelope is being constructed to the required standards of performance and quality.

The terms safety method statement and quality method statement are sometimes used and on some contracts separate documents are prepared. The use of dual method statements may occur because different individuals in

