

Method Statement

for the installation of various items to a UK Listed Building Type 2

Project Title: Installation of External Lighting, Nameplate CCTV Cameras, Security Boxes and Air Conditioning Units

Location: Church of Christ, Llanthewy Road, Newport Gwent, South Wales, NP20 4LA

Scope of Work

This method statement outlines the procedures and safety measures for the installation of external lighting, Nameplate, CCTV cameras, security boxes, and air conditioning units on a UK listed building (Type 2). All installations will be carried out within the mortar to preserve the building's structural integrity, with specific attention to any necessary removal of stone for the air conditioning installation. In cases where stone must be removed, it will be replaced with the same type of stone to ensure minimal damage and maintain the building's historical authenticity.

References

- The Planning (Listed Buildings and Conservation Areas) Act 1990.
- Building Regulations 2010
- Health and Safety at Work Act 1974
- Historic England guidelines for works to Listed Buildings
- Local Authority Conservation Officer guidelines
- Manufacturer's installation instructions for the air conditioning unit
- Manual Handling Operations Regulations 1992.
- The Control of Substances Hazardous to Health (COSHH) Regulations.

Risk Assessment and Health and Safety

A full risk assessment will be conducted before the work commences. Key risks identified include:

- Risk of damaging the listed structure
- Risk of working at height (for external units)
- Manual handling of heavy equipment
- Use of power tools

- Risk of electrical hazards
- Noise and disturbance to the surrounding environment
- Dust and debris from drilling into mortar

Mitigation measures will be implemented, including:

- Use of non-invasive techniques for fixing the unit
- Temporary barriers to protect the building and surrounding area
- Personal protective equipment (PPE) including gloves, safety glasses, and ear protection
- Dust suppression equipment such as wet cutting tools
- Ensuring all work complies with the guidelines set by Historic England and the local conservation officer

Preparation and Pre-Installation

- **Site Assessment:** A full site assessment will be carried out to identify any potential impacts on the building's fabric, structure, and surroundings.
- **Listed Building Consent:** All necessary permissions and consents from the local planning authority and Historic England will be obtained before work begins. (Whilst the items listed above were already previously installed, this method statement will be used to provide clarity to the installation of the previous items or provide as a guide for the reinstallation of such items).
- **Access and Egress:** A safe and secure means of access will be established for workers and materials, ensuring minimal disruption to the building and surrounding area.
- **Protection barriers** will be set up around the building to ensure safety for passersby and workers.
- **Temporary Protection:** Any sensitive architectural features will be protected to prevent accidental damage during the installation process.
- **Non-invasive mounting methods** must be used for all installations to preserve the building's historic features.
- All work must adhere to **Heritage Protection Guidelines**, ensuring that no irreversible damage is caused to the structure.
- Equipment such as lighting, signage, and CCTV cameras should be unobtrusive and comply with any aesthetic restrictions.
- **Environmental considerations** must be taken into account, including the impact of the installation on surrounding areas, noise levels, and energy consumption.
- Arrange for any necessary scaffolding or access equipment for external units.

Installation of Air Conditioning Units

1. Install external units on brackets or other fixing mechanisms that do not cause damage to the fabric of the building. Ensure external units are positioned in a discreet and non-intrusive location, avoiding highly visible or historically sensitive areas. (Use non-permanent fixings where possible to ensure that the integrity of the building's structure is preserved).

Drilling into Mortar: Special care will be taken when drilling into the mortar to avoid damaging the underlying brickwork or stone. Core drills with appropriate dust suppression will be used to minimize the risk of excessive dust, which could damage the building.

Mortar Fixing: Brackets or other securing mechanisms will be anchored into the mortar, ensuring that the fixing does not compromise the structural integrity of the masonry. The use of non-permanent fixings, such as adjustable brackets, will be prioritized to allow for future deinstallation without causing damage to the building.

External Unit Placement: The external units will be positioned in discreet areas to minimize visual impact, and where possible, away from any highly visible facades or architectural features. The mortar will be carefully drilled to allow pipework to pass through without disturbing the original structure.

Stone Removal: Only the minimum amount of stone will be removed, and specialized tools will be used to ensure a clean cut with minimal disturbance to surrounding areas.

Stone Replacement: Any stone removed will be replaced with the same type of stone as the original, sourced from a reputable supplier specializing in heritage materials. The new stone will be carefully cut to match the existing masonry, and mortar will be applied to ensure a seamless fit.

Installation of Units: Brackets or platforms will be mounted into the mortar or into the newly replaced stone, ensuring that the air conditioning units are secure and stable.

2. Air conditioning units will be installed with minimal intervention into the building's fabric. The use of bracket mounts or custom platforms will ensure no permanent damage.

3. Install internal units in a location that does not interfere with the building's historic features, such as original plasterwork, architectural details, or original ceilings. Ensure that the installation does not damage or obscure any significant interior features, such as cornicing, fireplaces, or flooring
4. Install refrigerant and condensate pipework, as well as electrical wiring, through routes that minimize the impact on the building. This may involve running cables behind walls, within floor voids, or through ceilings. Where possible, utilize existing service routes to avoid unnecessary drilling or disruption.
5. Once installed, all systems will be thoroughly tested for functionality, refrigerant charge, and pressure. The installation will be commissioned to ensure the system operates efficiently and in line with manufacturer specifications.
6. Conduct a final inspection to ensure the installation is compliant with all requirements. Ensure all waste is removed from the site, and any damage caused during the installation is rectified.

Justification of Air Conditioning Units

The installation of air conditioning units will be carried out to ensure climate control for regular worship services and charity events, providing a comfortable environment for visitors and occupants. Additionally, this installation will contribute to the preservation of the building by maintaining stable temperature and humidity levels, reducing the risk of deterioration. The units will be mounted on brackets fixed into the mortar to minimize structural impact. Where stone removal is necessary, it will be kept to a minimum, and replacement stones of the same type will be sourced and installed to maintain the building's original appearance. The positioning of the units will be carefully planned to be as discreet as possible, ensuring minimal visual impact. The installation will incorporate non-permanent fixings to allow for future removal without damage to the structure.

Installation of External Lighting

- The external lighting fixtures will be designed to complement the building's aesthetic and will be installed in a manner that minimizes intrusion.
- Mount the light fixtures on brackets that are fixed into pre-drilled mortar joints rather than through the stone or brick, to reduce the risk of damaging the structure.

- Where possible, cable conduits will be hidden within the fabric of the building or installed along surfaces using adhesive or mechanical fixings that do not penetrate the structure.
- Ensure that electrical connections are made by a qualified electrician and that all lighting is tested for safety and functionality.

Justification of External Lighting

External lighting will be installed to improve visibility and safety for occupants and visitors, particularly during evening worship services and charity events. The lighting will also serve to enhance the building's heritage and aesthetic appeal at night. All fixtures will be mounted on brackets fixed into mortar joints rather than stone or brick, to prevent structural damage. Cable conduits will be hidden within the building's fabric where possible, using adhesive or mechanical fixings that do not penetrate the structure. Electrical connections will be carried out by a qualified electrician, and all lighting will be tested to ensure safety and functionality. The lighting layout will be designed to reduce excessive light spill into the surrounding environment and minimize impact on nearby residents.

Installation of Nameplate

The Nameplate of the Church is supplement to the Seal that had already been previously approved.

- Fixings for the Nameplate board will be designed to attach to the mortar joints, rather than the stonework, and the use of masonry anchors or similar will be minimized.
- The Nameplate will be carefully checked for visual impact to ensure that it does not detract from the building's character or aesthetic value.
- The Nameplate will be carefully placed into the mortar joint area. **Mortar anchors** or **mortar fixings** will be used to secure the nameplate. These fasteners will be designed to be non-invasive, ensuring that no damage is done to the building's structure.
- **Mortar or an appropriate adhesive** will be applied to the back of the Nameplate to secure it firmly in place within the mortar joint. This ensures that no damage is caused to the stonework and allows for a secure installation that will last without affecting the historic fabric of the building.
- **Leveling:** The Nameplate will be checked with a spirit level to ensure that they are installed straight and aligned properly before the mortar sets.

Justification of 'Nameplate'

The 'Nameplate' is in unison with the logo/signage of our religion and represents the identity of our religious community, its history and its role in our local society. The display allows us to represent our beliefs as part of our fundamental right of religious expression whilst also sustaining the building's use. It helps the members of the community to visually identify the building affirming its significance as a place of worship and gathering and expresses the community engagement alongside the relevance and vitality of the building whilst also respecting the building's historical value.

The Listed Building has had a historical connection to other religious practices but the addition of the Nameplate provides consistency in the building's historical context with it being used as a place of worship. This is not a presentation of alteration to the building's appearance but actually a reflection of the building's ongoing function and the evolution of the building's role within the community. This Nameplate will be installed in a way that respects the architectural integrity of the building and installed carefully to ensure avoidance of damage to the listed building. This Nameplate is easily removable and does not cause lasting alteration to the building which ensures no permanent changes to the structure.

The Nameplate also provides a positive reminder for the local community in diversity and inclusivity. It expresses respect for different beliefs and practices which can be depicted from the number of new public visitors who have come to ask regarding the religion and also to educate themselves on our faith as well as even joining and attending the worship services or gatherings hosted by the Church of Christ.

Installation of CCTV Camera's

- CCTV cameras will be installed at approved locations to ensure adequate coverage while minimizing visual impact on the building's facade.
- Mount the CCTV cameras using brackets attached to mortar joints or non-invasive fixings. Any drilling into the structure will be minimal, and care will be taken to avoid damaging decorative or historical elements.
- Ensure that wiring is discreetly routed, ideally using existing conduits or channels in the mortar, to avoid further disruption to the building's fabric.

Justification of CCTV Camera's

The installation of CCTV cameras will be undertaken to enhance the security and protection of the property. This measure will help prevent unauthorized access, vandalism, and other security concerns. Camera placement will be carefully planned to provide optimal coverage while minimizing visual impact on the building's facade. The cameras will be mounted using brackets

attached to mortar joints or non-invasive fixings, ensuring that drilling into the structure is kept to a minimum. Wiring will be routed discreetly, utilizing existing conduits or channels within the mortar where possible to prevent further disruption to the building's fabric. This security measure will be implemented in accordance with recommendations from law enforcement to ensure the safety of all occupants and visitors.

Installation of Security Boxes (Alarm System)

- Security boxes will be installed in suitable locations that do not obscure architectural features or detract from the building's overall appearance.
- Mount security boxes using brackets or anchors that are secured into mortar joints. Use non-corrosive materials to ensure the longevity of the fixings and reduce the need for maintenance.
- Where required, electrical connections for the security boxes will be installed safely by a qualified electrician, ensuring all electrical work complies with UK regulations (e.g., the IET Wiring Regulations).

Justification of Alarm System

An alarm system will be installed to protect the historical and architectural significance of the building from theft, vandalism, and accidental harm. The security system will act as a deterrent while also providing immediate response capabilities in case of a security breach. Security boxes will be mounted using brackets secured into mortar joints, and non-corrosive materials will be used to ensure durability and reduce maintenance needs. Electrical connections will be installed by a qualified electrician to comply with UK safety regulations. The system will be positioned in areas that do not obscure architectural features or detract from the building's appearance. The installation will also enhance the building's continued use as a place of worship by ensuring the safety of its occupants and visitors while preserving its listed status.

Testing and Commissioning

- After installation, all systems (lighting, CCTV, security boxes) will be tested for functionality.
- The operation of the lighting will be checked to ensure proper illumination without over-lighting or light pollution.
- CCTV systems will be tested for effective coverage and clear image quality.
- Security boxes will be checked to ensure they function as intended and provide adequate protection. Final Inspection/Post Installation

Clean-up and Site Restoration

- Upon completion, all debris, materials, and equipment will be removed from the site, and the building will be cleaned to remove any dirt or marks caused by the installation.
- A final inspection will be conducted by the site supervisor to ensure that all work has been completed in accordance with the specifications and that no damage has occurred to the listed building.
- All waste materials will be segregated and disposed of responsibly, in compliance with local regulations and environmental standards. Any hazardous waste, such as refrigerants or electrical components, will be disposed of according to legal requirements.

Conclusion

This method statement ensures that the installation of external lighting, Nameplate, CCTV cameras, security boxes, and air conditioning units will be carried out with minimal impact on the building's fabric. All installations will be done within mortar joints, and where stone removal is necessary for air conditioning installation, the stone will be replaced with the same type to ensure historical accuracy and minimal disruption to the listed building.