FORM 9 (Rule 7)

Section 9 of Care of Cathedrals Measure 2011
Public Notice on application to the Cathedrals Fabric Commission

PUBLIC NOTICE

TAKE NOTICE that the Chapter of the Cathedral Church of:

The Cathedral and Metropolitical Church of St Peter in York

has on this date: 1 February 2022

applied to the Cathedrals Fabric Commission for approval of the following proposal:

repairs to the Chapter House floor (retrospective application)

Summary of the nature of work and its extent (and materials) [or in the case of an object, a short description of it and details of the proposal]

A ‘like for like’ repair of the historically significant tiled 1840’s Minton flooring to the Chapter House has been undertaken.

It had been agreed that the repairs required and anticipated at the outset, would not require a CCM application. However, during the course of the repair work, it was found that there had been settlement in the stone slab substructure. A working method for recording and investigating the issue was devised, and a repair specification and methodology proposed, in collaboration with the cathedral archaeologist and floor tile repair specialist. The repair approach was reported to the York Minster FAC and CFCE, and Chapter was advised that a retrospective CCM application should be prepared.

This retrospective application includes FAC’s subsequent advice on the management of the Chapter House in order to de-risk future damage and care for the floor. The covering note attached sets out the circumstances of the application and lists the relevant documentation.

Plans, drawings, specifications or other documents

Copies of the plans, drawings, specification and other documents accompanying this application may be examined online at https://yorkminster.org/about-us/statutory-applications/
REPRESENTATIONS

If you wish to make representations about the whole or any part of the proposal described in this Notice you should write to

The Secretary of the Cathedrals Fabric Commission:
c/o Cathedrals and Major Churches Officer
Church Buildings Division
Church House
Great Smith St
London
SW1P 3AZ
rosanna.smith@churchofengland.org
020 7898 1862

So that it reaches the secretary not later than: 1 March 2022

DIRECTIONS TO CHAPTER

1. This public notice (or a copy of it) must be displayed for a continuous period of 28 days in a prominent position inside and outside your cathedral where it is readily visible to the public.

2. A copy of this notice must be sent as follows:

   (a) to the Fabric Advisory Committee of your Cathedral Church
   (b) to Historic England (formerly English Heritage)
   (c) if the proposal is of a kind described in section 2(1)(a) of the Measure—

      (i) to the national amenity societies as applicable (see list on Form 8)
      (ii) to the local planning authority.

Statutory Notice
This notice must remain on public display at all times.
Do not remove or obscure this notice in any way.

<table>
<thead>
<tr>
<th>Date notice displayed</th>
<th>1 February 2022</th>
</tr>
</thead>
<tbody>
<tr>
<td>Not to be removed before</td>
<td>1 March 2022</td>
</tr>
</tbody>
</table>
1. INTRODUCTION

A ‘like for like’ repair of the historically significant tiled 1840’s Minton flooring to the Chapter House of York Minster commenced with specialist flooring craftsperson, Mark Taylor. The works had been under the direction of Surveyor Andrew Arrol. The project overlapped with the hand-over to new Surveyor of the Fabric Oliver Caroe, who assisted with oversight of the works in 2021. It had been agreed that the repairs required and anticipated at the outset of the repair scheme would not require a CCM application.

In the course of the repair work it was found that there had been settlement in the stone slab substructure under the 1840s Minton tile floor of the Chapter House. We devised a working method for recording and investigating the issue, to understand the causes for the defect and proposed a repair specification and methodology in collaboration with cathedral archaeologist and floor tile repair specialist.

The repair approach was reported to the FAC and CFCE. Chapter were advised that, in the circumstances, a retrospective CCM application should be prepared, which also ensures that the project record is preserved and the FAC’s advice on the management of the Chapter House (to de-risk future damage and care for the floor) would be included in the approved works.

This covering note sets out the circumstances of this application and lists the relevant documentation.

2. CIRCUMSTANCES

We knew little about the existing sub floor prior to commencement since investigations for conservative and - relatively minor repairs were not deemed necessary. As defective tiles were carefully lifted it became apparent that there was evidence of settlement which had caused tiles to fail. Therefore further inspections and research was undertaken. Read with Stuart Harrison’s report, which found there was a very clear set of accounts from 1840 from which the sub-floor build up could be understood. These archaeological and structural findings have been carefully recorded.

Once the sub-structure was better understood and observed, we reflected on whether stability would be an issue in future, or whether it was reasonable to assume that differential settlement was historic and had ceased. We selected a ‘minimal intervention’ approach, but it is important to record the basis for this decision here for future record. If we were to re-inforce the sub base, this would have involved building up a new supporting sub-wall structure in brick, replacing the stone floor slabs on a stable base, with new screeding and tiling as before. Re-building the sub-base – even locally – would have required an extensive opening up and lifting of much larger areas of tiling. Weighing-up the significance of the tiling, we took the view that it was more likely to do more harm than good in replacing the entire substructure to address a relatively low risk of further movement, since this degree of intervention would result in the loss of a greater number of individual tiles than may be damaged in localised repairs. It was therefore agreed to provide for some re-enforcement under the tiling, which would limit differential settlement and could be built-in within the new lime screed.
3. RECORDS AND DOCUMENTATION

The recording process includes high-resolution photographs taken from the triforium from above, which describe the 'before and after' condition of the floor before the works.

These general images are supplemented by detailed photos taken from ground level in Appendix C. Additionally, a drawing was made of the entire floor tile layout, which is be used as an accurate reference for recording the location and extent of repairs, see Appendix E.

The Method Statement written by Mark Taylor in Appendix B explains the tools and techniques required to undertake the lifting of the tiles while minimising the risk of breakages. The repair allowed for 104 new Minton tiles, which were handmade from new moulds taken from the existing tiles.

4. MATERIALS AND METHODS

<table>
<thead>
<tr>
<th>Material</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Floor tiles (failed)</td>
<td>Like for like replacement from Minton (new moulds)</td>
</tr>
<tr>
<td>Floor tiles (repaired)</td>
<td>A limited number of tiles were lifted and re-laid where un-seated; just a few were moved from one side of the room to the other away from areas of heavy traffic.</td>
</tr>
<tr>
<td>Screed</td>
<td>Hydraulic lime mortar base screed</td>
</tr>
<tr>
<td>Pointing</td>
<td>Colour-match existing, fine lime mortar specification.</td>
</tr>
</tbody>
</table>

Repairs to the Sub-floor as carried out:

During the investigation works, we found the failure areas corresponded with open joints in the York Stone sub-floor structure and concluded that the repair would be de-risked if we could pin the bed joints in the stone sub-base with stone fillets to mitigate against the risk of future cracking in the tiling and adding stainless steel helibars over the bed joints to distribute potential future movement or differential settlement. A NHL mortar base was built over the Helibars to form the new stable screed for the tiles.

[This introduction of a new material, stainless steel, was felt by the FAC’s advisors to sufficiently change the nature of the works from a like-for-like repair to an additive change in the fabric, to require a retrospective consent]

These repairs has now complete and the process has been documented in Appendix A, within the report by Dr Stuart Harrison, Cathedral Archaeologist.

5. CARE PLAN FOR THE FLOOR ON COMPLETION

As agreed with the FAC, a care-pan for the floor has been written and adopted, which is bound into this retrospective application.
APPENDICES

Appendix A
The Chapter House Encaustic Tiled Pavement Repair by Dr Stuart Harrison

Appendix B
Method Statement and Risk Assessment by Mark Taylor

Appendix C
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Appendix E
Tile Layout Drawing

Appendix F
Care plan for the floor
Ryedale Archaeology Services Ltd

The Chapter House Encaustic Tiled Pavement Repair for The Chapter of York Minster

Survey work and report undertaken by Dr Stuart Harrison Cathedral Archaeologist York Minster

March 2021

Above: The work in progress

A company registered in England No 0472067
Background

The damage to the chapter house encaustic tiled pavement has been well known for a number of years and scheduled for repair when opportunity and funds permitted. The damage occurred due to a number of reasons, failing tile cement, use of a heavy grand piano with hard castors, running heavily laden chair trolleys over it, age of the tiles and objects dropped upon the floor.

The proposed repair was to secure any loose tiles by lifting and rebedding them on new cement, to lift and replace badly broken tiles and replace them with new replica tiles. Once the work of repair commenced the extent of the loose and damaged tiles was fully realised and found to considerably exceed the anticipated quantity. Some sections in the central tiled octagonal panel came up in whole blocks of loose tiles and a large area of the sub floor became visible.

The Pavement Details

The details of the pavement show that it was laid with considerable skill as laying such a pavement to an octagonal plan must have been difficult. It also involved considerable cutting of tiles at an angle to fit the numerous triangular spaces which needed to be filled to complete the pavement. The tiles are very precisely manufactured and laid with virtually no gaps between them. As such this would make for precision in laying them out.

They are contained around the periphery by a narrow plain stone edge strip (Fig 6) which fronts the heating duct running all the way around the outside edge and supports the cast metal grills that cover it. These were original features of the design and an early instance of introducing what can be described as a modern piped heating system into a church building. The cost of these cast grills is also detailed on a schedule of expenditure and an invoice from the supplier.

Looking at detailed parts of the tiled pavement shows that there was some drift from a perfect geometric figure with matched joints and identical cut tiles on the angles. This was only to be expected as some variance on such a large area was inevitable. The length of octagon sides and the diagonal corner measurements of the outer octagonal figure vary slightly reflecting this variance.

The central inner octagonal feature has a central cross panel orientated towards the entrance doorway. Darker single bands of tiles are used to border individual square tile panels of nine or sixteen tiles showing different motifs. Special blue glazed tiles were supplied for the central cross panel which has five square decorative panels of twenty five tiles each outlined by the dark border tiles. These in turn have single decorated tiles with a cross motif where the bands intersect each other (Fig 3 & 4).

The central cross motif is enclosed by a narrow border strip half a tile wide and outside it a border three tiles wide on a rectangular grid which encloses the whole of the central figure. This three tile wide band has a decorative motif of quatrefoils and smaller circles (Fig 6). In turn it is enclosed by the standard border tile combination of two standard tiles width with a quatrefoil motif made from four tiles and flanked at
each side by a narrower 105mm wide border strip with a running vine motif (Fig 5). This border combination is used to enclose the central octagon and separate it from the eight outer decorative panels and to also make an outer border around the whole pavement. It is then also employed radially from each external corner to the corners of the central octagonal feature. These eight border radial strips divide the eight large decorative panels from each other.

The eight large decorative panels are composed of two different overall tile patterns with different bands of decorative dark tiles separating and framing individual decorative tile motifs in sixteen or nine tile panels. These two overall designs alternate around the room. It is a complex and rich composition with a large variety of decorative motifs.

**History of the Encaustic Tiled Pavement**

The history of the restoration of the chapter house in the 1840s has yet to be written but Jillian Echlin studied some of the surviving documents as part of her MA on the decoration of the ceiling by the artist Thomas Williment which formed part of it (Echlin 2016). She drew attention to the wealth of material evidence in the form of invoices and receipts for payment held by the York Minster Archives and spoke of finding the original invoice for the tiled pavement.

While researching in the archives for another desktop study I asked Peter Young the archivist if he could find this material and he duly produced a box of papers for me to examine reference YML/B3/6/1. This was indeed a veritable treasure trove of information detailing the costs and materials and people employed on the whole restoration of the chapter house in the mid 1840s.

The motives and funding of the restoration were outlined by Echlin and it is clear that it followed on as a specific and very much singular project after the completion of the restoration of the nave of the cathedral following the 1840 fire. Directed by the architect Sidney Smirke it was funded by a special bequest of £5000 to the minster in the will of Dr Stephen Beckwith, a local physician and the collection of invoices etc are known collectively as the Beckwith Papers.

The tiles were made by Minton but not supplied and laid by them and have interesting makers and glazers marks upon them. They are imprinted on the back with the Minton company details so there is no disputing their provenance. Minton as a company issued their first full tile catalogue in 1842 and that features some of the tiles used in the chapter house pavement. Yet some of the tiles such as those with the cross keys motif of the church and diocese are unique to the chapter house pavement and were clearly specially made. The moulds for four of these are mentioned on the invoice and cost £8-8s-0d.

The final invoice from Wyatt, Parker and Co (Fig 1) gives some details of the labour employed which show that the floor was laid in two stages between June 22nd and August 26th and then between October 27th and November 3rd. The total labour cost plus lodging was £49-11s-2d.
The Structure of the Floor below the pavement

The lifting of tiles scattered all over the pavement at random revealed in some instances some evidence of the nature of the floor below the pavement. This is evidently constructed of stone slabs like the other main floors in the nave and transepts of the cathedral but less well finished and jointed, no doubt because it was never meant to be seen. Some joints in the slabs were revealed in 41 areas where tiles had been lifted and in the central area where a larger part became visible the mortar had disintegrated between the joints and gaps opened up between the slabs (Fig 7). Probing down below these showed that there is a void below the slabs and the actual floor is around 350 mm below them. The slabs themselves are around 80mm thick but of course this may vary slightly across the whole area.

On top of the slabs a mortar screed had been laid some 20-25mm thick but again varying slightly from place to place and then a mortar tile cement to hold the tiles in place. Around the periphery of the pavement there was a harder and whiter mortar which held the stone edging in place. The quality and colour of the underlying mortar varied considerably which accounted for the looseness of tiles in some areas where it had crumbled back to sand. Clearly the mixes had varied somewhat with the result that the longevity of the material also varied considerably. The fact that the floor was apparently laid in two stages might account for the difference in mortar quality.

The void below the sub floor stone slabs and the positions of the joints show that the stone slabs are large and must be supported on sleeper walls which are orientated to run north to south across the room in parallel lines. Confirmation of their existence comes in the form of an invoice for £15 for building the sleeper walls. Other invoices account for the supply by boat of stone which likely includes the stone slabs coming from Leeds.

The tile invoices show that a stage payment was made of £150 on Sidney Smirke's advice and the final invoice was an additional £215-4s-9d. It was presented on the 14th November 1845 and paid on the 15th February 1846.

Recording of the Tile Pavement

The floor was measured to give basic dimensional information such as the length of the outer and inner octagon sides, the diagonal dimensions across the corners, the width across the central octagon. Smaller dimensions such as the size of the individual tiles, groups of tile panels and the width of the border strips were also measured and a geometric figure generated to those dimensions.

Generating the central octagonal feature with its complex pattern of tiles with some grid orientated and some radially jointed tiles was a slow process. The two main outer tile panel designs were also drawn and took quite some time to generate. The result is a schematic tile drawing which has basically correct dimensional data but which does not reflect the minor idiosyncracies of the pavement itself (Fig 2).

This was used to plot the positions of all the tiles which had been lifted and then to indicate all the visible joints in the underlying stone slabs. Projecting their alignments across the plan gives a suggestion of the whole underlying arrangement as far as it can
be estimated from the present evidence. The 41 locations which showed evidence of joints were also photographed in stereo pairs. Photographs were also taken of every tile pattern and the jointing at critical points. The tiler repairing the floor Mark Taylor of York Victorian Tiles has also made a photo record of all the areas where tiles have been lifted.

Some evidence of movement in the central area was observed in the form of cracks in one of the slabs and where joints have been exposed stainless steel rods have been overlain and the replacement mortar bedding has all been reinforced with a plastic mesh.

References:

Fig 1 Above: Invoice for the laying of the encaustic tile pavements
Fig 2 Above: Drawing of the Tile Pavement with removed tiles and paving joints marked in place. Fig 3 Below: Central tile panel with blue tiles
Fig 4 Below: Central tile octagon corner infill triangle with blue tile

Fig 5 Below: Outer corner showing stone surround and the border tile composition
Fig 6 Below: Part of the central octagon panel showing the changing alignment of the tile pattern jointing as it goes around the corner. Note that the inner three tile wide band stays on a rectangular grid throughout but the outer border changes angle as it is radially aligned to the centre.
Fig 7 Below: Showing the stone slabs beneath the tiles with the relatively wide jointing between them filled with mortar. The depth of mortar bed or screed below the tiles is also visible.
### YORK VICTORIAN TILERS
**METHOD STATEMENT & RISK ASSESSMENT**

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<th>Comments</th>
<th>Ref No.</th>
<th>Authorised by</th>
<th>Revision</th>
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<td>21-1-21</td>
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<td>York minster chapter house</td>
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</table>

**Approved By:**  
**Position:**  
**Signature:**
1. **Project Details**

Encaustic floor tiling and lime mortar screed repairs to the chapter house

All operatives hold an advanced craft Heritage wall and floor tiling CSCS qualified card

Method statement to be used in conjunction with main contractors’ method and risk assessment and site rules.

**Scope of Works**

**Methodology Statement**

1. The removal of the floor tiles will be carried out Carefully using a multitool with a fine carbide or diamond blade, seven number encaustic tiles and one plain black six-inch tile will be removed from the floor by cutting a line around the tile mortar joint to isolate the tile to stop further damage to the rest of the floor tiles. Once the tiles have been removed, they will then be taken to a specialist encaustic tile manufacturer Craven Dunnhill in Shropshire where the new moulds can then be handmade for making the replacement new tiles needed for the project.

2. Carry out two cleaning test areas of 0.5m2 to the tiled floor using vulpex spirit soap in one area and in the other area use ltp grimex. both of the areas will be cleaned by hand using a non-abrasive nylon pad and smoke sponge to remove as much dirt and grime from the tile surface as possible then rinsed with deionized water and allow to dry for a minimum of three days before applying one or two coats of sealant depending on the porosity of the tile.

3. A tile sample board will be made with two cut tiles fixed to it and tile sealant applied to the tiles, one of the sealants will be Lithofin stain stop W and the other Ltp mattstone H20 both sealants are water based, breathable and reversible and low in odour.
4. The removal of the existing damaged tiles mentioned in section 5 shall be carried out with the same method as described in section 1. Once the damaged tiles are removed, I will inspect the mortar below to see if there is any issues with the base for example cracked lime caused by movements or a weak lime mortar mix, I suggest that if there are any problems with the mortar base, we do not go down the road of repairing the crack with epoxy resin because that’s only a temporary fix in my opinion, I recommend the removal of the old lime and replace the damaged screed if required with NHL 5 due to the setting times and foot traffic. The bedding mortar used to refix the new tiles shall be NHL 3.5, I welcome any advice or options you may have regarding the screed repairs which are open for discussion once we know what the problem is with the screed.

5. The tiles to be replaced or re-bedded are as follows which we can identify once we have a picture of the chapter house floor. Replace 14 number damaged plain black six-inch tiles, Replace 78 number damaged six-inch encaustic tiles Re-bed 2 number loose plain black six-inch tiles and Re-bed 7 number loose six-inch encaustics tiles.

6. Remove a sample of the lime mortar grout with a multitool and diamond blade and send a sample of the mortar to ty-Mawr lime ltd for analysis and colour match. Remove any loose mortar in the tile joints and Re-grout with new lime mortar this will have to be agreed by the surveyor of fabrics before use.

7. The whole project will be photographed throughout for evidence and the cossh and data sheets for the chemicals will be emailed once a decision has been made on the sealing and cleaning products.
## Risk assessment

**Location:** York minster chapter house Deansgate York YO17HH  
**Issue Date:** 21-1-21

### General Activities / Scope of Work:
Encaustic floor tiling & lime screed repairs

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<th>What are the hazards:</th>
<th>Who might be harmed and how?</th>
<th>Precautions already in place</th>
<th>What further action is necessary</th>
<th>Residual Risk Rating</th>
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<td></td>
<td>Probability Severity Risk</td>
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<tr>
<td><strong>Slips and trips</strong></td>
<td>All operators, and tradesmen nearby, may suffer sprains, bruising or fractures if they trip over objects, such as work debris, or slip-on spillages.</td>
<td>All operators wear safety boots – 'no boots, no job' policy. Good housekeeping, e.g., debris such as lime bags put in skip, brush available to use to keep work area clear. All trailing cables in work area hung up or otherwise kept out of harm's way. Safe route to job agreed with site manager based on site health and safety plan.</td>
<td>Manager to check on-site housekeeping during visits. Include in site induction before beginning work on day one.</td>
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<tr>
<td><strong>Workplace transport</strong></td>
<td>Operators risk serious or even fatal injuries from moving vehicles on site – particularly when reversing.</td>
<td>Safe route to workplace and to welfare facilities, agreed with site manager based on site health and safety plan. Staff know that they must never move vehicles on a site unless authorised by site manager. Staff wear high-visibility tabards while on site.</td>
<td>Include in site induction before beginning work on day one.</td>
<td>1 5 5</td>
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<tr>
<td>What are the hazards:</td>
<td>Who might be harmed and how?</td>
<td>Precautions already in place</td>
<td>What further action is necessary</td>
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<td>Manual handling</td>
<td>Operators risk injury, particularly to the back, from lifting and handling heavy or awkward objects,</td>
<td>Where possible, mechanical means to be used to transport materials. Where the movement requires short distances operatives will use barrows or where this risk is minimal passage of materials between numbers of operatives. All materials will be below the recommended guidance for manual handling lifting weight of 20kg. Dry lime mortar mix supplied in bags weighing less than 20 kg. Operatives know and follow safe system of work for fitting. Protective footwear with steel toe caps to be worn at all times. Arrange work area so that boxes of tiles are left in one place until required, so far as possible. Staff to be aware of maintaining good posture so far as possible whilst mixing lime mortar and grout.</td>
<td>Remind operatives of safe system of work at site induction. Manual handing to be kept to a minimum. Wherever practicable, handling aids such as trolleys etc. to be used. Staff to be aware of the weight of the tiles and only lift a safe number (in some circumstances this will mean lifting only single packs). Staff to have basic manual handling training. Cuts to be cleaned promptly, removing any pieces of glaze tiles.</td>
<td>1 4 4</td>
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<tr>
<td>Hazardous substances</td>
<td>Operators and nearby tradesmen at risk from dry powder and chemical sealants which may irritate eyes or sensitive skin, or cause short-term irritation of respiratory system.</td>
<td>Protective equipment to be used when using substances, e.g., dust mask and gloves when mixing powders and when safety data sheet advises it; legs to be covered when floor tiling. Unnecessary contact with lime mortar chemical cleaners and sealants to avoided. Skin to be washed frequently to remove residues of substances. Hands to be washed before eating, drinking.</td>
<td>Specific COSHH risk assessment to be carried out for any substances classified as hazardous to health and risk control measures to be implemented as appropriate. Hazardous substances to be kept out of reach of the public.</td>
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<tr>
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<tr>
<td>Electricity</td>
<td>Operatives and others risk potentially fatal injuries if they receive a shock from faulty electrical equipment.</td>
<td>Main contractor to supply electricity supply. Staff know to check all cables, leads etc of all powered tools/equipment before use, and to report all faults to their supervisor.</td>
<td>During site induction on day one, manager to reinforce rules on electrical safety.</td>
<td>1 5 5</td>
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<td>Welfare</td>
<td>Good welfare facilities reduce risk of dermatitis, help good hygiene etc.</td>
<td>Agreement with main contractor that staff may use site welfare facilities – toilets, washing facilities with hot and cold water and mess room/kitchen.</td>
<td>Tell staff about facilities at site induction on day one.</td>
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<td>Working at height</td>
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<td>Laying floor tiles and working at low level</td>
<td>Employees</td>
<td>Tilers to wear knee pads. Legs to be covered to limit skin contact with lime mortar and Staff to avoid lifting packs or stacks of tiles whilst kneeling or sitting.</td>
<td>Staff to be encouraged to stand up and stretch frequently to avoid strain injuries.</td>
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## Risk Assessment and Method Statement

**Control Measures to Reduce Risks:** Risk Control Systems (RCS) and Workplace Precautions (WP)

**Risk Control Systems in operation:** Daily / Weekly inspections, Audits, Reviews, Safety Checks, Recording and Monitoring, Site Safety Tours.

**Workplace Precautions in operation:** Safety Signs, Barriers, Fixed Fencing, Guards, Protective Equipment, Personal Protective Clothing, Overall Prevention Policies, Training, Toolbox Talks, Site Inductions, Risk Assessments and Method Statements.

**Other Precautions:** All Electrical Tools used will be PAT tested, inspected and recorded.

### Tools/Equipment Resources

**Required:** tradesman

<table>
<thead>
<tr>
<th>Tools/Equipment:</th>
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<tr>
<td>Various hand tools</td>
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<tr>
<td>110v paddle mixer</td>
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<tr>
<td>110v multi tool</td>
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<tr>
<td>Cordless rotary tool</td>
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<tr>
<td>110v transformer</td>
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<tr>
<td>110v angle grinder</td>
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<tr>
<td>110v cables</td>
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</table>

### PPE Requirements:

- Head Protection As per site rules (Mandatory)
- Face/Eye Protection if there is a possibility of projectile objects.
- Hearing Protection where levels exceed 80 dBA
- Protective Overalls - all site activities
- Safety Boots at all times (Mandatory)
- Dust masks FP2S as min
- Hi Visibility Clothing as per site rules (Mandatory)

### Access to the Place of Work

1. All employees, contractors and visitors will attend the site induction carried out by the Client.
2. All employees, contractors and visitors will register their presence within the daily site register with York Minster police.
3. All employees, contractors and visitors will use the designated pedestrian and vehicle route when accessing and egressing the working areas.
4. All persons will comply with site rules in the wearing of personal protective equipment.

### Access Equipment to Be Used

N/A

### The Workplace

1. Workplace area to be clear of all waste materials and ground to be sound and level with sufficient free space for the safe passage of men and materials.
2. Where required physical barriers will be positioned to close off access to others provided by the Client.
3. Materials to be stacked as close to the workface as possible to reduce manual handling.
4. Access routes in and around the working area must be free from obstructions and will be subject to regular cleaning.

### Materials Handling and Storage

1. All materials will be below the recommended guidance for manual handling lifting weight of 20kg.
2. Where the movement requires short distances operatives will use barrows or where this risk is minimal passage of materials between numbers of operatives.
3. Liaison between the Client must be maintained to ensure storage is adequate and secure.
4. Only the minimum quantity required will be held on site.

### Training Requirements

- All operatives are to be competent to carry out their work.

### Hazardous Substances

1. All lime mortars, chemical cleaning products have a corrosive nature and this must be protected against by wearing suitable hand protection (Barrier Cream) and suitable gloves.
## Risk Assessment and Method Statement

2. Any skin contact should be washed off with warm soapy water.
3. Any splashes that enter the eyes must be treated by flushing with bottled sterile water and first aid treatment sort immediately. Do not irritate by rubbing.
4. Reference should be made to the COSHH Assessment manual based on site.

## Environmental Considerations

**Site environmental considerations must be adhered to at all times.**

1. Under no circumstances must any waste materials, fuels or any other contaminate be allowed to enter the drainage system.
2. The site is to be protected from spillages entering drains and sewers, spillage kits are available on site and the company will give instruction on their location and procedures during the site induction.
3. All insulation and package materials must be kept from entering the drainage systems.
4. These include for general waste plastics and cardboard etc. and any special waste.
5. Noise will be kept to a minimum whilst on site.
6. Foul and abusive language will not be tolerated and operatives found using such language or gestures will be removed from site immediately.
7. Transistor radios will not be permitted on site.
8. The use of Mobile phones must only be used in accordance with site rules.

## Protection of others / public

Barriers or Security Fencing are to be provided by the client York Minster and must not be removed unless specific authority has been given by the client to do so.

## Waste Disposal Arrangements

1. During the day debris will be collected and disposed in accordance with the company procedures.
2. Skips that have been provided by the client for waste will be segregated and disposed into the relative skip for that waste. Following each working shift the debris will be removed and deposited into the skips provided.
3. The client York minster will contact and authorise a waste disposal agency for the remove any toxic waste.

## Fire and Emergency Procedures

1. The fire and emergency plan and procedures given at the site induction will be strictly adhered to during the project and all site operatives will adhere to the information given.
2. Under no circumstances must any appliance or alarm for the use in the event of an emergency be tampered with and any abuse of such equipment will result in the offender being removed from site permanently.
3. When any alarm is sounded the operatives must observe the evacuation criteria and will down tools and make their way to the nearest assembly point for the site head count and will not return to the workface until the all clear has been given by the site management emergency coordinator.

## Review of Method Statement

Method statements and all the above-mentioned assessments will be closely monitored for compliance and where a safer alternative to the system of work can be improved, the method statement will be updated accordingly and the agreed system adopted.
The company will encourage any new initiatives to a safer system of work by consultation with the work force, Supervisors and Managers for continuous improvement.

## Communication of Risk Assessment and Method Statement

1. All operatives will be instructed of the risk assessment and method statement for their scope of works as part of the Tool box Talk procedures prior to commencing work.
2. They must ensure they fully understand the work involved, the hazards and the level of risk they may be exposed
3. Following the instruction, they each must sign the register attached
   Each operative must work to the specific method statement, any deviation must be authorised Any operative not working to the specific method statement will be subject to disciplinary action.
### Emergency Contacts

<table>
<thead>
<tr>
<th>Name</th>
<th>Contact Number</th>
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<tbody>
<tr>
<td>Site Supervisor</td>
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<tr>
<td>Safety and Environment Advisor</td>
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<td>Off Site Emergency Number</td>
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### Revision of Method Statement Details

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<th>Authorised By</th>
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Stage 3 - For FAC

CLIENT
York Minster

PROJECT
Chapter House Floor

MEASURING TITLE
Record Photos

Issued for CCM application

Page 3 of 11

Survey Record Row 22-10.JPG
Survey Record Row 22-11.JPG
Survey Record Row 22-12.JPG
Survey Record Row 22-13.JPG
Survey Record Row 22-14.JPG
Survey Record Row 22-15.JPG
Survey Record Row 22-2.JPG
Survey Record Row 22-3.JPG
KEY
- Removed tiles and paving joints marked in blue
- Joint lines marked in red

General notes:
Never scale dimensions from this drawing. Use written dimensions only. Report any discrepancies. Scale in doubt; always use written dimensions. Block out all unnecessary dimensions and refer to notes. Final in consultation with other information from CAD and other consultants.

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LONDON EC4M 8AD
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Filename: 122-1-3 YMR chapter house floor repair2.dwg
Printed: 2021-07-26 1:22 PM

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Stage 3 - For FAC
Not for construction

122-1-3 EX 100  3.00
TITLE: Chapter House Floor Policy
DATE: August 2021

1.0 Introduction

1.1 Following completion of the repairs and conservation works to the Chapter House Floor a policy has been prepared to ensure the floor is properly cared for in the future. FAC was consulted on this policy in August 2021 and the policy is proposed for adoption and dissemination with the CCM application for the floor works.

1.2 It is now clearer that we have an architectural gem in the Chapter House Floor which must be properly cared for and respected. The heritage significance of the floor has never been in doubt, but the works have brought a closer appreciation of the exceptional quality of the 1840 Mintons floor design and tiling. This policy is simple, to facilitate the continued use of the Chapter House but to ensure the floor is protected from temporary furniture and use and to continue a cycle of resealing every two years. This cycle of simple maintenance should be noted in every QI moving forward.

2.0 Risk analysis and Mitigation

Analysis of the damages to the Chapter House floor tiling indicate that the various decay mechanisms are broadly categorised as follows:

2.1 **Sub-structure settlement**, leading to stress and cracking in tiles.

We have addressed sub-structure weakness where we can in the recent works; the assumption is that most of the settlement has happened and is historic. Therefore we are unlikely to see more substantial new cracking or detachment of the tiles. The policy is therefore just to keep the floor under close observation to catch any difficulty early: there is no additional protective measure indicated.

2.2 **Impact damage and fractures**: these arise when the brittle ceramic tiles are placed under unreasonable stress. Accidents can happen with dropping of heavy or sharp objects, which focus force onto the ceramic face or edge. The protective approach is to require care and suitable consideration or risk assessment (ie: no circus jugglers with heavy swords).

However fractures and stresses are most obviously caused in operation and use of the Chapter House with furniture and equipment (pianos and other large instruments, chair trolleys, exhibition cases, sound-systems and similar apparatus) that can impose focussed loads which over-stress and chip or damage tiles.

The remedy in this policy is to rigorously control the loading of the floor – by suitable control measures (see below with regards to permits). But we also recognise that there must be provision for the use of this great space which does need to include allowing heavier equipment, provided there is suitable protection and handling arrangements (see below).

2.3 **Footfall**: our survey of the 1840 floor clear showed that whilst there is wear and tear from use and footfall, in the main the tiles and the glazed encaustic finish is surprisingly robust. Whilst we will
continue to discourage inappropriate footwear (hobnailed shoes or stilettos), there is no indication that we need to limit the uses of the room or to provide a protective mat over the whole floor so the Chapter House can be used for visiting and functions. We did find significantly more incidental damage to the flooring materials in the bay nearest the door; especially in the first boarder, but we see this as wear from equipment, not footfall per-se.

2.4 **Soiling**: the floor was dirty and the coatings used on the floor were trapping soiling: this has now been reversed and remedied, with an appropriate reversible sealing of the floor. We are now duty-bound to limit the soiling of the floor as much as possible so that the intervals between new, wholesale cleaning and re-sealing is extended as much as possible. Soiling can be reduced by having floor mats in the vestibule to take materials off shoes. We also will regulate use of the room for hospitality so that obvious risks are limited (no red-wine or prawn vol-au-vents for instance).

2.5 **Cleaning**: there is some (limited) indication that past cleaning regimes may have had some effect on the floor tiles; but the tiles are generally robust and this policy and the O&M data arising from the conservation programme includes a well specified cleaning and care regime, which will be implemented and included in training.

3.0 **Cleaning**

3.1 Cleaning will take place every three weeks using Lithofin Easy Care (as advised by our tiling expert in the O&M submitted at the close of the project) and will be carried out first thing in the morning to ensure the floor is dried before the Chapter House is opened to the public. Details of the project are enclosed as Appendix 1. Training on the cleaning methods will be given.

3.2 The floor has been sealed using Lithofin sealant. The same sealant will need to be reapplied every two years and the closure of the Chapter House should next be scheduled for two weeks in **February 2023**.

4.0 **Events Policy**

4.1 Events may continue in the Chapter House but floor protection must be in place before any chairs/temporary furniture/equipment are brought into the Chapter House. There must be no contract between tiles and metal or equipment legs that exert a focussed or point load.

4.2 We are investing various rubber mat products which will be stored in the former music library in the South Quire Aisle. These will be laid out by the stoneyard rigging crew or vergers when required.

4.3 No equipment should be dragged along the floor. Items must be carried and placed onto protective mats.

4.4 No point loading must take place, i.e. heavy speakers on tripods, pianos etc. If in doubt, the user should contact the Director of Works & Precinct for advice and clearance.
4.5 As the floor is sealed, drinks receptions may continue to be held in the Chapter House, with some limitations on catering that can be offered.

A McCallion
August 2021