Method Statement

Contractor Name:	**Address:**	**Telephone:**	**Email:**
Site Address			
Start Date:	09-06-2017	**Finish Date:**	27-07-2017
Name of Client or Main Contractor	Template Document		
Brief Outline of the works	Blockwork on a single storey house		
Site Supervisor:		**Tel:**	
Key Plant and Tools	Excavators, Telehandler Cement Mixer		
Key Materials	Blocks, Cement, Lentils, Insulation & DPC		
Specific Staff Training	Safe Pass, Manual Handling, Abrasive Wheels		
Emergency Prodedures: 	**Site First Aider/Local Doctor:** **location of First Aid:** **Location of Nearest Medical Facility:**		

Method Statement

Sequence of Operations:

Before any work commences all personnel involved in the project will have completed a MAIN CONTRACTOR site induction.
A toolbox talk which covers this method statement will also be held and all involved will sign and agree to the working methods
Blocks will be onsite delivered by truck
Cement mixer will be setup on a firm level base by the sand, General operative to mix cement with mixer.
Muck boards to be setup and rising walls to be built on foundation up to floor level
Floors to be trunked and installed by others
Blocks to be set out by general operative
Corners to be built up and blocks to be laid, insulation installedd as walls rise
When work gets above 1.2m testles will be setup installed with handrails by General Operative
Main contractor to install scaffold around outside to prevent falls forward over wall
Walls to be built up to wall plate level, lentils and cills installed
Main contractor to scafold gable ends and provide excavator/telehandler to bring up blocks
Carpenter to mark height of ridge with a string line
Blocks to be laid on gable
MAIN CONTRACTOR contact to be notified on completion of works

Equipment used for Work @ Height:	Scaffold, Trestles with Handrails
Storage Arrangements:	All materials will be stored on site
Required Personnel Protective Equipment:	Hard Hat, High Viz Clothing, Safety Boots, Gloves
Welfare Arrangements	Toilets, Canteen available on site

Method Statement

Risk Assessments

Hazards	Risk Rating Before Controls	Controls
Falls from Height - Employees may get injured falling from unprotected edges	High	Handrails will be put in place to prevent falls No work is allowed on unprotected edges
Scaffold - The use of scaffold may lead to employees falling from scaffold or overloaded scaffold may collapse	High	Scaffold only to be erected by competent scaffolders provided by main contractor Scaffold to be regulary checked Scaffold not to be interfered with Loading bays to be checked for maximum weights allowable and never overloaded Loads to be placed evenly across the bay of the scaffold so as weights are distributed evenly
Trestles with handrails - The use of trestles may lead to employees falling from trestles or overloaded trestles may collapse	High	Trestles only to be erected by competent persons Trestles only to be erected on a firm level base Handrail system to be in place on trestles at all times Trestles to be regularly checked Loads to be placed evenly across the bay of the Trestles so as weights are distributed evenly
Falling Objects - Employees and others may get injured by getting struck from objects falling from working platforms	Medium	Employees to make supervisor aware if toeboards are not in place on working platforms Work platforms swept down on a regular basis Never throw objects from a height Hard hats worn by all on site
Slips trips & falls - Employees and others in the works area may get injured from tripping in the works place	Medium	Workplace is kept clean and tidy at all times Materials are stored in a tidy manner so that walkways are kept free Any banding or straps are tidied up Tidy as you go

Method Statement

Risk Assessments

Hazards	Risk Rating Before Controls	Controls
Manual Handling - Employees may suffer sprains and strains from incorrect lifting techniques, awkward lifts or lifting items that are too heavy.	High	All employee's are trained in Manual Handling Materials are places close to where they are needed to avoid carrying long distances Machinery to be used to lift heavy cills Staff are informed to get help when carrying heavy objects Work is rotated so that staff get breaks from low level works Work platforms are adjusted on a regular basis to avoid bending
Working with cement - employees may suffer burns or contact dermatisis	Medium	Employees to be made aware of the dangers of working with cement Gloves and protective footwear to be worn at all times when working with cement If cement gets on you skin wash it off at once
Working in or around Machinery - Employees may get struck by machinery	High	Employees to wear high vis vest at all times Employees to ensure that the driver is aware of their presence never to approach the machine from the side or from the rear Employees to report any dangerous activity by drivers

Method Statement

Risk Assessments

Hazards	Risk Rating Before Controls	Controls
Excavator could cause serious injury to operator and others due to: Poor visibility, incompetent operator, inexperienced workers Note excavator to be driven by Main contractor employees	High	Machine to be checked before use If used for lifting Machine to be checked as per GA1 form on a 12 monthly basis Convex mirrors and/or CCTV are to be placed on Excavator Reversing/movement alarms and flashing beacons are to be fitted on Excavator Passengers are not allowed on this vehicle Signage will be put in place so as to alert persons entering the work area as to the hazards of Excavator. All operators are to undergo CSCS Training Regular servicing to ensure safe operation of machine Fire extinguishers are in place on each machine Engine compartment will be power-washed on a regular basis to remove any flammable oil or grease residue Ground workers are to wear High Visibility Vests when Excavator is working on site Keys are removed from the machine when not in use.

Method Statement

Risk Assessments

Hazards	Risk Rating Before Controls	Controls
Telehandler could cause serious injury to operator and others due to: Poor visibility, incompetent operator, inexperienced workers - Note telehandler to be driven by Main contractor employees	High	Machine to be checked before use If used for lifting Machine to be checked as per GA1 form on a 12 monthly basis Convex mirrors and/or CCTV are to be placed on Telehandler Reversing alarms and flashing beacons are to be fitted on Telehandler Passengers are not allowed on this vehicle Signage will be put in place so as to alert persons entering the work area as to the hazards of Telehandler. Telehandler not to be overloaded when lifting Telehandler jacks to be on firm level ground before completing any lift All operators are to undergo CSCS Training Regular servicing to ensure safe operation of machine Fire extinguishers are in place on each machine Engine compartment will be power-washed on a regular basis to remove any flammable oil or grease residue Ground workers are to wear High Visibility Vests when Telehandler is working on site Keys are removed from the machine when not in use.
Cement Mixer - Unsafe use could lead to entanglement, mixer toppling over, fires due to refueling or manual handling injuries.	Medium	Cement Mixer is checked before use, reported defects are dealt with promptly and unsafe equipment is taken out of use Never put the shovel into the mixing barrel Mixer to be on a firm level base Cement Mixer is operated outside, in a well ventilated area Cement Mixer is turned off and allowed to cool before refueling or putting into away at the end of the shift Always get help when standing or moving the mixer

Method Statement

Risk Assessments

Hazards	Risk Rating Before Controls	Controls
Nips & Cuts to Hands - Cuts, abrasions damaging hands or leaving body open to infection	High	Employees to wear gloves when handling sharp or abrasive materials

Method Statement

All work will be undertaken by qualified competent persons with experience of the type of work described above, and in all cases in full accordance with safety procedures specified in the company's health and safety policy.

Method Statement Briefing Record

Briefing delivered by:_____

Position:_____

Date:_____

We (the undersigned) have read and understood the attached method statement and will comply with the specified requirements and control measures. If the work activity changes or deviates from what was originally envisaged, we will seek further advice and request an amended method statement.

Name (Print)	Signature	Date