

Method Statement

Contractor Name:

Address:

Telephone:

Email:

**Site
Address**

Start Date:

31-03-2017

Finish Date:

30-04-2018

Name of Client or Main Contractor

Template Document

**Brief Outline
of the works**

Roofing houses, First fixing, Second fixing

Site Supervisor:

Tel:

**Key Plant and
Tools**

Telehandler Use of Chain, Slings etc., Abrasive Wheels, Handtools: Hammer, Knives Etc, Nail Gun, Generator, Power Tools, Circular Saw, Extension Leads, SDS Drill, Jigsaw, Battery Drill/Screwdriver

Key Materials

Materials Supplied by Client. joists, varies timber sizes, roof trusses, felt, tiles, doors, skirtings and architraves.

**Specific Staff
Training**

Safe Pass, Manual Handling, Abrasive Wheels, MEWP, Safety Harness

**Emergency
Procedures:**



Site First Aider/Local Doctor:

location of First Aid:

Location of Nearest Medical Facility:

Method Statement

Sequence of Operations:

Before any work commences all people 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

Scaffold will be erected externally and internally by client for fall protection.

Air tightness membrane will be laid on walls under joists to block drafts from cavities, joists will be placed on walls, and spaced out evenly.

Joists will be bridged in place to stabilise joists, straps will be nailed onto tops of joists tying into cavity.

Once joists have been put in place and secured, then temporary sheeting must be placed on joists so as for blocklayers to continue on first floor.

Sheets will be lifted up with loadall and placed in place one at a time working inwards from outside.

Using scaffold fit wallplates to allow for fitting of trusses.

Bean bags will be placed on top of first floor for fall protection while laying out and standing roof trusses.

Roof trusses will be lifted onto wallplates with loadall, trusses will be braced once in place, once roof structure complete, lathing and felting will commence

Lead chimney after lathing and felting complete, once completed roof tiles will be stacked on roof.

Tiles will be lifted up in place with loadall, once roof is stacked out then tiles can be hung in place, once tiling finished ridges will be fitted.

Once roof complete flooring will be laid on first floor and first fix studwork will be done then.

Second fixing- hang all internal doors, fit skirtings and architraves, skirtings and architraves cut with chigsaw, fit stairs and handrails and spindles.

Equipment used for Work @ Height:

MEWP, Scaffold, Mobile Tower, Trestles with Handrails, Ladder, Bean Bags, Safety Harness

Storage Arrangements:

Stored by client on site.

Required Personnel Protective Equipment:

Hard Hat, High Viz Clothing, Safety Boots, Safety Glasses, Ear Protection

Welfare Arrangements

In Compound.

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
MEWP's - Employees may fall from the basket, others in the area may get crushed	Medium	MEWP to be operated on firm level ground MEWP to be checked before use and operators to ensure that the GA1 (Lifting Cert) is in date. Harness to be worn at all times within the basket Works are to be cordoned off to prevent others from entering Spotter to be on the ground Guiding MEWP when working around people
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 Scaffold to be regularly 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

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Hazards	Risk Rating Before Controls	Controls
Mobile Tower Scaffold - The use of scaffold may lead to employees falling from scaffold or overloaded scaffold may collapse	High	Mobile Tower Scaffold only to be erected by competent scaffolders Mobile Tower Scaffold to be regularly checked Mobile Tower Scaffold not to be interfered with Loads to be placed evenly across the bay of the Mobile Tower Scaffold so as weights are distributed evenly
Ladder - The incorrect use or using faulty Ladders may lead to employees falling	High	Ladders to be checked before use Ladders to be placed on a firm level base Ladders to be secured at the top of footed at the bottom by another person at all times Ladders to extend up beyond working platform at all times User to have 3 points of contact at all times Never work from the top three steps of the Ladder
Damaged Bean Bags or not installed correctly could lead to failure of materials used preventing the fall arrest system from working correctly	High	Bean Bags checked before use and every 7 days thereafter Bean Bags installed and to be strapped together as per manufacturer's instructions
Safety Harness - Harness may fail or employees may be left hanging in the harness causing serious injury or death	High	Employees are trained to use harness Harness is checked before use Harness is always tied off The proper lanyard is used Harness is checked on a 6 Monthly basis and GA1 forms are completed Emergency rescue plan in place which involves having others in the area trained how to lower the harness wearer or rescue equipment is in place.

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Hazards	Risk Rating Before Controls	Controls
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
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 Lifting machinery is used for heavy lifts. Eg organizing a teleporter to lift in large or heavy items. Trolleys/Barrows are used to carry heavy items 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
Use of Abrasive Wheels - Employees and other may get injured due noise, dust inhalation, incorrect use, flying particles or poorly secured workpiece	High	Abrasive Wheel machine operatives are trained and competent in their use. The correct size wheel for the machine is used The correct wheel for the job is used All abrasive wheels are checked before use. Always cut away from others Water used to control dust where possible Ensure propper PPE is worn. Eye/Face Protection, Dust mast, Gloves and Ear protection Items to be cut are well secured

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Hazards	Risk Rating Before Controls	Controls
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
Failure or misuse of lifting equipment by incompetent operators or inexperienced workers may lead to severe injuries to workers and others		All lifting equipment to be checked before use Lifting accessories to be checked on a 6 monthly basis and GA1 completed Only use lifting equipment suitable for the task All slingers are to undergo CSCS Training All lifts are planned and coordinated

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Hazards	Risk Rating Before Controls	Controls
<p>Telehandler could cause serious injury to operator and others due to: Poor visibility, incompetent operator, inexperienced workers</p>	<p>High</p>	<p>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.</p>
<p>Mobile generator could result in electrocution, fumes, fire or explosions causing injury or financial loss</p>	<p>Medium</p>	<p>Generator is checked before use, reported defects are dealt with promptly and unsafe equipment is taken out of use Generator is operated outside, in a well ventilated area and as far away as possible from work areas Generator is turned off and allowed to cool before refueling or putting into away at the end of the shift</p>

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Extension Leads - Extension leads on site may lead to trip hazards or electrocution of employee's	Medium	<p>All extension leads to be 110v only</p> <p>All extension leads to be ran over head or around the perimeter of the works so that they are not a trip hazard</p> <p>Never roll an extension across a pathway used by pedestrian or vehicular traffic</p>
Working with Power Tools -Incorrect use or using faulty equipment may lead to injury to employee or others	Medium	<p>All power tools to be checked before use</p> <p>Only qualified competent persons allowed to use power tools</p> <p>Area where tool is to be used checked for any hazards beforehand. ie Check walls for any hidden cabling before drilling</p> <p>Long hair/loose clothing tied back to prevent entanglement</p>
Handtools: Small tools e.g. knives, screwdrivers, files, hammers, mallets, spanners, staplers etc. - Both minor and major cuts, bruises or burns to predominantly the fingers and hands	High	<p>Employees to never hold the work piece in the hand whilst working on it with any form of tool.</p> <p>Assess each operation and use jigs or fixtures for he work piece wherever practicable</p> <p>Never use hand tools whose handles are missing, loose or damaged.</p> <p>Avoid worn or chipped heads on hammers/mallets.</p> <p>Dispose of spanners with splayed jaws or which slip in use.</p> <p>Do not improvise with packing in the jaws or extensions to the handles.</p> <p>Only use tools for their designed purpose</p>

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Hazards	Risk Rating Before Controls	Controls
Working with Nail Guns - Incorrect use or using faulty equipment may lead to injury to employee or others	Medium	<p>Employees are trained and competent in the safe use of Nail Guns</p> <p>Nail Gun checked before use</p> <p>Surface is accessed before driving a nail into it</p> <p>Cartridges/Caps are stored as per manufactures specifications and stored safely when not in use</p> <p>Cartridges/Caps are removed from gun when being maintained or not in use</p> <p>The correct PPE is worn to protect employee's</p>
Circular Saw, Inapproaiate use may lead to contact with a hand-held circular saw, or being struck by ejected materials that can cause cuts, lacerations, amputation and other serious injuries.	Medium	<p>Employees are trained and competent in the safe use of Circular Saws</p> <p>Circular Saws checked before use to ensure that safety guards are in place and working</p> <p>The workpiece is secured, and body parts and electrical cables aare always kept clear of the blade</p> <p>Sufficient clear work space is available</p> <p>Saw is disconnected from power when changing blade or being adjusted</p> <p>Caw is disconnected when not in use</p> <p>The correct PPE is worn to protect employee's</p>
Jigsaw, Inappropriate use may lead to striking hidden services, or being struck by flying particles that can cause cuts, lacerations, amputation and other serious injuries.	Medium	<p>Employees are trained and competent in the safe use of Jigsaw</p> <p>Jigsaw checked before use to ensure that safety guards are in place and working</p> <p>Jigsaw is disconnected/battery removed when not in use</p> <p>Area to be cut is checked for hidden services</p> <p>PPE to be worn: Ear Protection, Eye Protection, Dust Masks and Head Protection as required.</p>

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Hazards	Risk Rating Before Controls	Controls
<p>Battery Drill/Screwdriver, Inappropriate use may lead to striking hidden services, or being struck by flying particles that can cause cuts, lacerations, amputation and other serious injuries.</p>	Medium	<p>Employees are trained and competent in the safe use of Battery Drill/Screwdriver Battery Drill/Screwdriver checked before use to ensure that safety guards are in place and working Battery Drill/Screwdriver battery removed when not in use Area to be drilled up checked for hidden services PPE to be worn: Ear Protection, Eye Protection, Dust Masks and Head Protection as required.</p>
<p>Wood Dust from Cutting, Sanding or shaping medite or hardwoods can lead to employees and others suffering respiratory diseases</p>	Medium	<p>When Cutting, Sanding or shaping medite or hardwoods: Ensure that area is well ventilated Vacuums are used to extract dusts Dustmasks are worn as necessary</p>

