

Method Statement

Contractor Name:

Address:

Telephone:

Email:

**Site
Address**

Start Date:

09-06-2017

Finish Date:

Name of Client or Main Contractor

Template Document

**Brief Outline
of the works**

Plastering a domestic dwelling

Site Supervisor:

Tel:

**Key Plant and
Tools**

Handtools: Hammer, Knives Etc, Generator, Extension Leads, Cement Mixer

Key Materials

Sand, Cement, skim coat plaster

**Specific Staff
Training**

Safe Pass, Manual Handling, Abrasive Wheels

**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 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

Cement mixer will be setup on a firm level base by the sand, General operative to mix cement with mixer.

Corner beads or slate lats to form reveals to be fixed into place using hammer/nails

Muck boards to be setup and plasters to commence with scratch coat

Scaffold to be used to reach high levels on the outside walls, gin wheel/pulley or lifting machinery on site driven by the main contractor's employee's to bring muck up to high levels

If applicable mobile tower or scaffold to be placed in stairwell to access stairwell

Rooms to be decked out with trestles or other to allow plasterer to skim ceiling

Plasterer to confirm that it is stable and all opes are closed off

Ceilings and walls to be skimmed

Generator and lighting to be used to provide extra lighting if required

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 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 as necessary 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

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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 dermatitis	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
Mobile generator could result in electrocution, fumes, fire or explosions causing injury or financial loss	Medium	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

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Risk Assessments

Hazards	Risk Rating Before Controls	Controls
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
Extension Leads - Extension leads on site may lead to trip hazards or electrocution of employee's	Medium	All extension leads to be 110v only All extension leads to be ran over head or around the perimeter of the works so that they are not a trip hazard Never roll an extension across a pathway used by pedestrian or vehicular traffic
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	Employees to never hold the work piece in the hand whilst working on it with any form of tool. Assess each operation and use jigs or fixtures for he work piece wherever practicable Never use hand tools whose handles are missing, loose or damaged. Avoid worn or chipped heads on hammers/mallets. Dispose of spanners with splayed jaws or which slip in use. Do not improvise with packing in the jaws or extensions to the handles. Only use tools for their designed purpose

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Hazards	Risk Rating Before Controls	Controls
Nuisance Dust or Dust from Cutting, grinding materials can lead to employees and others suffering respiratory diseases	Medium	When Cutting, Grinding, Sweeping: Ensure that area is well ventilated Water is used to suppress dust Vacuums are used to extract dusts Dustmasks are worn as necessary
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

