

Method Statement

Contractor Name:

Address:

Telephone:

Email:

**Site
Address**

Start Date:

28-05-2017

Finish Date:

Name of Client or Main Contractor

Template Document

**Brief Outline
of the works**

1st, 2nd fix plumbing

Site Supervisor:

Tel:

**Key Plant and
Tools**

Handtools: Hammer, Knives Etc, Generator, Power Tools, Kango, Extension Leads, SDS Drill

Key Materials

Plastic and copper piping, boiler, solar panels, hot water tank, radiators, oil tank

**Specific Staff
Training**

Safe Pass, Manual Handling

**Emergency
Procedures:**



Site First Aider/Local Doctor:

location of First Aid:

Location of Nearest Medical Facility:

Method Statement

Sequence of Operations:

1st Fix

All pipework will be installed on insulation before concrete floors are poured

Plastic piping to be ran from the hot press area to the radiator locations, piping to be fixed in location and covered with sandbags

1st fix first floor

After carpenters have finished roofing, using a ladder the joists will be drilled and plastic piping ran through to the radiator areas, the first floor will be drilled to allow piping to run through for the radiators and waste water.

While scaffold is in place solar panels will be installed onto the roof and pipework ran into the house, these will either broken down and lifted up onto the scaffold or lifted up onto the scaffold using lifting machinery on site driven by the main contractor's employee's

2nd fix.

A kango/heavy hammer will be used to break any concrete around the piping in the first floor

Brackets will be fixed onto the walls and radiators plumb and hung

The tank will be installed in the hot press and all piping installed

the boiler will be placed onto the footpath and pipework ran from it to the hot press and the oil tank

After electricity is installed and electrician has connected up the system, plumbers will return to commission the system

Sanitary ware to be fitted into place and plumbed

Note: Trolleys or lifting machinery on site driven by the main contractor's employee's to bring boiler and tank into position

Equipment used for Work @ Height:

Scaffold, Podium Ladder, Step Ladder

Storage Arrangements:

All materials will be stored on site

Required Personnel Protective Equipment:

Hard Hat, High Viz Clothing, Safety Boots, Gloves

Welfare Arrangements

Employee will have use of main contractors welfare facilities

Method Statement

Risk Assessments		
Hazards	Risk Rating Before Controls	Controls
Falls from Height - Employees may get injured falling from unprotected edges like stairwell and scaffold	High	No work is allowed on unprotected edges, main contractor to be informed if the scaffold or the stairwell is unsafe
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 tag to be checked by employees to ensure that it has been checked within the last 7 days 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
Podium Ladders - The incorrect use or using faulty Podium Ladders may lead to employees falling	High	Podium Ladders to be checked before use Podium Ladders to be placed on a firm level base Handrail to be closed behind the user when working from deck
Step Ladder - The incorrect use or using faulty StepLadders may lead to employees falling	High	Step Ladders to be checked before use Step Ladders to be placed on a firm level base User to have 3 points of contact at all times Never work from the top three steps of the Step Ladder
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 Netting is placed around work platforms to prevent objects from falling Never throw objects from a height Hard hats worn by all on site

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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 packaging 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 Heavy/awkward items are transported on trolleys etc. Staff are informed to get help when carrying heavy objects Work is rotated so that staff get breaks from low level works
Working around others - Others persons in the workplace may get injured	Medium	All works to be coordinated Others in the working area are informed of the hazards. IE Read through & sign onto the Method Statement
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

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Risk Assessments

Hazards	Risk Rating Before Controls	Controls
Mobile generator could result in electrocution, fumes, fire or explosions causing injury or financial loss	Medium	<p>Generator is checked before use, reported defects are dealt with promptly and unsafe equipment is taken out of use</p> <p>Generator is operated outside, in a well ventilated area and as far away as possible from work areas</p> <p>Generator is turned off and allowed to cool before refueling or putting into away at the end of the shift</p>
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
Employees and others may suffer electrocution, due to exposed wiring on heating system	Medium	On electrician allowed to complete electrical work. All fuses to be isolated and locked out while plumber is working on heating system
Kango, 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	Employees are trained and competent in the safe use of Kango Kango checked before use to ensure that safety guards are in place and working Kango is disconnected when not in use Never undermine foundations or knock ops through unsupported walls and floors Area to be broken up checked for services Operators to rotate every 15 mins to reduce exposure of vibration. PPE to be worn: Ear Protection, Eye Protection, Anti Vibration Gloves, Dust Masks and Head Protection as required.
SDS Drill, 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	Employees are trained and competent in the safe use of SDS Drill SDS Drill checked before use to ensure that safety guards are in place and working SDS Drill is disconnected when not in use Area to be drilled up checked for hidden services Operators to rotate every 15 mins to reduce exposure of vibration. Any large cores do not undermine the structure PPE to be worn: Ear Protection, Eye Protection, Anti Vibration Gloves, Dust Masks and Head Protection as required.

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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

