


## Method Statement

### 1.0 Method Statement Details

|                                    |  |
|------------------------------------|--|
| <b>1.1 Method statement number</b> | 7  |
| <b>1.2 Method Statement Date</b>   | 14/03/2019   |
| <b>1.3 Method statement Author</b> | John Hinsley Marcus French   |
| <b>1.4 Project/Contract</b>        | UDSR 30-32 Staines Road  |
| <b>1.5 Start Date</b>              | 04/04/2019   |
| <b>1.6 Expected job duration</b>   | 3 days   |
| <b>1.7 Client Contact</b>          | Ben Hazelden   |
| <b>1.8 Description</b>             | Intalling a timber 4x2 handrail on the exterior of the parapet roof on both A and B roof around the whole perimeter of the roof. |
| <b>1.9 Site Address</b>            | 30-32 Staines Road, Hounslow,  |

### 2.0 Signatures

|                        | Name                       | Title             | Signature   | Date       |
|------------------------|----------------------------|-------------------|---|------------|
| <b>Document Author</b> | John Hinsley Marcus French | Managing Director |  | 14/03/2019 |

#### Data protection statement

The information and data provided in this Method Statement applies only to the task, project or contract for which it was written. It shall not be duplicated, disclosed or disseminated by the recipient to any third party other than for the purpose of managing and controlling health and safety in relation to this task, project or contract.

It is the duty of all employees, contractors and agents to observe the provisions of this Method Statement, which has been produced in order to provide a code of good practice and conduct with the object of preventing accidents. At all times employees, contractor and agents must work in a safe manner both to prevent personal injury to themselves or to other personnel.

This Method Statement may contain personal data relating to one or more persons. Such data must not be disclosed to any third party or used for any purpose other than compliance with this Method Statement except with the written consent of the Company or the individual concerned.

### 3.0 Emergency Contact Details

| <b>Name</b>             | John Hinsley<br>Marcus French | Ben Hazelden | Paul Raikes |  |
|-------------------------|-------------------------------|--------------|-------------|--|
| <b>Telephone Number</b> | 08009705171                   | 07704554673  | 07973685792 |  |

## 4.0 General Precautions

To be observed by all staff at all times, any deviation from these control procedures must be authorised by the site manager or safety representative.

### 4.1 Communication with Other Workers on Site.

All staff will report to the site office for induction on arrival at the site. The site manager will inform staff of any hazards that are present on site. Staff will inform the site manager of the work to be carried out and how it could affect other trades working on the site.

Where necessary notices will be posted advising of any hazards present during the works.

Where contractor activities cross, the senior person must liaise with the other trades to ensure safe operation.

### 4.2 First Aid

It is the responsibility of the company to ensure adequate First Aid provision for its staff. Adequate means provision of a trained first aider, suitable first aid equipment and/or the provision of an appointed person at the minimum.

An Appointed Person may be provided by the employer to take charge of the situation (e.g. to call an ambulance) if a serious injury/illness occurs in the absence of a First Aider. The Appointed Person can render emergency First Aid if trained to do so. All staff when inducted will be made aware of the location of the First Aid kit.

### 4.3 Manual Handling

All staff and contractors have been instructed on the potential dangers of manual handling, and have received manual handling training. Equipment provided to reduce manual handling must be used where possible. Staff and contractors will not lift materials, tools or equipment that are beyond their capabilities. Heavy or awkward items will be split into smaller units where possible or dual lifted where this is not possible. It is the responsibility of the site foreman/employer to identify and control manual handling activities as they occur on site on a day to day basis.

### 4.4 Material Handling

All materials required for site will be unloaded to a designated unloading and storage area which will be away from the work area as far as is practicable. This area will be kept tidy to minimise trip hazards. Materials as and when required will be collected from the storage area and transferred to the work area. All staff will take care when handling materials and will use mechanical aids wherever possible. When stacking materials particular care must be taken to ensure that the stack is secure and that the product does not get damaged.

### 4.5 Personal Protective Equipment (PPE)

PPE will be provided as a last form of protection against a hazard. Staff will use the appropriate PPE for the task as identified in the risk assessment.

All site workers will wear Safety boots, Hi Visibility Vests, Hard Hats and protective clothing at all times. Other items of PPE such as eye protection, hearing protection and gloves are available to be worn as and when necessary and as determined by the risk assessment.

### 4.6 Preparation & Induction

A risk assessment will be carried out for all tasks which will be discussed with members of staff and the sub contractors, any queries or concerns will be raised with the contract manager who will ensure it is dealt with. Staff and sub contractors will be inducted onto site in order to understand the hazards present on site and the tasks that are to take place. Staff will also be advised of other site activities that could impact on their work and be made aware of any liaison that needs to take place between different trades. Staff will follow all site rules and safety procedures.

### 4.7 Staff and Training

The task will be carried out by staff from JAJ Group Ltd, all staff are qualified, experienced, receive ongoing training, and hold suitable qualifications. Apprentices are under constant supervision by experienced members of staff.

Any sub contractors appointed by us have been assessed for their ability and suitability to carry out the tasks allocated to them.

### 4.8 Tools and Electrical Equipment

All tools and equipment will be visually inspected on a regular basis, defective or damaged equipment will be removed from service. Electrical tools will be 110V or battery operated where possible. Sub contractors will not be allowed to bring

on to site any damaged or defective tools, the site foreman is responsible for ensuring that all tools and equipment allowed on the site are fit for purpose. Any portable electrical equipment taken on to site must be PAT tested every 3 months when used on construction sites, 6 monthly for heavy use activities and annually for other activities. A risk assessment will determine if inspection periods need to be varied.

#### **4.9 Welfare**

The principal contractor is responsible for providing adequate washing, toilet, drying and refreshment facilities for staff and sub-contractors. Staff and contractors are responsible for ensuring that such welfare facilities are maintained in a clean and wholesome manner. This will be your responsibility when you are the principal contractor, it may be necessary occasionally for your company to identify suitable local amenities.

#### **4.10 Access Using Fixed Ladders**

Staff will ascend and descend the ladder maintaining 3 points of contact at all times. The carrying of tools and equipment will be by the use of tool belts or other means that does not prevent three points of contact being maintained. All equipment that cannot be carried will be transferred up using a rope and pulley system. The rope and pulley must be secured to a firm anchor point and be capable of carrying the weight that is to be loaded.

#### **4.11 Control of Wood Dust**

JAJ Group Ltd is aware that wood dust causes asthma and that carpenters and joiners are 4 times more likely to contract asthma than the rest of the UK population. JAJ Group Ltd is aware that hardwood dust can cause cancer and will therefore put in place ventilation and other measures to reduce wood dust to the lowest level reasonably practicable. All wood dusts have a workplace exposure limit of 5mg/m<sup>3</sup>. Wood dust shall not be removed or otherwise blown about with an airline. All wood dust shall be removed by extraction and collected at the point of generation using adequate filtration to maintain the 5mg/m<sup>3</sup> maximum level.

All operatives are aware of the risks and where necessary will wear suitable face fit dust masks to prevent exposure.

#### **4.12 Ladders**

Ladders will only be used as an access to scaffold or for carrying out light work of short duration. Ladders must be tied and or footed. Ladders must be set at a ratio of 1 metre out at the base for every 4 metres in height.

All staff and sub contractors are required to read and understand HSE leaflet INDG455 the Safe use of Ladders & Stepladders. Ladders will be removed or boarded off at the end of each shift to prevent unauthorised access, damaged or unsuitable ladders will be removed from site immediately. Ladders must be stored in such a way that they cannot be damaged by other objects or by the elements. Only EN 131 Professional or Class 1 ladders or step ladders may be used on site. Any ladder spanning more than 3000 mm will require use of a stabiliser. Splitting extending ladders will render the upper sections as non-compliant if used without a stabiliser.

#### **4.13 Machine Tools**

Machine tools will only be operated by competent persons. Apprentices will be allowed to operate machinery if under the direct supervision of a competent person. Machine tools will be isolated when not in use and under no circumstances will they be left unattended. All machine tools will be PAT tested on at least an annual basis and visually inspected on a daily basis by the competent person. Construction sites require that PAT tests are carried out every 3 months. Any tools found to be damaged will be removed from site immediately until a repair or replacement can be effected.

#### **4.14 Management of Lead Hazards**

Anyone handling, working, or otherwise coming into contact with lead will be given health and safety information instruction and training. When working on lead containing materials that are likely to create fumes or dust you must ensure that there is ample ventilation, face masks will be made available for employees to wear during any work with lead where dust or fumes are likely to be created. All staff will carry out comprehensive personal hygiene programs whilst working with lead including washing your hands and face and scrub your nails before eating, drinking or smoking;- wash and/or shower and change if necessary before you go home.

JAJ Group Ltd will provide washing facilities when working with lead.

Do not take home any protective clothing or protective footwear for washing or cleaning.

Where there is prolonged or regular contact with lead JAJ Group Ltd will provide health surveillance in compliance with the Lead at Work Regulations.

#### **4.15 Portland Cement**

Portland cement is a light grey powder. Exposure of sufficient duration to wet Portland cement can cause serious, potentially irreversible tissue (skin or eye) destruction in the form of chemical (caustic) burns. The same type of tissue destruction can occur if wet or moist areas of the body are exposed for sufficient duration to dry Portland cement. Dust masks should be worn when exposed to dry cement powder as repeated exposure could cause chronic bronchitis.

All persons exposed to Portland cement must ensure that they have sufficient protection from the caustic effects of cement. Staff will wear impervious gloves overalls and wellington boots, eye protection must be used during mixing, working and laying of Portland cement and its products

#### **4.16 Site Access and Egress**

The principal contractor is responsible for providing safe access and egress to the site, JAJ Group Ltd staff will ensure safe access and egress is maintained for themselves and other contractors in the area they are working in. Good standards of housekeeping will be maintained. JAJ Group Ltd will be responsible for safe access and egress when you are the principal contractor. Access routes will be sign posted and barriers will be put in place where necessary. Where practical, pedestrians and vehicles will be segregated.

#### **4.17 Working at Height**

All employees and sub contractors have been made aware of the dangers and consequences of falling from height. All working at height will be properly planned, organised and supervised; only competent members of staff will be allowed to work at height and it is the responsibility of the site foreman to ensure conditions are safe before allowing any work at height to take place.

The foreman will carry out a risk assessment before carrying out work at height and put in place equipment and measures to prevent falls occurring.

Where he can not eliminate the risk of a fall he will put in place measures and equipment to minimise the distance and consequences of a fall, should one occur.

All company access equipment will be inspected on a regular basis and any damaged equipment will be withdrawn from service immediately. Sub contractors will follow all safe working procedures

## 5.0 Method Statements

### 5.1 Test and Handover

1. Snagging works will be carried out to client satisfaction
2. Remove all tools and equipment
3. Clean area
4. Ensure waste is disposed of in accordance with local authority requirements
5. Remove all waste and recycle wherever possible
6. Handover to client
7. Sign out if applicable

### 5.2 Solid Wood Installation - Porta Nailer

1. Check the substrate is suitable for accepting nails.
2. Ensure floor is clean and free of all debris.
3. Determine direction of plank run.
4. Check depth of timber and trim bottom of door frames to enable slotting underneath.
5. Face Nail the first two courses with the Face Nailing Shoe, tongue toward the opposite wall. Check alignment of planks are parallel and square to adjacent walls.
6. Ensure planks are fully butted up before nailing
7. Nail down the field with the Angle Nailing Shoe. Always nail in the Tongue, not the Groove.
8. Aim for a Smooth and accurate secret finish.
9. At the opposite wall, Face Nail the remaining strips that can't be accessed by the Angle Nailing Shoe.
10. This tool is designed to properly seat the nail with one or SEVERAL blows of the Hammer.
11. Tap the flooring into place with the non-marring rubber side of the Hammer.
12. Strike the Rubber Cap of the Nailer with the iron side of the Hammer.
13. The first two strips of flooring and the last few MUST be nailed with the Face Nailing Shoe installed on the Porta-Nailer.
14. The Porta-Nailer MUST be held firmly, but not over-tightly in the hand so that the Porta-Nailer rests perfectly flat on the floor with the lip of the shoe hanging over and against the edge of the strip being nailed. As an aid to holding it flat against the floor, rest the toe of your shoe on the rear of the Porta-Nailer Shoe.
15. DO NOT OVERPOWER THE PORTA-NAILER – Strike it firmly but NOT HARD, and then strike it again until the Ram returns. The Ram does not return until the nail is properly seated.
16. Do not attempt to nail the last six strips of flooring down with the Angled Shoe installed. Switch and install the Face Nailing Shoe.

