**Method Statement Information - please delete before use**

**Method Statement Examples**

The following document is an example of a Method Statement carried out for a specific task and should be used as a guide to help you complete your Method Statement. Such document should be completed by a competent person. Please ensure you amend any safe systems of work to suit your organisation and environmental details. For more information on how to create a Method Statement please go to https://www.hsdirect.co.uk/free-info/method-statement.html or call us on 0114 2444461.

**Other required documentation**

This document should then be used in conjunction with an associated Risk Assessment and and related COSHH assessments for any associated chemicals to provide a comprehensive set of safety documentation for the task you are carrying out.

**Personalising the document**

The logo, Task Description, Location, Date of review, Company address, etc are in the document header. To change these details simply double click over the top of the logo which will open the header and footer for editing. If you experience any difficulty personalising this document get in touch.

**Disclaimer**

All information and advice is given in good faith. We cannot accept any responsibility for your subsequent acts or omissions. If you have any doubts queries or concerns, you should refer to the relevant regulations and take further professional advice. Please delete all red text prior to use. If you are still unsure and/or you are dealing with tasks of a very hazardous nature we advise that you seek further professional advice.

**DO NOT PROVIDE THIS PAGE TO YOUR CLIENT**

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| **Project / Contract** |  |
| **Contractor** |  |
| **Site Address** |  |
| **Project Start Date** |  |
| **Expected Duration** |  |
| **Projected Completed Date** |  |

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| --- | --- | --- | --- | --- |
|  | **Name** | **Title** | **Signature** | **Date** |
| **Document Author** |  |  |  |  |

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| **Emergency Contact Details** | | | |
| **Contact** |  |  |  |
| **Tel** |  |  |  |
| **Mobile** |  |  |  |

**Data Protection Statement**

The information and data provided herein shall not be duplicated, disclosed or disseminated by the recipient in whole or in part for any purpose whatsoever without the prior written permission from YOUR COMPANY

Use this page to highlight the significant hazards your staff and others will be exposed to, also highlight the most important preventative/control measures that must be taken, HAZARDS and CONTROL MEASURES will be taken from your RISK ASSESSMENT. You can also highlight quality and environmental issues. The following are examples; please delete/enter your own

**Staff Information Sheet**

Please read the entire sheet before beginning the procedure, if you have any questions please contact your manager or safety representative.

The following method statement has been developed to provide a safe system of work and must be adhered to at all times, any significant deviation from this system must first be authorised by your manager or safety representative. Please read the entire sheet before beginning the procedure, if you have any questions please contact your manager or safety representative.

**The main hazards to your safety and health are:**

1. Falling from height

2. Injury from incorrect manual handling

3. Injury from contact with electricity

4. Injury from slips, trips and falls

5. Working with hazardous substances

6. Working near sources of radiation

7. Vehicle hazards

8. Injury to other staff or members of the public

9. Inadequate lighting

**Preventative measures you must take:**

1. You must be competent to carry out the task.

2. You must be competent and have received training to work at height.

3. Barriers and/or warning signs must be placed around the work area, where risk assessment has deemed necessary.

4. Visitors and other members of staff are prohibited from entry unless accompanied by a competent person; all visitors will be issued with personal protective equipment where appropriate.

5. You must be trained and competent to use hand tools, mains voltage and battery power tools.

6. You must not lift beyond your capabilities, get help if necessary.

7. You must follow all directions given by the manager or his agents.

**Personal protective equipment you must wear:**

1. Hard hat (at all times outside)

2. Safety boots (at all times)

3. Eye protection (when drilling or chipping etc)

4. Hi-visibility vests (when working on building site or near the highway)

5. Hearing protection (when drilling)

6. Overalls

7. Gloves

**Environmental protection measures you must take:**

1. You must dispose of waste and packaging to the designated area provided for waste.

2. Hazardous substances and packaging must be disposed of in compliance with manufacturer and local authority guidance.

3. Consideration must be given to potential for exposure to asbestos in buildings constructed before 2000. You should hold Asbestos Awareness training certification

**Quality Control**

1. Adhere strictly to the following procedure to ensure quality of service

2. If in doubt contact your manager for clarification before proceeding.

**Add in other relevant sections such as the items listed below. Your risk assessment will tell you which control procedures must be in place (remove any that do not apply to you).**

**General Precautions**

List all the different aspects of the task and under each heading explain how you will control the significant hazards, if you think about this part carefully you may be able to produce a generic document that will cover you for the majority of tasks you do, just changing the step by step procedure for each different task.

**Staff and Training**

The works will be carried out by staff from **YOUR COMPANY**. All members of staff are experienced and have been deemed competent to carry out tasks requested of them. List your staff qualifications; e.g. CSCS, PASMA, PAL / IPAF, City and Guilds etc. A responsible person will be appointed to each job who will supervise all works and be responsible for quality and safety. Apprentices and young workers will be supervised at all times and are not allowed to carry out tasks for which they have not been trained.

**Vehicle Safety**

All company vehicles are subject to a planned maintenance and inspection program. Staff responsible for vehicles will carry out daily and weekly checks to ensure continued roadworthiness. All drivers will comply with road traffic regulations and the Highway Code. All loads will be securely fastened to the vehicle by competent persons prior to travel.

**PPE**

All site workers will wear hard hats, safety boots and hi-visibility vests at all times; other items of PPE such as dust masks, eye protection, ear protection and gloves are available to be worn as and when necessary in accordance with specific risk assessment.

**Preparation and Induction**

A risk assessment will be prepared for each task which will be discussed with members of staff, any queries or concerns will be dealt with prior to starting work. Staff will be inducted on to site and will be expected to follow all rules and safety procedures.

**Manual Handling**

All members of staff have been instructed on the potential dangers of manual handling and staff will not lift items or equipment beyond their capabilities. Heavy or awkward items will be broken down into smaller units or dual lifted where this is not possible. It is the responsibility of the site foreman to assess every situation that requires manual handling and enforce control procedures where he/she deems necessary; where practical, mechanical aids should be available and used.

Please also download Manual Handling at Work

**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. A trained first aider will be a suitable person who has attended a recognised course and attends a refresher course every year and a full course every 3 years. An Appointed Person is a person 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. Principal Contractors will ensure sufficient first aid cover for sites under their control.

**Access and Egress**

On construction sites, the Principal Contractor is responsible for providing safe access and egress to the site; **YOUR COMPANY** staff will ensure safe access and egress is maintained for themselves and other contractors/members of the public in the area they are working in. Good standards of housekeeping will be maintained by all staff. Warning notices and barriers will be deployed as required. Debris will be cleared away on a regular basis and the site left clean and tidy at the end of a shift or task.

**Working at Height**

Falls from height remain the single biggest cause of work-related death in the UK.

Due to the nature of this work, falls from height are an obvious and ever present risk. All employees have been made aware of the dangers and consequences of falling from height; therefore, 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/senior person to ensure conditions are safe before allowing any work at height to take place.

The foreman/senior person will carry out a risk assessment before allowing work at height and put in place equipment and measures to prevent falls occurring. Where he/she cannot eliminate the risk of a fall, he/she will put in place measures and equipment to minimise the distance and consequences of a fall, should one occur.

**Guidelines on Safe Operating Procedures**

Operatives are trained and competent in ladder use; ladders will only be used without fall protection where the work is light and of short duration AND where the operative can complete his task by maintaining 3 points of contact on the ladder i.e. both feet and at least one hand.

En 131 Professional or Class 1 ladders must be used. Any ladder longer than 3000 mm will require use of a base stabiliser. Splitting extending ladders will render the upper sections as non-compliant if used without a stabiliser

Ladders must be in good condition, and located properly prior to use, i.e. the base of the ladder should rest on a firm, level, non-slippery surface, and should be footed or tied on the stiles to prevent slipping. Proprietary stabilisers must be used where there is a risk of ladders slipping, Ladder stand offs mustbe used where access to the roof is required, and the ladder will extend a minimum of 1.05 metres above the gutter. Ladders should be set at a base to height ratio of 1:4.

All staff and subcontractors are required to read and understand HSE leaflet

Working from Ladders and Step Ladders

**Scaffold**

Where required, scaffold will be provided and erected by a competent erector or an approved contractor; the hand rail will extend a minimum 0.95 metre above the working area and a mid rail max 0.47 metre gap will also be in place. The site foreman will ensure a handover certificate is received from the contractor prior to allowing access to the scaffold. During the works, access to the scaffold will be via ladder which will be tied off at the top; ladders will be removed or boarded off at the end of each shift to prevent unauthorised access.

**Mobile Elevating Work Platforms (MEWPs)** to include cherry pickers, scissor lifts, self-propelled booms, vehicle-mounted platforms etc.

MEWPs will be supplied by a competent company. The site foreman/senior person will ensure that only competent members of staff are allowed to use the MEWP; competent means someone with the necessary knowledge, training and experience to operate the MEWP safely and without risk to him/herself or others, i.e. PAL / IPAF card holders. Where specified, a safety harness and attached lanyard will be worn whilst working in the MEWP. All staff will be trained to operate the MEWP from the ground controls.

**Aluminium Tower Scaffold**

The site foreman will ensure that aluminium tower scaffolds are erected in compliance with manufacturer instruction by a competent person. Aluminium tower scaffolds must be used on flat level ground and the stabiliser riggers must be fully deployed and secured prior to working from the tower.

Daily visual checks will be carried out by the competent senior person on all the above items and defects reported immediately. Any equipment suspected of being unsafe for whatever reason will be withdrawn from service for repair or replacement.

**Contractor/Visitor Safety**

**YOUR COMPANY** will liaise with other contractors' staff on a day to day basis and ensure they are aware of the risks present during the works. Staff and contractors will not leave any area of work in a dangerous condition or with risks to themselves, other contractors, tenants, or visitors; all tools and equipment will be cleared to secure storage at the completion of each shift. Scaffold, ladders and any other access to height will be made inaccessible.

**Tools and Electrical Equipment**

All items of tools and equipment will be visually inspected on a regular basis and, prior to use, defective or damaged equipment will be removed from service. Electrical tools will be 110V maximum, battery powered tools will be used where possible. Subcontractors will not be allowed to bring on to site any damaged or defective tools; the site foreman is responsible for ensuring all tools and equipment brought on the site is fit for purpose.

**Task Description**

**Isolation, strip out and removal of existing central heating system and replacement with new system**

**Describe in detail the step by step tasks or process to be followed in order to complete the task safely. Delete any that do not apply to your situation.**

**Preparation**

**Prior to Visit**

1. Notify tenant via letter of proposed works and start date; the health and safety information sheet should be included.

2. Where likely to be affected, notify tenants in adjoining properties via letter that work is to be carried out.

**Preparation**

1. Report to site office and inform site manager of arrival, collect permit to work.

2. Attend any induction as required by the Principal Contractor or building manager.

3. Put on your personal protective equipment.

4. Take tools and equipment to work area.

5. Cordon off work area if required to do so.

6. Ensure the area to be worked and exit points are clear of obstruction and that safe access and egress is maintained.

7. Check any electrical or hand tools for damage or faults; faulty or damaged tools must be removed from service immediately.

8. Do not leave tools and equipment unattended at any time.

9. Ensure area is left safe at end of each shift.

**Procedure**

1. Locate services to property and note location of any stop taps etc.

2. Ensure safe access and egress points to the property are maintained.

3. Inform tenant and other occupants of work commencing and cordon off work area if practical to do so. Particular attention should be paid to property where children are present; children and adults must be kept away from the work area at all times and protected from dangers of power tools and substances.

4. Isolate live services where required.

5. Cover down carpet areas and staircases in all working areas.

6. The property will be kept clean and tidy during the works; equipment waiting to be installed will be stored so as not to cause a trip hazard to operatives or tenants.

7. When chasing out the walls, firstly, use the cable/pipe finder to locate any electric cables or pipe work.

8. Mark the wall for the area to be chased out.

9. On plasterboard walls carefully cut out using a knife or saw.

10. On plaster walls chase out using a Kango power chisel or hand bolster.

11. If necessary, remove any skirting boards by driving the bolster chisel behind the board and carefully levering it away from the wall (gloves should always be worn).

12. If necessary to take up any floorboards, these should first be checked with the cable/pipe finder to ensure the area below the board is clear.

13. Set the circular saw to 18mm depth and along the length of the board on both sides through the tennon (on some floors it may be necessary to reset the saw to a depth of 22mm and take a second cut).

14. Using the bolster chisel lever up the board, remove all nails.

15. When taking up carpet and lifting floorboards, attention will be paid to the trip hazard created, do not leave open floorboards and upturned carpets any longer than is necessary; sufficient warning signs must be posted where there is a risk of other contractors entering the site.

16. Disturbance of d and eacute;cor and tenants' goods, and chattels must be kept to a minimum.

17. Stripping out of old services may be carried out; careful attention will be paid to stripping out old lead services, lead piping is classed as hazardous waste and must be disposed of through a licensed facility.

18. Suitable PPE will be worn when using power tools.

19. Power tools will usually be 110volts, where 240volt tools are used these must be double insulated and routed through an RCD.

20. Power tools will not be left unattended in an operable condition; if you must leave the area you must isolate the power tools.

21. Copper or plastic water pipe is fed under the floors and into position.

22. Radiators and boilers are manually handled into position and fixed in place with the use of portable Battery/power tools. Heavy or bulky equipment will be handled by 2 or more operatives to prevent manual handling injuries.

23. Pipes are joined either by plastic push fit, compression joints and/or solder joints.

24. Where hot work is carried out, a fire extinguisher will be on hand at all times, properties must be protected from heat via the use of heat shields.

25. The boiler back plate is mounted in position and the boiler fitted to the plate, services are run to the boiler and connected. Large boilers will be lifted by 2 or more operatives to prevent manual handling injuries.

26. All joints are checked for water and gas tightness during commissioning.

27. The site will be left clean and tidy at the end of each shift and at the completion of works.

28. If any of the instructions are unclear or if you are unsure how to proceed, you must seek advice from the site foreman or company manager before proceeding.

**Test and Handover**

1. Test all equipment for successful operation.

2. Snagging works will be carried out to client satisfaction.

3. Handover to client.

**Sign Off Sheet**

I have read and understood the contents of this Method Statement. Anything I did not understand has been explained to me to my satisfaction. I agree to follow the Method Statement and understand that any instructions are provided for my safety and the safety of others.

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| **Print Name** | **Signed** | **Date** |
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**Further Information**

As your business develops, Health and Safety becomes harder to manage. HS Direct and EL Direct were set-up with you in mind.

We work with thousands of small to medium-sized businesses - delivering practical guidance to ensure your company grows in line with the law and has all the support needed.

Our experienced team can help, assessing your current H&S and Employment Law procedures, highlighting compliance issues that could leave you open to incidents, claims and financial penalties.

We can recommend actions and documents that can help, as well as longer-term solutions and systems to maintain safety excellence day in, day out.

For 15 years, we've helped clients reduce risk and run safer, more compliant businesses.

Let's talk about what we can do for you.

Your feedback is important to us, so we'll give you a call in the coming days to ensure you could find everything you needed today.

If you'd like to speak to us in the meantime about anything you've seen on our website or the services below please don't hesitate to give us a call.