

M E CONTRACTORS LTD

METHOD STATEMENT

Project / site: _____

Date of Method Statement: _____ Date work to commence: _____

Contract Manager: Mark Evans. Job Supervisor: _____

SCAFFOLDING (if supplied)

1. Ensure a "scaffold incomplete" sign is clearly displayed and handrail in place to prevent use of any section of incomplete scaffold.
2. All operatives to wear all necessary PPE (hard hat, safety boots, gloves, eye protection and safety harnesses).
3. All operatives to visually inspect/check all PPE and tools before starting work to ensure all items are fit for use.
4. Harness & lanyards will have a 3 month recorded examination undertaken by a competent person. All harness & lanyard inspections to be recorded. No harness shall be older than 36 months with all identification numbers clearly visible.
5. Only tested power tools and leads are to be used.
6. Supervisor to complete a visual check of all scaffold materials prior to use to ensure they are fit for use. Any faulty items are to be segregated and returned to the yard for repair.
7. All scaffolding work will be carried out to comply with HSE standards and TG20:13, the Good Practice for Scaffolding Design.
8. All scaffolds shall be to the codes of practice and current regulations in particular the work at height regulations.
9. All scaffold ties to be clearly identified and marked on the scaffold to prevent accidental removal.
10. On completion of each section of scaffold, the scaffold will be inspected by a competent person.
11. Operatives must ensure that all access and egress routes are kept clear, that materials & equipment are stored in designated areas and that the working area is left clean and tidy before leaving site at the end of the day.
12. Tubular materials are to be erected off base plates and sole boards resting up on made up/ compacted ground and fixed by means of fittings to an independent scaffold erected in accordance with BS EN12811-1/ TG20:08.
13. Scaffold to be tied in accordance with BS EN12811-1/ TG20:08, scaffold to be tied to the steelwork and/or into the window reveals using the 'through tie method'. All tie positions to be agreed by Midas construction beforehand.
14. Ladder access points to be erected within the scaffold using ladder gates and handrail as edge protection.
15. There may be instances when it is not possible to complete the handrail from below, in these instances the scaffolders must, if possible create a 'safe zone' with a minimum: fully boarded and correctly supported platform, single guardrail (950mm above the platform) where there is risk of a fall. It is to be recognized that the methods of achieving the safe zone do not completely eliminate the risk for all scaffolding operations. Therefore personal fall protection equipment will still be required. When scaffolders approach to within 1m of an unprotected area they are considered at risk and must clip on to a suitable anchor point.
16. Exclusion zones will be established in the area below any overhead works, using suitable barriers and signage, to protect people below from risk of any falling tools or materials.

Regulations applicable to this project

Working at Height Regulations 2005
Construction Design and Management 2007
Health & Safety (First Aid) 1981
Personal Protective Equipment Regs. 1992
Manual Handling Regulations 1992
Management of Health & Safety at Work Regs 1999
Workplace Health, Safety and Welfare 1992
Provision & Use of Work Equipment Regulations 1992

Equipment

Tube BS1139
5 Board Transom units BS5973
Boards BS2482
Fittings BS1139

ROOFING WORK

Hazards associated with activity:

Working at height
Use of Hand Tools
Use of Portable Electrical Equipment
Use of Scaffolding
Lead Work at Height
Lifting Operations
Manual Handling External Works

Site specific hazards:

Working above a construction site
Working with other trades on site
Overhead obstructions

1. The work will be supervised and monitored at all times by a competent supervisor. All work to be carried out in accordance with the risk assessment in place.
2. Supervisor must identification any conflicts with other working groups or work activities operating within the same area and specify communication and liaison arrangements to control additional risks
3. Work area to be securely cordoned off to prevent unauthorised access. Only authorised personnel will be allowed access to the work area. Appropriate signage will be suitably displayed around the work area. PPE to be worn at all times on site.

TRAINING

4. Only qualified, certified or otherwise competent personnel will be permitted to undertake the work. All operatives are to receive training on manual handling techniques, asbestos awareness and work at height. All workers to undertake site induction prior to commencing work.

5. Materials will be stored safely away from access routes
6. Any defective materials reported to site management

ROOF WORK

7. Roof materials will be safely lifted to the roof area. Materials will be lifted under the control of a lifting plan for the lifting operations.
8. Fall protection to be provided throughout the roofing works, either via permanent edge protection, full access scaffold providing edge protection or for minor repair works, fall prevention will be via harness and lanyard connected to suitable anchor device.
9. Where existing materials are removed from the roof, they will be discarded into skips positioned at ground level via a debris chute if necessary.
10. The skip will be suitably screened to prevent debris from falling outside the controlled area.
11. All materials temporarily stored on the roof will be evenly distributed and away from roof edges.
12. Lightweight materials (e.g. insulation) will be weighed down to prevent it being blown from the roof.
13. All equipment and services will be checked to ensure they are sufficiently secured to roof.
14. Redundant aerials, cables etc. will be removed as instructed and carefully lowered for disposal.
15. Roof materials will be checked for gaps, missing or slipped tiles and leaks.
16. Removal of damaged or cracked tiles will be lowered to ground level via a pulley, chute or carried.
17. Materials to be cut shall not be placed directly onto scaffold boards. Where roof tiles are to be cut by powered saw, ensure that the equipment is in good order and only to be used by experienced and trained operatives.
18. Additional PPE to be worn during cutting operations including the wearing of eye protection, ear protection and respiratory protection.

EXTERNAL WORK

19. External work is prohibited during extreme weather such as rain, strong winds or snow. External work at height is also prohibited in icy conditions. Operatives to be warned of the dangers of skin damage prior to external work.
20. Operatives must wear appropriate clothing to protect skin and must apply sufficient sun protection when exposed to UV rays.
21. Work area to be segregated from any pedestrians or traffic and signs erected to prevent members of the public or vehicles coming into contact with operatives or access equipment.

HOUSEKEEPING

22. All good practice guidelines regarding housekeeping in the workplace will be observed.
23. All spillages will be immediately cleaned up so as to prevent any slip hazards.
24. All work equipment, chemicals and substances will be properly secured when they are not in use so as to prevent any unauthorised usage or accidental contact.
25. During the works, the area will, so far as is reasonably practicable, be kept clean and tidy with clear walkways as appropriate.

LIFTING OPERATIONS

26. A crane lifting plan/lifting plan is to be completed for all lifting operations involved with the task.
27. Lifting equipment will be of sufficient capacity, will have a current test and thorough examination certificates and will be inspected periodically.
28. All lifting gear to be clearly identifiable and colour coded for the currency of examinations.
29. All lifting gear is subject to thorough examinations which are to be carried out by a competent person and recorded at least at six monthly intervals.
30. Damaged equipment is to be taken out of use immediately.
31. Where manual handling is required this will be supported by lifting gear and sufficient personnel must be allocated to the work, from a safe working platform.

MANUAL HANDLING

- 32. All manual handling will be minimised through the provision of mechanical aids where practicable.
- 33. Where possible materials will be supplied in loads under 25kg. Operatives are not expected to handle loads any items weighing more than 25 kg on the site without assistance. If items above 25kg are to be lifted, or unusual, unstable or hazardous items, the supervisor/site manager will determine a safe method of handling through completing a risk assessment and specifically instruct nominated individuals.
- 34. Any items or loads above 25kg to be handled through mechanical aids or team lifting.
- 35. Deliveries and materials handling will be planned to minimise the extent of manual handling of materials.
- 36. Routes by which materials have to be carried by hand will be checked for and kept free of obstructions.
- 37. Appropriate PPE will be worn to make sure that materials can be handled safely, e.g. gloves and safety footwear.
- 38. Two or more operatives will carry larger or heavier items.

LEAD

- 39. Lead working will always be carried out outside with natural ventilation.
- 40. Additional PPE including gloves and respiratory protective equipment shall be used.
- 41. Food and drink must not be consumed until operatives have thoroughly washed their hands after working with lead.

FIRE PREVENTION

- 42. All current legislation and codes of practice regarding fire prevention will be complied with.
- 43. Prior to the commencement of any works that may involve the use of a naked flame, all combustible material / pressurised containers will be removed from the immediate vicinity.
- 44. Prior to the commencement of any works that could create a fire, suitable portable fire fighting equipment will be positioned accordingly.
- 45. During any work which involves the use of a flammable article or substance, all appropriate measures will be taken so as to keep sources of ignition (naked flames, cigarettes etc.) away from said flammable articles or substances.
- 46. Skips and storage of flammable materials will be positioned away from any potential sources of ignition and protected from any foreseeable risk of arson.
- 47. Upon completion of any works which may have given rise to the risk of fire/explosion, the area will be checked and left in a clean condition. A 1-hour fire check will be in place for all hot works.

HARMFUL SUBSTANCES

- 48. All current legislation and codes of practice regarding chemical and substance usage will be complied with.
- 49. Where possible any hazardous substances will be substituted for alternative non-hazardous substances. COSHH assessments will be carried prior to use of hazardous substances.
- 50. Only those persons who are fully conversant with a chemical or substance will be permitted to use the chemical or substance.
- 51. Adequate ventilation will be maintained at all times where hazardous chemicals or substances are used. When not required for immediate use, chemicals and substances will be kept in suitable closed containers and in a secure location, so as to prevent their unauthorised use.

WORK EQUIPMENT

- 52. All current legislation and codes of practice regarding work equipment usage will be complied with.
- 53. Only those persons who have received suitable and sufficient instruction and training will be permitted to use work equipment.
- 54. All work equipment to operate on 110v. Any mains powered 240v work equipment will operate, via a transformer or other power-reducing device, at a reduced voltage of no more than 110v.
- 55. Prior to using any item of work equipment, it will be inspected to ensure that it is in good condition and unlikely to cause injury or harm to any person as a result of its correct usage.
- 56. Equipment guards to be correctly fitted before use.

57. All personnel are advised to check tools before each use and to take unsafe equipment out of service immediately, for repair or replacement.
58. Periodic testing and maintenance of all equipment carried out in accordance with regulations and manufacturer's instructions.
59. When not required for immediate use, all items of work equipment will be securely stored so as to prevent any unauthorised use or accidental contact with any sharp or rotating blades.

WORK AT HEIGHT

60. For potential falls through unfinished roofs where there are openings then these should be adequately protected by using a solid platform to eliminate the fall potential or by using a soft landing system and fall restraint system to minimise injury.
61. All current legislation and codes of practice regarding working at height will be complied with.
62. Suitable access equipment will be selected to provide a safe working platform (taking into account the task, the duration of the platform use and the location in which the platform is to be used) shall be employed whilst undertaking any work at height and will be subject to inspection before and during its use.
63. Suitable access shall be provided to the working platform and will be subject to inspection before and during its use.
64. Suitable barrier edge protection shall be employed where necessary.
65. Suitable warning signage and barriers (as appropriate) shall be positioned around the work platform base and danger area, so as to prevent unauthorised access.
66. Only those persons who have received suitable instruction shall be permitted to undertake work at height.

WASTE DISPOSAL

67. All current legislation regarding the prevention of environmental contamination (including waste disposal) will be complied with.
68. Any contaminated or hazardous waste created as a result of works carried out will be properly contained and disposed of by a specialist company.
69. Waste must be transferred using a waste transfer note.

CLEANING

70. After completion of the work, the area shall be left in a clean, tidy condition and all associated waste shall be removed and properly disposed of.

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