

Method Statement

Project:	Job No:
Description of works:	
Start Date:	Approx Duration:
Assessor:	Agreed Working hours:

Responsibilities

Project Manager:	
No. Of Operatives:	Names:

Job Associated Hazards

Hazard	(Tick)	Preventative measure
Falls from height	<input type="checkbox"/>	Operatives to be Competant to carry out the task at hand. Area immediately below and around working area to be cordoned off and warning signs to be put in place. Wear appropriate PPE
Dust	<input type="checkbox"/>	Working area to be cordoned off, room to be well ventilated and appropriate PPE to be worn.
Fumes	<input type="checkbox"/>	Operative to be fully aware of substance COSHH data sheet, flammable, toxic or irritant substances to be exposed for short periods in a well ventilated area, stored in a safe and secure area, and appropriate PPE should be worn.
Manual handling	<input type="checkbox"/>	Operative should be competent to carry out the task, ensuring there is a clear defined route that is restricted to others if necessary and suitable storage areas are provided. Appropriate PPE to be worn
Hot works	<input type="checkbox"/>	Operative to be competent to use the hot works equipment. Hot works equipment to be inspected before use. Operator to know correct fire procedure in case of emergency. Working area to be restricted to others and be well ventilated. Appropriate PPE to be worn.
Slip trips and falls	<input type="checkbox"/>	Operative to ensure the working area is tidy and free of trip hazards. Potential trip hazards should be cleared of walk ways, secured and if necessary warning signs to be erected.

PPE required



Hard Hat



Safety boots



Safety Goggles



Ear Defenders



Face Mask



Protective Gloves



Hi Vis Bib



Repirator

Site Amenities

Toilet on Site:	Tick	Electricity Supplied:	Tick
<input type="checkbox"/>		<input type="checkbox"/>	
Water supplied:	<input type="checkbox"/>	Rest Area:	<input type="checkbox"/>
Washing Facility:	<input type="checkbox"/>	Hot water:	<input type="checkbox"/>

Site Awareness

Tick

Is the operative aware of the following:

- Site access points?
- Site Parking?
- Site Offices?
- Site induction?
- Site emergency procedure?
- Site First aid point?

Additional information

Quality Control

The projects will be carried out by Neil Johnson of Brentwood Decorative who is a fully skilled tradesmen, qualified to NVQ L3 Diploma and carries a valid CSCS card.

Safety boots, and protective clothing at all times, other items of PPE such as eye protection and gloves are available to be worn as and when necessary.

When working on any contract copies of risk assessments and method statements will be produced, any queries or concerns will be raised with during the induction. An inducted onto each site will be held by the principal contractor, and will follow all site rules and safety procedures.

Materials Handling

All materials required for site will be unloaded to a designated unloading and storage area which will be away from the working 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 to the work area. Care will be taken when handling materials.

Working from Ladders & Step Ladders

All works at height will be properly planned and organised. A risk assessment will be made to ensure conditions are safe before allowing any work at height to take place.

Where the elimination of risk of a fall cannot be measured, additional measures will be put into place and equipment to minimise the distance and consequences of a fall, should one occur.

All equipment will be inspected on a regular basis and any damaged equipment will be withdrawn from service immediately.

Scaffold & Access to height

Scaffold will be provided by the principle contractor and erected by the approved contractor; the top level of scaffold will stop approx 2 feet from the working level to allow access to the items to be worked on, the hand rail will extend a minimum 1 metre above the work level. All work that cannot be safely reached from a step ladder will be carried out from the scaffold; Brentwood decorative will ensure there is a safety certificate attached prior to the commencement of works. During the works access to the scaffold should 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. Damaged or unsuitable ladders will not be accepted.

Painting – Surface preparation

- 1) Put on your personal protective equipment
- 2) Cover floor area and any furniture to prevent damage
- 3) Prepare surfaces to be painted by sanding/stripping and cleaning
- 4) If using chemical stripping agents such as Nitromors, you must read and understand the safety data sheet for the product you are using
- 5) Electric hot air stripping tools will be PAT tested on an annual basis and checked for defects on a daily basis, damaged or defective tools will be removed from service immediately
- 6) Electric hot air strippers can get extremely hot and therefore create a fire risk, ensure a suitable fire extinguisher is at hand during hot work.
- 7) N.B. Chemical cleaners and work tools such as hot air strippers will not be left unattended in residential properties, this is especially important where children are present
- 8) Make sure any extension leads are kept tidy and do not cause a trip hazard

Gloss Painting – Application

- 1) Put on your personal protective equipment
- 2) Cover floor area and any furniture etc with dust sheets to prevent paint splashes
- 3) Ensure suitable ventilation when using oil based paints
- 4) When working from stepladders the company working at height procedure must be followed.
- 5) Smoking is not allowed in client properties
- 6) Ensure surface is clean, dry and free from dirt, grease, and oil
- 7) Do not leave paints open and unattended at any time
- 8) Apply undercoat and allow to dry, do not apply too much and watch for runs etc.
- 9) Check undercoat for correct adhesion to surface and wipe down if necessary
- 10) Apply gloss finish coat and allow to dry

Emulsion Painting – Application

- 1) Put on your personal protective equipment
- 2) Cover floor area and any furniture etc with dust sheets to prevent paint splashes
- 3) Clean down surface to be painted using proprietary cleaner as per instructions above
- 4) Ensure surface is clean, dry and free from dirt, grease, and oil
- 5) When working from stepladders the company working at height procedure must be followed.
- 6) Prepare paint for application. i.e. mixing etc
- 7) Apply emulsion paint with brush or roller and allow to dry, do not apply too much and watch for runs etc
- 8) Check first coat for correct coverage
- 9) Apply second coat where necessary and allow to dry

Cleaning and Handover

1) The area will be cleaned prior to handover; all waste and debris will be removed to the designated waste area.

2) The site manager will check all work prior to handover

3) Handover to client

Care of equipment

1) All items must be thoroughly cleaned in either water or the relevant solvent at the end of each shift

2) Items such as brushes and rollers should be air dried and stored

3) Wash buckets, wipe inside and out and store upside down

4) All items should be stored out of reach of tenants and children