

Method Statement

Task/Activity: Decoration Works

Client: Various

Location: Various

Date of issue:

Completed by: Base Solutions

Checked By: Supervisor

Resources: the following comprises of an outline list of resources that will be present on-site:

Personnel

1 x Supervisor
2 x Operatives

Plant & Equipment

- Hand tools
- Cable Detection Equipment
- Ladder or Steps
- 110v Power Tools SFARP

PPE

Personal Protective Equipment is issued as standard to all employees. PPE assessment is identified in the specific Risk Assessment for each operational task involved in this contract. PPE to be worn by operatives as risk assessments dictate include:

- Hard Hats
- Protective Boots
- Dusk Mask (if required)
- Gloves
- Goggles

Materials

- Silicone
- Primer
- Emulsion
- White Spirit

All employees are fully aware of the duties placed upon them to use the PPE as issued, and disciplinary action will be taken by the resident supervisor against defaulters.

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A simple *Sequence Of Operations* will be undertaken to ensure ease control and completion of this task:

Arrival at site

- Receive induction by client/ as appropriate.
- Familiarise work team with the proposed work environment.
- Ascertain from client information regarding any un-reported hazards on the site.
- Tie in and comply with any on-site safe systems of work etc.
- Set up site as required by the client and or statutory requirements
- Such as warning signage, barriers etc.
- Check all work equipment for serviceability.

Set up of site

- The entire work area will be clearly identified.
- Safe route of exit will be identified for emergency purposes.
- Safe areas are to be marked, and identified around all areas where hot works is to take place.
- All staff will be given final pre-start briefing by supervisor (Charge hand). To include Method Statement and Risk Assessment brief.
- If a Client Permit to Work system is not in place on the site, the supervisor is to implement one.

Risk Assessments: The Supervisor/Charge hand will be in possession of all task and site specific Risk Assessments for this project, he will have ensured that all members of his team have been either briefed on them or had the opportunity to read them. They will also be made fully aware of the legal obligations placed upon them to comply in full with the control measures and strategies set down in all assessments effecting their operations.

The Client is requested upon receipt of this Method Statement and prior to the arrival on site of the team to inform all other contractors and operatives on site in the vicinity of our proposed operations.

Emergency Issues:

Where practical a minimum a qualified (HSE) one-day appointed person (First Aid) will be present on site. This person will upon arrival at site identify himself to the site manager/agent. He will further familiarise himself with the First Aid procedures for the site.

Emergency Contact Name: **To be confirmed on site**

Emergency Contact No: **To be confirmed on site**

Monitoring & Compliance: All supervisors and charge hand are charged with the duty to ensure that full and total compliance with this Method Statement, and associated Risk Assessments. They have a similar duty to ensure that full compliances are made to all other legal and client requirements.

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The persons below have been briefed on the contents of all documentation associated with this project and agree to abide by the control measures laid out within.

They will also agree to abide any site rules and requirements stipulated by the principle contactor.

Name	Signature	Date