

METHOD STATEMENT

Task / Activity	Void Refurbishment
Client	
Location of Works	
Date of Issue	
Completed By	Richard Nichols

Resources

The company shall provide adequate staff to ensure the task is completed in such a way as to be safe, on time and with due regard for others who may be affected by the works.

- 1 X Working Supervisor
- 4 X tradesmen specific to task

Plant & Equipment

The following plant & equipment shall be provided for use on site

- Various paint brushes, rollers, paint kettles etc.
- Various Class 1 step ladders as required. All ladders shall be marked and accompanied by a ladder inspection tag.
- Various hand tools
- Battery operated equipment SFARP
- Electrical equipment as necessary 110v
- 110v transformer
- Pipe benders
- Additional tooling as necessary

Personal Protective Equipment

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 includes:

- Lightweight Eye protection
- Hard hat
- High visibility clothing
- Protective footwear
- Protective gloves
- Respiratory protection when rubbing down (FFP1)

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Materials

Dulux water based paints throughout as per specification
All paints used are Dulux trade aqueous products accompanied by COSHH information detailing emergency information and storage requirements etc.
All other materials as specified with the client
Electrical wiring
Pipework
Trunking / containment
Socket points etc.
Radiators
Kitchen units as per agreed specification
Bathroom suite to agreed specification

Site set up

- All personnel shall attend the site specific induction prior to commencing work on the project.
- All personnel shall attend the daily site briefing.
- All work areas will be clearly identified and agreed with the client prior to commencing works.
- Safe route of exit will be identified for emergency purposes. It is agreed that personnel shall adopt the existing safe routes and assembly point.
- Personnel shall have the use of the welfare facilities which are in place within the property.

Execution of work

- The electricians shall fit in place the necessary trunking and cabling to conform to requirements ensuring compliance legislative requirements.
- Where chasing out is necessary, this will not commence until after 09:00 and not after 17:00.
- Dust suppression techniques to be employed.
- Upon completion of the electrical works all electrical works to be tested prior to handover.
- New radiators shall be fitted in place together with the new hot water system in the kitchen
- The new kitchen and associated fixtures, fittings and plumbing shall be put in place while co-ordinating works with others on site.
- Any work at height is to be undertaken in line with risk assessment and training delivered.
- The existing bathroom suite shall be removed from site with the new suite put in place together with associated fixtures, fittings and plumbing.

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- Upon completion of the above works, the decoration of the premises shall commence using Dulux trade paints
- Wet paint signs to be put in place as necessary
- All works shall be co-ordinated and checked to ensure compliance with legal, client and FCFS procedures.
- Any deviation from the agreed schedule of works is to be authorised by the client and FCFS management.

Risk Assessments

The Supervisor/team leader 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.
- In the event of a spillage, a suitable spill kit shall be used to clear and site disposal requirements followed.

Emergency contact

Contact	First Choice Facilities office
Telephone	01895 814912