

METHOD STATEMENT

Task / Activity	Poster Removal
Client	
Location of Work	
Date of Issue	
Completed By:	Base Solutions

Resource
<p>The company shall provide adequate resource 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.</p> <p>1 X Working Supervisor</p>

Plant & Equipment
<p>The following plant and equipment shall be provided for use on site</p> <ul style="list-style-type: none"> • Various Hand Tools • Bladed Equipment • Barriers • Signage

Personal Protective Equipment
<p>Personal protective equipment (PPE) is issued as standard to all employees. PPE Requirements are identified in the specific risk assessment for each operational task involved in the contract. PPE to be worn by operatives as risk assessments dictate includes:</p> <ul style="list-style-type: none"> • Eye protection • Hard hat • High visibility clothing • Protective footwear • Protective gloves

Materials

- Adhesive removal agent as per requirements

Site Set Up

- The entire work areas shall be clearly identified.
- Safe access / egress routes shall be identified for emergency purposes.
- Barriers and signage erected as necessary

Execution of Works

- Attend site and park vehicle in safe location without causing an obstruction
- Erect barriers and signage as per site set up requirements
- Score posters using covered blade
- (method of removal may depend upon surface)
- Apply adhesive removal agent as necessary.
- Allow agent to penetrate for recommended time
- Perform test / proceed or allow additional time
- Remove posters with protective scrapers cleaning off adhesive agent and leave in a clear condition.
- Clear all debris into bags and remove
- Remove barriers and signage
- Check area and leave in a safe condition prior to hand over to client

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 the team have been either briefed on them or had the opportunity to read through them. The team are fully aware of the legal obligations placed upon them to comply in full with the control measures and strategies set down in all assessments and statements effecting their operations.

The client is requested upon the receipt of this method statement and prior to the arrival on site of the team, to inform all other contractors and operatives on site who will be in the vicinity of our operations.

Emergency Issues

Where practical, a minimum of a qualified one day appointed person (First Aid) will be available. The person will upon arrival at the site identify themselves to the site manager / agent. They will further familiarise themselves with the first aid procedures for the site.

Emergency Contact Details	
Contact Name	Office
Telephone No.	01895814912

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 by any site rules and requirements stipulated by the principal contractor.

Name	Signature	Date