

Method Statement

Task/Activity: Isolation of water services

Client: TBC

Location: TBC

Date of issue:

Completed by: Base Solutions

Checked By:

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.

Personnel

Minimum 1 x Operative

Plant & Equipment

- Screwdriver
- Wrench

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:

- Protective footwear
- Gloves (suitable for task)
- Goggles / safety glasses
- High visibility vests

Materials

- None required

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

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Arrival at site

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.

Execution of Works

- Locate the stopcock (Internal or external)
- Internal stopcocks are normally under the sink in the kitchen area, airing cupboard or under the floor near the front door.
- External stopcocks are usually located near to the boundry, if there is a meter, the stopcock is normally in the same pit or adjacent.
- Prior to isolating the water supply, ensure that all water heating equipment is isolated and warning signage fixed in place.
- If isolating from inside the property, turning the valve clockwise will shut off the water supply.
- If the valve is stiff, lubricate with WD-40 and leave for 5 minutes.
- It may be necessary to use a wrench or ring spanner although do not force.
- If isolating from outside the property, ensure that the stopcock is not shared with a neighbouring property.
- Turn the valve clockwise to close using either hand pressure or a universal stopcock key.
- If draining the system, run taps until dry.
- Re-energising the sytem, turn stopcock anti-clockwise.

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:

In case of emergency, contact the office on the designated phone No.

In case of Emergency

Contact: **Tel No.**

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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.

Additional Information:

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