

Method Statement

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Contractor	Name:	Address:		Tel:
				E-mail:
Project Name				
Description of the Task/Activity	External Insulation			
Site Address/Location:		Start Date/Time:		
		Finish Date/Time		
Personnel Involved	Name	Role/Trade		
Site Supervisor:		Tel:		
Safety Officer		Tel:		
Key Plant & Tools (Attach Certification)	<p>110v drills. Plaster trowels, hand saws, utility knives, chasing hammer drill, brush, scraper and cleaning supplies. Task lighting. Harnesses and lanyards (as required). (All plant will be serviced and maintained according to the instructor's handbook. Any equipment found to be defective is to be taken out of circulation immediately and returned for inspection and repair. Under no circumstances is defective equipment to be used.)</p>			
Key Materials	Priming agents (Aval KT7/15/16); Adhesive (Aval KT53); Polystyrene Panels; Basecoat (Aval KT55/85); Glass fibre mesh; Mechanical fixings; Thin coat render (Aval KT60, 72, 77)			
Other Essential Equipment:	(i.e. access platforms/winches/ladders, etc) Ladders and scaffolding (as required). Ladder spreader bars (as required).			















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<p>Specific Identified Residual Hazards: (or refer to the task specific risk assessment(s)) (See attachment)</p>	<ol style="list-style-type: none"> 1. Working in an area in close proximity with people 2. Working at heights (scaffolding), power tools, hand tools 3. Cement and lime burns 4. Bad Housekeeping 5. Manual lifting and handling
<p>Specific Staff Training</p>	<p>Safe passes</p>
<p>Sequence of Operations: (include sketches if required)</p>	<ol style="list-style-type: none"> 1. Inspect area to ensure that residents are not exposed to site risks 2. Inspect the properties to assess their suitability to receive insulation. The main areas to be considered are: <ol style="list-style-type: none"> a. Major cracks in the external walls. b. Badly cracked or missing render. c. Defective pointing. d. Signs of frost damage. e. Any defects that may lead to water penetration. f. If defects are found a list of remedial works to be carried out should be prepared. 3. All Flora removed from the walls. Record all wall vents, cables and pipe work with photographic evidence. 4. Identify and highlight to the homeowner any pre-existing damage to walls, windows, etc. to building to be worked on as well as neighbouring buildings. 5. Inspect work area to ensure that operatives are not exposed to falls 6. On arrival at site the External wall Insulation Technicians should check that: All loose fittings on external walls have been removed to a safe place (providing entrance to the property has been permitted). 7. Material and tools will have to be brought to work area 8. Power wash building 9. Fix base rail using power drill 10. Fix insulation to substrate (using mixer drill) 11. Fix insulation board with mechanical fixings (power drill) 12. Flues are checked to ensure they are clear from obstruction. Airbricks are checked to ensure they give a clear airflow. 13. Apply base coat to insulation, apply mesh on insulation (power drill, Stanley knife) 14. Apply finish coat (mixer drill)
<p>Temporary Supports and Props needed to facilitate the works:</p>	<p>(if none, state none) None</p>
<p>Method of Access and Egress to the work area:</p>	<p>(i.e. Ladders/MEWPS/Scaffold/Trestles/Step Ladder, etc)</p>
<p>Fall Protection Measures:</p>	<p>(i.e. Guard Rails/Toe Boards/Brick Guard/Safety Harnesses/Exclusion Zones, etc.)</p>

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(Where work at height cannot be eliminated – consider both Personnel & Materials)							
Hazardous Substances: (See attached MSDS Datasheet)							
	Very Toxic	Harmful/ Irritant	Corrosive	Dangerous for the environment	Oxydising	Highly flammable	Explosives
Applicable:	Yes/No	Yes/No	Yes/No	Yes/No	Yes/No	Yes/No	Yes/No
Storage Arrangements:							
Details of Permits to Work:							
SWL's:	(Detail any limits on the loadings applicable to temporary plant/equipment or fixed elements of the structure where the work is taking place) n/a						
Required Personnel Protective Equipment:							Other: 1. Hi-Viz 2. Coveralls 3.
	Safety Boots	Hard Hats	Safety Gloves	Hearing Protection	Eye Protection	Respiratory Protection	
Emergency Procedures:	<p>When working on a site, technicians will make themselves aware of the nearest telephone for contacting emergency services should the need arise. In the event of an accident it should be reported to the immediate supervisor at the first possible opportunity. In the event of a serious accident the supervisor will visit the site with the health and safety officer. It is vital that the site remains undisturbed until the investigator has viewed it and made his report. All accidents should be logged into the accident report book. The contractor should ensure the Health and Safety Executive are informed of all near misses or reportable accidents.</p> <p>All technicians are aware of their responsibilities under Section 7 of the health and safety at work act 1974. They have the duty to take care of their own health and safety, and that of any other person that may be affected by their action or omissions at work</p> <p>Due to the nature of the equipment being used, it is unavoidable that hoses and cables will cross public footpaths. In such circumstances, a ramp will be put in place allowing safe passage over the cables and hoses. Warning signs should also be placed in the appropriate areas.</p>						
	Name of On-Site First Aider:						
	First Aid Box Location:		On site				

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	Location of Nearest Hospital:	
Welfare Requirements		
Services to be supplied by Others		
Other information & Comments		

All work will be undertaken by qualified competent persons with experience of the type of work described above, and in all cases in full accordance with safety procedures specified in the company's health and safety Policy.

Prepared by:

Position:

Date:

Attachments:	Yes	No
Specific identified residual hazards list	✓	
Material Safety Data Sheet	✓	

Method Statement Briefing Record

Briefing delivered by:

Position:

Date:

We (the undersigned) have read and understood the attached method statement and will comply with the specified requirements and control measures. If the work activity changes or deviates from that originally envisaged, we will seek further advice and request an amended method statement.

Attachment: Specific identified residual hazards

HAZARD 1 – Working in an area in close proximity with people

RISK

- Materials and tools falling from scaffolding

SAFEGUARDS

- Toe boards and guard systems on scaffolding

HAZARD 2 – Working at heights

RISK

- Person likely to fall causing serious injury.
- Material or equipment liable to fall onto person or persons below causing serious Injury.
- Scaffolds may collapse and cause serious injury and damage to property.
- Ladders may slip or fall.

SAFEGUARDS

- Scaffolding equipment must be of sufficient quantity and quality to meet the required safety standards.
- All relevant regulations concerning the requirements of:-
 - Access Ladders
 - Walkways
 - Platforms
 - Bracing
 - Handrails
 - Toe Boards etc.

Note: When drilling and filling from the outside of a property and use of ladders is essential, the following safety measures should be adopted. The foot of the ladder should be supported on a level surface and should not rest on other material or other equipment to gain extra height.

If absolutely necessary an additional stabilising system, such as a ladder mate will be used.

Where none of the above methods are practicable, ladders should be footed by a second person, this method is unsuitable for ladders longer than 5 metres. The ladder should ideally be placed about 75 degrees to the horizontal, 1m out from the building for every 4m in height.

Ladders should be rested against a sound surface and not against plastic, gutters or other type surfaces.

Must be complied with and a competent person will be responsible for:-

Safe Erection

Display of Notices, concerning its complete or unsafe status.

Making entries in the Scaffolding Register.

Ensuring damaged parts are removed from site.

All parts are stacked in a safe and accessible manner.

- Training will be provided on scaffolding erection as and when necessary.

HAZARD 3 – Cement and lime burns

HAZARD - DERMATITIS

RISK

- Substances used on site may sensitive the skin.
- Sensitive skin may develop dermatitis.
- Substances may arrive in containers with no apparent data sheet / warnings etc.

SAFEGUARDS

- Employees should avoid skin contact with substances.
- Employees must identify the substance prior to use.
- Personal protective equipment must be worn where necessary.
- Hands and exposed areas must be washed thoroughly and regularly.
- Always follow the instructions or warning notices on containers or bags etc.

HAZARD 4 – Bad housekeeping

RISKS

- Tripping, slipping and falling on walkways, stairs, compounds or the site area.
- Standing on nails protruding from used timber.
- Materials, which have not been stacked properly causing person to fall.

SAFEGUARDS

- All passages, walkways and work areas must be kept clear.
- All materials must be stacked properly.
- All materials must be stacked as to not cause obstruction to emergency exits.
- All timber must be de-nailed and stacked.
- All off cuts of pipe, cables and other materials must be disposed into the skip.
- Offices, Canteens and Stores / Compounds must be kept in a clean condition.

HAZARD 5 – Manual lifting & handling

RISKS

- Injury to back if the proper methods are not adopted.
- Persons may strain themselves if attempting to lift too heavy or awkward a load.

SAFEGUARDS

- Help should be sought where loads seem awkward or heavy.
- Mechanical handling must be used wherever possible.
- Employees should ensure that they have sufficient room to lift the object.
- Employees should ensure that they have a clear path to their destination.
- The object must not obstruct vision and they should ensure sufficient room is available for setting down.
- Employees should always use a safe method of lifting in order to eliminate risk.