METHOD STATEMENT PROJECT: Alkrington & Providence Unite Church

OPERATION:	Raking and pointing				
JOB NO:	[JOBNO] TBC	**REV No.:**	[REVNO]	**DATE:**	[DATE] 28.02.2019
COMPILED BY:	[peter miller				
DESCRIPTION OF WORKS:	The works covered by this method statement include the removal of cement grouting and reapplying.				
RISK ASSESSMENT:	Written risk assessments for use of abrasive wheels, hand tools and working at height are enclosed.				
COSHH ASSESSMENT:	A written COSHH assessment for cement is enclosed.				
MANUAL HANDLING ASSESSMENT:	Written manual handling assessments for [TASKS] are enclosed.				
CONTROL MEASURES:	In addition to those control measures identified in the above assessments. All site rules as required by the Client and Principal Contractor in the Pre-tender Health and Safety Plan and Construction Phase Plan are to be adhered to. The [Maysand] foreman, [Tim Britain] is to continually monitor the work area to ensure suitable signage, public warning signs and lighting. The [maysand] foreman, [Tim Britain] is to complete the Site diary on a daily basis and ensure the Site Attendance records are kept up-to-date. Close liaison with other contractors and the host company will be required to ensure co-ordination of activities on a daily basis.				
ACCESS / EGRESS and WORKPLACE:	Our workers and the equipment they are to use will gain access to the work area via [car park].				
PROGRAMME	It is anticipated that the works will last [3 days]. The delivery of this programme will be called off to suit the requirements of the Principal Contractor.				

SEQUENCE OF WORKS:

1. All workers engaged with this system of work are to attend a site induction where the site rules and requirements are to be made known.
2. The contents of the above assessments and the details of this method statement are to be explained to all workers engaged with the task. They are to sign the declaration confirming their acceptance and understanding of this safe system of work.
3. Close liaison with the principal contractor, other contractors and the host company will be required to ensure co-ordination of activities on a daily basis. To achieve this standard, a supervisor will be available for a co-ordination meeting at times dictated by the principal contractor.
4. Identify the exact location of work.
5. Agree with the Principal Contractor or host organisation the exact location for the storage of materials.
6. The Principal Contractor will erect suitable barriers to prevent unauthorised access to the storage and work areas.
7. The Principal Contractor will set up the work area by making existing services safe. This is to be done by suitable qualified operatives. Where it is not practical to terminate supply outside the work area then the live services will be clearly marked.
8. Deliver all materials, equipment and machinery to the site.
9. Erect a suitable barrier between the work areas and the public.
10. Identify the area to be raked.

11. Ensure all pieces of equipment are in a good working order and prepare for use.
12. All operatives must ensure that all PPE is worn.
13. Areas are washed with water when completed to ensure that no cement particles are left.
14. Areas are pointed with the specialist stone lime mortar restorer.
15. Waste packaging is to be removed from site and put into the skips provided by the Principal Contractor as work progresses.
16. On completion of our works the areas will be left clean and tidy.
17. A quality inspection will be carried out with the Principal Contractor and a Company representative on completion of our works.
18. The Principal Contractor will remove all warning barriers and signage.
19. Leave the site clean and tidy.
20. Inspection/Handover

PERMITS REQUIRED:	There is no permit-to-work system instigated by [COMPANYNAME] however this may be a requirement of either the Principal Contractor or host organisation. In all such cases, their requirements will be complied with by all workers of [COMPANYNAME]	
STATUTORY NOTICES:	**Health & Safety Executive.**	
	Local Authority:	
	Environment Agency:	
SECURITY:	The host organisation or the Principal Contractor will provide the general security to the site. Their arrangements will not be undermined by the activities of [COMPANYNAME].	

RESOURCES:

Supervision:	The [COMPANYNAME] foreman, [SUPERVISOR] is to continually monitor the work area to ensure suitable signage, public warning signs and lighting are maintained. The [COMPANYNAME] foreman, [SUPERVISOR] is to complete their Site diary on a daily basis and ensure the Site Attendance records are kept up-to-date. **Training Requirements/Standards**: [e.g.SSSTS].
Operatives:	[NUMBER]. 2 Training Requirements/Standards: cscs
Plant & Equipment:	110volts power tools, flat-sided abrasive wheel, hand tools and tube and fitting scaffold.
Materials:	Specialist stone lime mortar mix and water
Welfare:	Facilities are to be made available to [COMPANYNAME] personnel by the host organisation or the Principal Contractor. Any abuse of facilities provided by [COMPANYNAME] personnel will result in disciplinary proceedings being instigated.
PPE:	All operatives will wear safety footwear and high visibility vests. If the Principal Contractor requires operatives to wear hard hats [COMPANYNAME] workers will co-operate.
Waste:	Materials are to be stored with work planned and undertaken to minimize waste. Skips will be provided by the principal contractor for [COMPANYNAME] workers to use. When segregation of waste is required this will be done prior to depositing waste in skips.

EMERGENCY PROCEDURES:

Site Evacuation:	As stated by the Principal Contractor in the site induction given at the start of the project

	and can be found in the Principal Contractors Construction Phase Health & Safety Plan.
First-aid:	[COMPANYNAME] will send at least one first aider to the site. All [COMPANYNAME] injuries must be reported to the foreman who will then inform the Principal Contractor without delay.

AMENDMENTS:

Any change in the operation or deviation from the above method and system of work found by personnel on site is to be discussed with [NAMEMANAGER2] prior to the change being made and at the earliest opportunity. Amendments are to be confirmed by them and distributed as below.

Record of Communication

Sign to confirm that the contents of this Method Statement revision No.: [REVNO] and attached documents have been read and understood.

Please ensure that if this document is amended or reviewed the document must be re-circulated to the people listed below.

	Print Name	Sign		Date
Rep of Principal Contractor:	Peter miller			28.02.2019
Sub-Contractor:				
Contract Manager:	Keith Whitfield			28.02.2019
Site Manager:				
Foreman:	Tim Britain			28.02.2019
Operatives:	Paul leatham			
Operatives:	TBC			
Operatives:	TBC			