

Method Statement (Safe System of Work)		
Contract Name: Proposed alterations and extension Address: 25, Redlands Road, READING. Berkshire		Ref: MS141A/001
Description of Works: (Main objective)		
To Safely extend the existing building and make internal alterations to an existing residential dwelling and remove waste.		
Expected Start and End Dates: to be confirmed		
Assessment Date: 6/05/2019	Assessed By: Sunil Mehan RMDL Approved By: H Luthra	
Associated Health, Safety and Environmental Assessments:- (Risk Assessments, COSHH Assessments etc)		
RA-001 Risk Assessment		
Contract Supervision & Training:- (Supervisor/s and Current Certification/training)		
All Works will be supervised by trained and experienced site Manager/Supervisor (To Be Appointed)		
Labour:- (Number of persons)(If Required List All Labour and their trades)		
Manager and 4 operatives/labourers		
Plant, Tools & Equipment:- (List all)	Chemicals:- (Ensure COSHH completed if reqd.)	
Mechanical heavy machines not required due to limited access to rear, dig will need to be hand managed Hand tools will be required	Not Required	
Welfare Facilities : (Toilets, Washing Facilities & Drinking Water)	First Aid Facilities: (First Aider, Location of First Aid Box)	
Existing Facilities in the dwelling will be used for the duration of the works	First Aid Box within site office, first aider to be appointed.	

Work Method
(Key steps & stages of the work required)

- **Herras Fencing will be erected on the site boundary if required, but due to limited access the existing boundary walls and gates are retained to act as protection.**
- **Safety signs will be displayed.**
- **All existing services will be disconnected from the property and confirmation obtained that all services are no longer live.**
- **If Asbestos is located then further investigation and safe work method will be determined. If No Asbestos is found then the works will start with a soft strip of all fixtures and fittings including timber windows and floors. These items will be recycled where possible.**
- **No mechanical excavators are to be used due to limited access to areas of work.**
- **A dust suppression system consisting of a fine mist water spray will be available on site if required.**
- **Due care and attention will be taken to protect the adjoining dwellings, a supervisor shall observe all works and be in visual contact with the excavator operator at all times.**
- **The demolished or waste materials will undergo sorting and salvage during the course of the works. All waste products will be disposed of by licensed waste carrier.**
- **During the works the site management will ensure that no portions of the dwellings is left in an unsafe manner overnight. The site is to be inspected each morning before work commences.**
- **Working Hours:**
The Site working hours shall be 0800 to 1800 Monday to Fridays and 0900 to 1300 on Saturdays.

In addition the site is to be securely locked and security to be present if required.

Briefing or Tool Box Talk record
(This method statement should be used to brief all persons involved in the works, they should add their name and signature to show they have received and understood this method statement)

NAME	Signature	Date