

CDM REGULATIONS 2015

METHOD STATEMENTS

10A BRUNSWICK HILL, READING, RG17YT  
PLANNING APPLICATION NUMBER: 230891

February 2023

## CONDITION 6:

No development shall commence on site, including any works of demolition, until a site specific Demolition and Construction Method Statement has been submitted to and been approved in writing by the Local Planning Authority. The Statement shall provide for where required:

- a) Space on site where vehicles of site operatives and visitors can be parked with details of how site operatives and visitors will be required to make use of the parking area provided;
- b) Location on site for storage of plant and materials used in constructing the development;
- c) The erection and maintenance (including removal of any graffiti or fly posters) of security hoarding around the site;
- d) Identification of any footpath closures or road closures needed during construction;
- e) Required wheel washing facilities on site;
- f) A scheme for recycling waste resulting from the construction works.
- g) Measures for controlling the use of site lighting whether required for safe working or for security purposes;
- h) Required measures to control the emission of dust, dirt and other airborne pollutants during demolition and construction;
- i) Provisions to be made for the control of noise coming from the site during demolition and construction;
- j) Full details of pest control measures following any demolition required. Where necessary, capping of drains/sewers and baiting arrangements.

The measures within the approved Statement shall be adhered to throughout the demolition and construction period.

Reason: These details are required due to insufficient information being contained within this submission and in the interests of protecting the amenity of local land uses or neighbouring residents, the character of the area and highway safety in accordance with Policies CC8, EN15, EN16 and TR3 of the Reading Borough Local Plan 2019.

## LEGEND TO METHOD STATEMENTS

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2. ASBESTOS
3. EXCAVATIONS
4. EXCAVATIONS – CONCEALED SERVICES
5. POURING CONCRETE
6. USE OF LADDERS
7. USE OF STEPS
8. INSTALLATION of STEEL BEAMS
9. BRICK AND BLOCKWORK
10. CRANES and LIFTING EQUIPMENT
11. DUST AND DEBRIS
12. ELECTRICS
13. FIRE MANAGEMENT
14. FALL ARREST EQUIPMENT
15. HOT WORKS
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17. NOISE
18. HAND ARM VIBRATION
19. PLUMBING AND HEATING
20. SCAFFOLDING
21. SCAFFOLD TOWERS
22. WORKPLACE EQUIPMENT

## 1. METHOD STATEMENT – ACCESS, EGRESS & SITE OPERATIONS

The site is accessed from Brunswick Hill - see adjacent diagram. The vehicle management will be done on an individual basis making use of visitor permits or using the neighbouring properties parking for contractors vehicles. Deliveries will be done at kerb side and time kept to a minimum. An alternative route around Brunswick hill is highlighted on the plan adjacent should other road users need access whilst delivery vehicles are present.

Operating times will be kept between 7:00am & 11:00pm.

Drivers of on site commercial vehicles and visiting drivers will be advised of any site procedures before arrival. Due care and consideration will be given to neighbours, visitors and all others affected by the works.

Drivers will be competent and certificated where necessary.

The access road/route will remain unobstructed at all times. The relevant authority will be consulted if pedestrian facilities need closure or obstruction is necessary to unload materials.

Vehicular and pedestrian routes to the site will be kept clear at all times in consideration of other users.

If large deliveries require loading from a vehicle to the site over an extended period hazard warning signage will be displayed on the footpath.

Materials will be suitably secured in the designated storage locations within the site area.

Vehicles will not access the site as such vehicle tyre washing will not be required.

No hoarding will be required to be erected on Site and all material to be kept secure will be store at the rear of the property.

Working with lighting should not be required as the operation are planned during the summer but if lighting areas during darker hours are required light spill will be kept to a minimum. Reduced lighting will only highlight areas required for operation and will avoid spill out of the site sensitive to neighbouring properties.

The creation of dust will be kept to a minimum with demolition predominately done by hand with the application of moisture to prevent dust from becoming airborne. Where possible work areas will be Segregated to contain dust generated and areas well ventilated with extraction where required. See part 11.

Noise control will be managed by restricting work between operating times and restricting the use of powers tools where necessary. The correct noise protection will be used when required. See part 17.

Pest control will be sort if required but is not expected with all sewers or drainage to be connected without leaving exposed.

Material disposal and recycling - Demolition is to be carried out by hand and all materials including brick, timber and tiles are to be cleaned and stored for reuse. All other waste materials will be remove from site, either by skip to a recycling facility and taken to the Reading recycling centre.



## 2. METHOD STATEMENT – ASBESTOS PRESENCE

Establish any asbestos material presence before starting work on site. The risk of an asbestos presence is very low to none.

Under the Control of Asbestos at Work Regulations 2012 employers must ensure that an Asbestos Survey showing the location, type, approximate amount, likely exposure and condition of any asbestos containing materials has taken place if identified on site.

Check compliance with Register – Managed or encapsulated asbestos remaining should be labelled

If asbestos materials remain in any construction site areas and present uncontrolled risk, work which may involve contact with these materials may not take place until a Risk Assessment has taken place and the appropriate controls put in place (Removal)

If there is no Register or survey and the building was constructed during a period when asbestos was used and this affects the proposed works and operatives – a survey must be carried out before the works commence

Operatives must not be allowed to start work until any asbestos presence has been determined and suitable action taken. Evidence of appropriate action taken must be detailed in the Asbestos Register

All asbestos containing materials must be removed before any construction work starts

All such materials other than low risk Asbestos Containing Materials [ACMs] must be removed by a competent licensed contractor and a Certificate of Removal issued. An ACM presence is extremely unlikely on this site – a ground presence only is possible

Asbestos Containing Material components which are to be removed must be isolated and Risk Assessments and Method Statements issued by any specialist contractor company which may need to be engaged

Operatives should be trained to recognise suspicious materials/components in buildings which may contain asbestos – Investigative procedures must not take place by operatives under any circumstances

If operatives suspect the presence of an Asbestos Containing Material [ACM] which is associated with their work, they must cease work immediately and notify the site manager

### 3. METHOD STATEMENT for EXCAVATIONS

Operatives working close to and in unsupported trenches

Associated hazards : Collapse of trench..

Spoil falling into trench.

Vehicles slipping into trench.

Plant and Persons falling into trench

Contamination

Site investigations will be carried out with structural engineer by trial pit top confirm ground conditions and existing foundations

Excavation areas will be identified, marked out and isolated from those not connected with the works.

Foundations are expected to be hand dug.

Excavations will be supported depending on the sub soil. All excavations deeper than 1200mm will be supported.

Spoil will be placed at least one metre away from side of trench.

Hazard ape will be erected where the excavation are deeper than 600mm and are to remain open unattended.

Excavations will be back filled as soon as reasonably practicable

PPE - Hard Hats and Safety Footwear

#### 4. METHOD STATEMENT for EXCAVATIONS PRESENCE of BURIED SERVICES

Associated hazards are :      Power cables, gas pipes and water mains  
                                         [Serious or fatal electric shock to operatives]  
                                         Disruption of services to building occupants  
                                         Damage to machinery  
                                         Fire and Explosion  
                                         Flooding

Surveys have not identified any services in the location of excavation for foundations.

Documentation and drawings will be examined appropriately.

Service providers will be consulted before any propose alterations take place

All works will be monitored by site management.

Cable detectors to be used as necessary. Experience and competent operatives only will use this equipment

Hand digs will take place where buried services are present or are suspected to be present. Services will be marked as discovered.

Vehicular plant and power/air tools will not be used unless the presence of buried services has been firmly established and identified.

Experienced operatives will be employed for all sections of this work

## 5. METHOD STATEMENT FOR POURING CONCRETE

Pouring concrete and reinforcements. Vibration and curing

Associated hazards are :

- Falls on working levels.
- Failure of support systems or platforms.
- Entanglement in moving parts of plant.
- Vibration.
- Concrete penetration of eyes, ears, nose or skin.
- Dermatitis, burns.
- Collision with mobile plant.
- Prolonged exposure to noisy plant.
- Temporary or permanent deafness.

Any formwork will be checked before pouring commences.

Plant siting and traffic management will be formalised.

Sites will be appropriately isolated from those not connected with the works.

Pre-mix drivers will be made aware of site hazards and familiarised with the site and works. They will observe all on site traffic managed procedures.

All plant will be suitable, used by competent operatives and regularly serviced and maintained

Concrete will be poured carefully by competent operatives

Concrete will not be poured too quickly

Spillages will be controlled.

First Aid and suitable welfare will be immediately available.

Operatives will be under a directive to leave the works immediately if subjected to contact with concrete. Suitable washing/showering facilities will be present.

PPE - Hard hats, impervious safety footwear, safety goggles/glasses, protective gloves and suitable clothing.

Safety barriers and tape will be in place appropriately.

Hazard warning signage will be on display where necessary

## 6. METHOD STATEMENT FOR THE USE OF LADDERS

Ladders will only be used for access or short term work

Short reach ladders can be carried in an upright position by one person. They must be carried by the stiles.  
[Not rungs]

Long ladders and extension ladders should be carried horizontally by two people.

Ladders will be extended on the ground before climbing.

Ladders must be located at an angle of 75 degrees to the vertical surface.

The base of the ladder will be located on a firm, level, dry surface. Where this is not possible e.g. grass - a large, flat wooden base will be placed below the stiles.

Short reach ladders will be placed at ground level against the object and raised from underneath by 'walking' the ladder up into position. The base of the ladder will then be adjusted to the correct angle.

Longer reach ladders and extension ladders require two people. The ladder will be placed on the ground at one metre from the object. One operative will foot the ladder at this point whilst the other operative 'walks' the ladder into position.

Ladders in excess of three metres will always be properly secured :

Stile feet will be tied to stakes in the ground, footed or weighted.

Tops of stiles will be tied securely to the resting point.

Ladders will rise one metre above landing points.

Operatives must not step on the last three rungs.

The top of the ladder will not rest against guttering, narrow, plastic or unstable features. Stays or stand offs will be used

Extensions will have an overlap of 2 rungs (up to 18 rungs) or 3 rungs (over 18 rungs)

When used in a vertical run of more than 9 metres, suitable landing areas will be provided.

Step ladders must always face the direction of work. Platforms are only to be used for placing materials, not standing on.

Legislation : Work at Height Regulations 2005

Ladders cont.

Operatives will :

- KEEP the body facing the ladder
- MOVE the ladder to avoid overstretching
- KEEP BOTH hands free when climbing or descending
- HOLD onto the ladder with one hand whilst working
- WEAR strong flat shoes or boots - dry soles with good grip
- MAKE SURE that doors are blocked underneath ladder

Operatives will not

- REACH too far sideways or move one foot from ladder
- CARRY heavy items or long material lengths
- WEAR sandals, slip ons or have bare feet
- USE ladders in strong winds
- USE ladders near power lines
- ALLOW anyone under 16 years old to use a ladder

Safe Keeping

- Ladders will be stored in a covered, ventilated area protected from weather
- They will not be stored vertically unless secured
- Wooden ladders will be kept off the ground (to avoid dampness)
- Ladders will be secured or locked up (Security)

LADDER CHECK LIST

- GENERAL CONDITION (Clean and dry, free from wet paint, oil and mud)
- NO CRACKS, WARPS or SPLITS
- NO RUNGS MISSING or LOOSE
- NOT PAINTED - Painting ladders hides defects
- STILES NOT DAMAGED or BENT
- NO CORROSION (Metal)
- FOOTPADS - undamaged.
- CAPS/RUBBER FITTINGS Undamaged`
- METAL LADDERS must have slip resistant rubber or plastic feet
- DAMAGED LADDERS should be professionally repaired or replaced

|           |                                                 |
|-----------|-------------------------------------------------|
| Standards | BS1129 : 1990 (British) Wooden ladder           |
|           | BS2037 : 1994 (British) Metal ladders           |
|           | BS EN/131 or EN131 : European - applies to both |

|                              |                            |
|------------------------------|----------------------------|
| Maximum static vertical load | Class 1 175 Kg (27½ stone) |
|                              | Class 2 150 Kg (23½ stone) |

## 7. METHOD STATEMENT - USE OF STEP LADDERS

The use of steps is discouraged as far as reasonably practicable under the new 'Work at Height Regulations 2005'

However, step ladders provide a suitable free standing means of access and their use is permissible and may be considered suitable for short term work and at heights not exceeding four metres. The use of step ladders is therefore within codes of practice for this type of work.

Step ladders must only be used by competent persons

Step ladders should be suitable for the purpose, regularly inspected and maintained. Reference should be made to manufacturers instructions and technical information

They are to be positioned on stable surfaces and have non slip feet

Warning signage and barriers should be installed, as necessary

Step ladders will be inspected before use. Steps will be checked for levels – they will be clean, dry and grease free. Stiles and platforms will be checked and retaining stays fully engaged

Defective steps will be discarded or sent to suppliers for compliant repair

Step ladders will not be used in closed positions - acting as ladders

Users must wear suitable footwear

Step ladders should not obstruct doorways

Step Ladders and users will be positioned at right angles to substrates

No more than one person will be on a step ladder at any time

Users will keep both feet on steps and maintain a three point contact with the step ladder. [Two feet and a minimum of one hand]

Bags and suitable containers will be used for users to maintain a minimum of three point contact

Users will not stand on the top two steps or platform

Operatives will face the step ladder whilst ascending/descending

Users will not overreach whilst using step ladders - remain within the stiles

Ladders will not be moved whilst occupied

Step ladders cont.

Ladders will not carry excessive side loads

Step ladders will not remain in any one position for a period exceeding thirty minutes

Step ladders will not be painted – this may conceal faults

Ladders will be suitably stored out of sight whilst not being used, under lock and key, or secured to a wall in suitable areas.

Legislation :

Work at Height Regulations 2005

#### STEP LADDER CHECK LIST

GENERAL CONDITION - Clean and dry, free from paint, oil and mud

RETAINING STAYS – Undamaged and fully extended

NO CRACKS, WARPS or SPLITS

NO RUNGS MISSING or LOOSE

NOT PAINTED - Painting step ladders hide defects

STILES NOT DAMAGED or BENT

NO CORROSION (Metal)

FOOTPADS - undamaged.

CAPS/RUBBER FITTINGS Undamaged`

METAL LADDERS must have slip resistant rubber or plastic feet

DAMAGED LADDERS should be professionally repaired or replaced

Standards            BS1129 : 1990 (British) Wooden ladders and step  
1994 (British) Metal ladders and step  
                         BS EN/131 or EN131 : European - applies to both

BS2037    :

|                              |                            |
|------------------------------|----------------------------|
| Maximum static vertical load | Class 1 175 Kg (27½ stone) |
|                              | Class 2 150 Kg (23½ stone) |

## 8. METHOD STATEMENT for INSTALLING STEEL BEAMS and COLUMNS

Steels will be transported to site by appropriate road transport

Site surfaces will be lined with appropriate supports to receive beams and craneage, lifting equipment

Banksmen/ Signalmen and Slingers will be present to supervise vehicle movements and crane loading

Site management will monitor access and direct traffic if necessary.

Access to the site will be restricted during the arrival of the lifting equipment and beams and installation

Loads will not be slewed over people. The craneage area will be isolated

Riggers will secure steels from mobile towers, MEWP's or scaffolding

Towers will be secured on firm ground

See Tower Scaffold Method Statement and Risk Assessment

Riggers will wear harnesses clipped to suitable harness points, as necessary

Riggers will wear PPE as identified in the Risk Assessment

Stability and levels of all roads and plant locations will be checked before vehicle arrival

Access through gates will be checked for suitability and clearance both height and width – trees, and gate posts

All vehicular plant operatives will have CTA documentation

All operatives involved in this operation will be suitably trained and competent

Any Engineer's instructions will be followed. Risk Assessments should be produced by the Consulting Engineer.

Work will cease in the event of inclement weather

First Aid facilities will be immediately on hand – Emergency services will be on immediate call

## 9. METHOD STATEMENT for BRICK, BLOCKWORK & STONE LAYING

Operatives to be suitably trained or under supervision

Operatives to wear suitable clothing and Personal Protective Equipment

Bricks, blocks and stones to be palletised safely and stacked on level ground close to working areas at a safe height

Fork lift trucks or equivalent to take bricks & blocks to appropriate scaffold lift

Scaffold to have secure leading edge protection at loading bays

Safe imposed loading on scaffold not to be exceeded

Bricks and blocks to be protected against inclement weather

Foreman to ensure 'Good housekeeping' – working area to be free of debris

Debris must be 'chuted into waste bins or lowered – not thrown

Mixers and all other machinery to be regularly inspected

Washing and welfare facilities to be available for operatives

Operatives to be trained in Manual Handling

Good Housekeeping and hygiene policies to be adopted at all times

Hazardous Substance Assessments to be developed for mortar additives

Legislation :

Control of Substances Hazardous to Health Regulations 2002

The Use of Personal Protective Equipment at Work Regulations 1002

The Manual Handling Operations Regulations 1992

## 10. METHOD STATEMENT FOR USING CRANES

Lifting heavy components.

A Site survey will be carried out to establish ground levels, stability and hard level standing base. Dead loads, imposed loads and wind loads will be taken into account.

Identification of suitable crane. [Loads and heights to be established]. Cranes will not be overloaded in excess of outrigger restrictions.

Access restrictions will be checked before arrival.

Suitable hazard warning signage will be displayed and operational areas isolated.

Tracks will be checked for faults and condition. Tyres will be set at the correct pressure.

Crane certification will be inspected for compliance. Annual examinations.

Cranes will be checked daily/weekly for faults and mal functions.

Driver details are inspected for CTA compliance, competence and experience.

Presence of competent Banksman and Slingers during the works will be established.

The crane will only operate under suitable weather conditions.

Condition of crane will be checked with load radius plate and safe load indicator.

There will be adequate clearance [minimum 610] around moving parts of the crane from obstructions when travelling or slewing.

All loads will be lifted and lowered vertically.

Loads will not be slewed over persons. No-one will be permitted to stand or walk underneath slewing operations.

Outriggers will be employed where loads exceed capacity. They will be fully extended and suitably supported.

All loads will be lifted vertically.

Jib alterations and insertions will be carried out by competent persons.

Operating radii will not be exceeded.

Cranes Ltd

Craneage areas will be suitably fenced off.

The Site Supervisor will ensure that persons do not walk under loads.

Competent persons will ensure suitable stability and fixings before sling release.

Cranes will not be used for lifting or lowering persons.

All crane personnel will be at least eighteen years of age.

First Aid facilities will be available at all times.

Dangerous occurrences will be recorded and reported. [RIDDOR]

Legislation :

Lifting Operations and Lifting Equipment Regulations 1998

Provision and Use of Work Equipment Regulations 1998

Working at Height Regulations 2005

## 11. METHOD STATEMENT – CONTROL of DUST and DEBRIS

Dust and debris will be generated during the works. This will be controlled as far as reasonably practicable.

Competent operatives will be employed and power tools – grinding, cutting drilling and hand tools will be suitably designed for the task. Dust producing tools will be properly managed and used as little as possible.

Whilst working internally dust will be contained within working areas and suitable ventilation will be arranged.

Dust areas will contain operative personnel only – No other persons as far as reasonably practicable

Dust will be reasonably contained by damping. Partitioning as necessary

Workplaces will be isolated as far as reasonably practicable.

Screening/sheeting will be installed where necessary. Site management to be consulted.

Suitable temporary and directional signage will be installed as necessary.

Operatives will wear appropriate PPE – Dust masks.

COSHH Regulations, exposure limits, to be observed

All areas will be left tidy after operations are complete.

Site Inductions to emphasise procedures

Legislation :

The Use of Personal Protective Equipment at Work Regulations 1992

The Control of Substances Hazardous to Health Regulations 2002

## 12. INSTALLATION OF ELECTRICAL SERVICES

A survey has been carried out to assess on site hazards and incoming supply

Operatives will be suitably competent and experienced

Proof of training will be submitted

A Permit to Work System will be employed

A safe unit distribution will be installed

All metal work that could be made live by leakage will be earthed

Load requirements have been calculated. The system has taken account of unforeseen load requirements

Systems will be tested and certified prior to use

Electrical completion and test certificates will be produced and submitted

All distribution cabinets will be kept locked

Hazard warning notices will be posted where operatives are working and on live distribution equipment

PPE will be worn

Rubber mats will be used for all live work [To be avoided wherever possible]

Cable management will be planned to minimise tripping hazards

Cables used on site will be sheathed and their routes recorded if concealed

Supplies to site accommodation will be treated as permanent installations

Maintenance and compatibility of the equipment will be checked

Temporary electrical systems will be formally inspected and tested

Checks will be made for the mis-use of equipment – transformers, radios etc.

Site emergency procedures will be followed

Legislation :

Electricity at Work Regulations 1989 and IEE Wiring Regulations 16th Edition

BS 4363 Specification for distribution assemblies for electricity supplies for construction and building sites

BS 7671 Requirements for electrical installations

### 13. METHOD STATEMENT for FIRE MANAGEMENT

A Fire Management policy has been developed [See relevant document]

A suitable means of sounding the alarm will be developed [Air horn]

No fires to be permitted on site.

All on site procedures to be observed by those working on site – Site Inductions. Fire Points to be established as per the Fire Management Plan.

Assembly Points, escape routes and fire fighting instructions are to be established and known by all those on site.

Locations of Fire Extinguishers to be known by all on site operatives.

Operatives must be trained in the use of fire extinguishers.

Suitable fire extinguishers to be in place. Contractor will provide extinguishers as necessary. Any discharge of extinguishers by operatives will be reported to site management.

The presence and use of flammable substances will be restricted as far as reasonably practicable – COSHH Assessments will be made.

Sources of heat will be established and contained.

Fire Risk Assessments will be carried out where necessary.

Smoking is not permitted on site. External designated smoking areas will be in place.

Where Hot Works take place, a Permit To Work system will operate. Method Statements will be issued before the works take place.

Legislation :

The Regulatory Reform [Fire Safety] Act 2005

#### 14. METHOD STATEMENT - USING FALL ARREST & WORK RESTRAINT EQUIPMENT - SCAFFOLDING

##### Activity :

Erecting, altering or striking scaffolding

##### General Information :

Appropriate training will take place

Scaffolding operatives will wear fall arrest equipment

Equipment will be regularly inspected and maintained  
[Thorough examinations every six months]

Suitable anchorage points will be established and used

Harnesses will be clipped on at 4 metres and above  
[ When edge protection is not in place ]

Wherever possible anchor points will be > waist height

Ladders and bays to be used as much as possible

Suitable exclusion zones will be in place

Scaffolding to be erected as per Method Statement

Appropriate hazard warning signage to be displayed

##### Safety Harnesses :

Full body harnesses to be worn. Also hard hats/footwear

Harness to have rear central ring and 1.75m fixed lanyard

Storage, care and maintenance to follow NASC practice

Suspect equipment will be withdrawn from service

Equipment will not be modified

Repairs will be carried out by approved service agents

## SYSTEM OF WORK [Harnessing]

First lift to be boarded out from below. Minimum width of staging – 600 [ 3 boards ]

Gaps to be eliminated as far as possible. Staging to be as close to building as practicable

Scaffold to be completed progressively with the installation of a single guard rail on all lifts to provide protection whilst traversing.

Traversing will be limited to the maximum length of the materials used to minimise exposure to unprotected edges.

Ladders will be used to limit needs to climb the scaffold structure.

When installing components outside the single handrail, scaffolders will be clipped on. Within the rail they do not need to be secured.

Ledgers, transoms and bracing will be installed within the single guardrailed area before progressing further work.

When this section of scaffolding is completed, the next section will be started – Method repeated until traverse is completed.

The next lift and subsequent lifts will be completed in the same manner.

Scaffolders will clip onto anchor points at heights of 4 metres and above when

Not working within a 3 board protected area

Moving working platforms

Climbing or descending the working platform

Anchor points will be above waist height from ledgers wherever possible.

Whilst moving materials across the traverse some scaffolders will be exposed to falls whilst outside the guardrail.

Materials will be passed up from below to scaffolders within guard rails. They will then be walked along staging to exposed scaffolders who will be secured.

Unprotected scaffolders installing standards will be clipped onto the nearest ledger.

Scaffolders carrying components will clip on if moving out of protected zones.

Lateral and façade bracing will be installed at the completion of each section e.g. 6.4 metres to prevent sway. Anchorage points will be from ledgers or guardrails supported with load bearing couplers. The scaffolding structure will be suitably tied

Harnessing Ltd

All scaffolding systems of work will follow NASC guidelines and appropriate British Standards :

BS5973

BSEN 354 and 355

BSEN 361 and 362

BSEN 364 and 365

BSEN 795

Legislation :

Health and Safety at Work etc. Act 1974

Personal Protective Equipment at Work Regulations 1992

Construction [Design and Management] Regulations 2015

Management of Health and Safety at Work Regulations 1999

Work at Height Regulations 2005

## 15. METHOD STATEMENTS – HOT WORKS

A Risk Assessment must precede and relate to this Method Statement. The Risk Assessment should identify flammable materials and sources of ignition.

Operatives must be competent to carry out the task. They must read and understand the Assessment and this Method Statement. All persons associated with the works and those affected by the works must be aware of hazards and risks.

Works must be properly supervised.

A Permit to Work system will be set up as necessary.

Sources of ignition and flammable materials must be kept apart as far as reasonably practicable.

Naked flames must be under control and able to be extinguished at any time, immediately.

COSHH Assessments must be carried out on hazardous substances present or to be used in the works which are highly or extremely flammable. This includes LPG's and other flammable gases.

Workplace equipment will be suitable for the task – Regularly serviced and maintained. A fault reporting procedure should be installed.

Working areas must be isolated and appropriate hazard warning signage posted.

Specific workplace fire precautions must be observed and understood by all who are involved in the works. Means of sounding the alarm, escape, calling emergency services and fighting fire should be identified.

Compliant First Aid facilities must be available

Suitable and specific means of fire fighting must be present by the works.

Operatives must be trained in the use of fire extinguishers.

Lone workers presence must be established. A suitable means of communication must be in place.

Reporting procedures must be established.

All incidents and dangerous occurrences must be reported and notified under RIDDOR if necessary.

Hot Works cont.

Operatives must wear appropriate Personal Protective Equipment during the hazard presence.

Workplace areas must be suitably ventilated.

Compliance with waste disposal regulations and codes of practice must be in place.

Workplace areas will be checked for signs of fire half an hour after satisfactory completion of hot works.

The works will be monitored and reviewed after completion.

## 16. METHOD STATEMENT for MANUAL HANDLING

Associated hazards :

Lifting, carrying and putting down tools, equipment, materials and associated items. Stooping, twisting and stretching :

Potential strains, sprains, hernia and prolapsed disc.

External injuries – cuts and bruises.

Musculo skeletal injuries.

Site specific Risk Assessments will consider : The task, load, working environment and the individual.

Workplace storage will be as close to the place of work as possible. Travel distances will be minimised.

A good housekeeping policy will be adopted.

Mechanical aids will be used wherever possible.

Lifting and transporting equipment to be provided wherever possible

Operatives have been trained in Manual Handling technique.

Team lifts will be employed for heavier loads which can not be transported by mechanical aids

Site Inductions, Tool Box Talks will emphasise hazards, risks and suitable controls to be put in place.

Manual Handling specific assessments will be made on particular tasks.

PPE will be worn appropriately.

Legislation :

The Manual Handling Operations Regulations 1992

## 17. METHOD STATEMENT for NOISE CONTROL

All workplace tools and equipment will have noise attenuation and damping attachments where possible – Muffles and acoustic shields

Workplace areas will be isolated – See Dust and Debris Method Statement.

The site management team will be informed where noise can not be suitably controlled. Neighbours and all others affected by the works will be advised where noise elements are unavoidable – due consultation to take place as far as reasonably practicable

Suitable time periods for noisy activities will be determined where such work is unavoidable - as reasonably practicable.

Ear defenders will be worn by all operatives where Action Levels are exceeded.  
[Noise at Work Regulations]

Noise Assessments will be carried out appropriately.

Environmental directives will be observed.

Instructions to cease work will be observed when received from site management.

Noise pollution to be monitored.

Machinery will be used externally as far as reasonably practicable.

Operatives will be made aware during Site Inductions.

Legislation :

The Noise at Work Regulations 2005

## 18. METHOD STATEMENT - USE of VIBRATING POWER TOOLS

The avoidance of Hand/Arm Vibration Syndrome, Carpal Tunnel Syndrome, Vibration White Finger and associated nerve and muscle conditions

Power tools will be fit for the purpose, regularly serviced and maintained

References will be made to suppliers information – warnings and vibration data. Exposure limits will be kept within supplier recommendations

Power tools will have CE markings and be checked to ensure that risks [HAV] have been designed out as far as reasonably practicable. Colour codings may be present – High, medium or low risk

Grinding wheels will be replaced regularly. Directives will be issued

There will be a fault reporting procedure. Faulty tools will not be used until repaired or replaced

A planned preventative maintenance procedure will be followed

Operatives will be consulted and their daily exposure limits observed. The length of time that operative hands are in contact with vibration tools will be noted. Any symptoms of HAV will be recorded

Weights of equipment will be checked and awkward posture and difficulty in holding such equipment noted

Exposure Limit Values [ELV's] and Exposure Action values [EAV's] will be determined. ELV is a daily exposure of  $5\text{m/s}^2$  in general terms

Trigger times will be assessed to determine the number of  $\text{m/s}^2$  points value per hour  
[Reference is made to HSE exposure levels and points scoring system]

Rotary action tools will be limited to a maximum exposure of two hours per day

Hammer action tools will be limited to a maximum exposure of one hour per day

Measurements are not considered necessary due to low usage, however, these will be undertaken if considered to be necessary

Long continuous periods of exposure will be avoided. Tasks will be rotated as far as reasonably practicable to reduce exposure times

Suitable clothing will be worn to encourage blood circulation

Method Statement – HAV cont.

Health surveillance will be undertaken, appropriately

Information will be provided for employees

\*Use of angle grinders [Exposure level =  $4\text{m/s}^2$ ] – 30 points per hour

Three hours usage per day [two recommended] per operative :

$3 \times 30 = 90$  points

\*Use of hammer drills [Exposure level =  $6\text{m/s}^2$  – 70 points per hour]

One hour usage per day per operative :

$1 \times 70 = 70$  points

EAV points are 100 per day

ELV points are 400 per day

\*Both levels are well inside the EAV

Legislation :

Control of Vibration at Work Regulations 2005

[Transitional period – 2010]

## 19. METHOD STATEMENT for PLUMBING and HEATING

Gas central heating work to be carried out by registered operatives who will be suitably trained and experienced with Gas Safe Certificates.

Safety glasses, dust masks and ear defenders will be worn when cutting, drilling or grinding power tools are employed, in addition to standard PPE.

Hot works will involve a small torch with naked flame and gas bottle. Combustible materials and flammable substances will be kept away from these areas. Hazard warning signage will be in place.

Hot Works Permits to be used

Exposure to fumes whilst soldering, in particular Rosin from flux, is infrequent and well inside Occupational and Maximum exposure limits.

Suitable protective clothing – goggles and masks will be worn during soldering work, when appropriate.

Carbon Dioxide and water or powder fire extinguishers will be present at all times during hot works.

There is no work at height anticipated.[Greater than two metres with no edge protection]

Manual Handling will be kept to a minimum by employing mechanical aids such as sack trucks to help move equipment.

Hazardous Substance Assessments and Safety Data Sheets will be on site for inspection by the enforcing authority and CDM Adviser, if required.

Legislation :

The Manual Handling Operations Regulations 1992

Control of Substances Hazardous to Health Regulations 2002

Chemicals [Hazardous Information and Packaging] for Supply Regulations 2002

Fire Regulations and Precautions

The Provision and Use of Work Equipment Regulations 1998

## 20. METHOD STATEMENT – FIXED SCAFFOLDING and WORKING at HEIGHT

The company will at all times observe BS 5973/90 and Health and Safety Information sheets. It will also observe all relevant legislation including :

The Health and Safety at Work etc. Act 1974  
Construction [Health, Safety and Welfare] Regulations 1996  
Work at Height Regulations 2005

Scaffolds will be designed to prevent materials and plant falling.

Guards and netting will be provided as necessary.

People will be prevented from walking underneath scaffolds during erection or dismantling, by closure of areas – Sheeting at ground level

Clear and informative hazard warning signage will be provided.

Ground conditions will be level and firm.

Standards will have base plates and timber sole plates if necessary depending on ground stability. They will be set at two metre centres.

Ties will be installed to prevent inward and outward movement along the line of the structure. Bracing will prevent sway.

Boards provided will be free of large splits and knots – they will be banded at both ends.

There will be proper access to scaffold platforms which will be at least four boards wide.

Overhangs will not exceed four times board thickness and each board will have three transoms for support.

All scaffolds above two metres will carry two guard rails, an intermediate rail at a height of 470mm and a top rail between 910 mm and 1150 mm. Toe boards will be at a minimum height of 150mm. Steel brickguards to be fitted

The space between the edge of the working platform and the structure will be kept to a minimum at all times. When displacement is possible, by high winds or suchlike, boards will be fastened and cleared of frost or snow, sanded or inverted.

Scaffolds will be inspected by competent persons at weekly intervals and after bad weather.

## 21. METHOD STATEMENT for SCAFFOLD TOWERS

Mobile towers will be erected at heights not to exceed three and a half times the minimum base width for inside work and three times the minimum base width for external work.

Static towers will be erected at heights not to exceed four times the minimum base width for inside work and three and a half times the minimum base width for external work.

Assemblers of towers will be suitably trained and competent.

Towers will only be erected and used on firm bases.

Users of towers will be suitably trained and competent.

Appropriate hazard warning signage will be installed.

Outriggers may be used to increase or stabilise the above heights

Plan and diamond bracing is achieved by trapezoid elements.

Access ladders are fixed from inside the structure.

Toe boards and guard rails will be in place.

Toe boards will be 150mm. Top rails will be between 910 and 1150.

No gaps in edge protection will exceed 470.

If necessary the tower will be tied to the structure that it is servicing.

Towers will only be moved from the base with no-one on board. Any materials on board during movement will be minimal and secured.

Wheel locks will be checked and in place during use for mobile towers.

Towers should be inspected by a competent person at weekly intervals and after bad weather.

Towers will not exceed 9.75 metres in height unless tied into the structure and marked with a safe working load.

Towers will not exceed 12 metres in height under any circumstances.

Towers will not be used in the vicinity of overhead power lines.

## 22. METHOD STATEMENT for WORKPLACE MACHINERY

Operatives will be suitably trained and competent

All electrically powered equipment will operate from 110 volt supply or batteries

Such equipment is regularly maintained and serviced to observe the Electricity at Work Regulations 1989

Personal Protective Equipment will be worn at all times during the hazard presence

[Drilling/cutting - Safety Goggles, dust masks, suitable clothing and ear defenders if action levels are exceeded]

When not in use all plant and equipment will be kept in secure storage.

When using equipment operatives will be responsible for safe systems of work

Operatives will be responsible for protection of themselves and others who may be affected by their actions.

Electrical equipment will not be used outside in wet conditions.

Electrical tools are earthed or double insulated.

Plugs and sockets will conform to BS 4343.

Trailing cables will be kept away from access areas and made safe.

Persons will be warned if dust, flying particles or noise are likely to occur.

Equipment will be inspected before use.

Tools will be isolated from supply before adjustments/changes are made.

Temporary electrical repairs will not be permitted.

A system of planned preventative maintenance will be employed.

Users must be trained in the use, storage & care of electrical equipment.

First Aid facilities will be in place.

Legislation :

The Provision and Use of Work Equipment Regulations 1998

Electrical Equipment [Safety] Regulations 1994

Electricity at Work Regulations 1989

