

# **METHOD STATEMENT**

**D PROPERT & SONS LTD**

## Method Statements

Method statements are used as a means of demonstrating that the hazards and risks associated with a particular task or series of tasks have been properly considered and evaluated. Method statements should outline the appropriate risk control strategies that are required to be implemented in order to ensure the health, safety and welfare of the workforce and others affected by the works. A method statement can only be prepared once the potential hazards have been identified and the risks assessed. This therefore requires the completion of a properly considered risk assessment for each activity, or series of activities, which identifies not only the hazards, but also the required controls measures that are necessary to manage the residual risks.

The following method statement template can be used to formulate and structure method statements for specific tasks and activities, though it should be noted that every situation would require a site-specific method statement. Generic method statements cannot be prepared, as every site/situation will differ to a larger or lesser extent. The template has been developed so that all of the information required for a method statement can be set out in a logical, easy to understand format. This aids not only those preparing and reviewing method statements, but it also helps in the communication of the information contained within the method statement to those who are carrying out the work.

The pages following the template provide further information and guidance on the type of information that should be included within a method statement. When preparing method statements, reference should be made to the controls and requirements of the risk assessments, together with other guidance contained within HSE publications and guidance. Method statements should address all of the major issues whilst avoiding irrelevant material, which is not applicable to the specific situation.

The requirement for method statements (or safe systems of work) is not new. Section 2 of the Health and Safety at Work etc Act 1974 requires all employers to ensure safe systems of work, a safe place of work and a safe working environment etc.

# Method Statement Template

Ref No.:

<b>Description of the Task/Activity:</b>	Demolition of House Byways, Cleve and Linden Houses		
<b>Project Name:</b>	Henrietta Road	<b>Project Ref:</b>	Ash/11/01
<b>Site Address/ Location:</b>	Bath BA2 6NX	<b>Start Date/Time:</b>	July 2011
		<b>Finish Date/Time:</b>	August 2011
<b>Personnel involved:</b>	<b>Name</b>	<b>Role/Trade</b>	
	Scott Probert		
	Barry Probert		
	Matthew Probert		
	David Probert		
	Guy Comley		
	Brian Kimber		
<b>Works Supervisor:</b>	Scott Probert	<b>Role:</b>	Director
		<b>Tel:</b>	07885406310
<b>Key Plant and Tools Required:</b>	360 excavator, 15 ton/6 ton fitted with grapple. Telehandler. Scaffolding.		
<b>Key Materials Required:</b>			
<b>Other Essential Equipment:</b>	(ie: access platforms/winches/ladders etc) All PPE including safety harnesses.		
<b>Specific Identified Residual Hazards:</b> (or refer to the task specific risk assessment(s))	Refer to Section A in Risk Assessments. No fuel to be stored on site, if fuel is to be stored on site in a bunded container 110% capacity.		
<b>Specific Staff Training Requirements:</b>	(ie: Confined Spaces/Abrasive Wheels/Working at Height/Plant Operators etc) All plant operators to be certificated – trained and authorised. All workers to be experienced in the task they have been asked to perform, or suitable training will be given.		

<p><b>Sequence of Operations:</b> (Specifying methods of working, tools, materials and equipment utilised)</p>	<ol style="list-style-type: none"> <li>1. Plan the works and select the required plant and equipment. Have induction from site supervisor.</li> <li>2. Pre start procedures: Disconnection of services (outside of work area) prior to work start, without interruption to live services to any other buildings. Live drains which are not be damaged should remain live. Stoppers should be placed into disused manholes to prevent blockages from demolition materials. A water supply should remain for dust suppression of demolition materials.</li> <li>3. Sequence of demolition work – remove all non hazardous materials from buildings and place in designated skips. Remove all asbestos, non-notifiable material, by firstly dampening with water and place in licence skip.</li> <li>4. Erect scaffold to all houses and remove tiles. Place aside on pallets. Remove roof timbers. Set aside for salvage/waste. Remove Ashlar stone and set aside for salvage/waste. Dismantle and remove scaffold. Remove floor boards and joists with 360 excavator fitted with grapple. Set aside for salvage/waste.</li> <li>5. Remove remaining Ashlar stone and set aside for salvage/waste. All remaining hardcore will be removed from site for recycling.</li> <li>6. Remove ground floor joists with 360 excavator fitted with grapple, set aside for salvage/waste.</li> <li>7. Dismantle all outbuildings separating waste with 360 excavator fitted with grapple.</li> <li>8. Clean remaining area ready for archaeological dig.</li> <li>9. Upon completion meet with client to check that completion of works had been achieved and carry out further works if required.</li> <li>10.</li> </ol>
<p><b>Temporary Supports and Props needed to facilitate the works:</b></p>	<p>(If none, state none.) To be assessed as work proceeds</p>
<p><b>Method of Access and Egress to the work area:</b></p>	<p>(ie: Ladders/MEWPS/Scaffold/Trestles/Step Ladder etc) Existing entrance off Henrietta Road</p>
<p><b>Fall Protection Measures:</b> (Where work at height cannot be eliminated - consider both Personnel &amp; Materials)</p>	<p>(ie: Guard Rails/Toe Boards/Brick Guards/Safety Harnesses/Exclusion Zones etc) When working at height safety harnesses will be used to arrest fall.</p>
	<p>(ie: Lubricants/Solvents/Flammable Materials/Refrigerants/Welding Gases etc)</p>

<b>Hazardous Substances:</b> (Attach COSHH Assessments and MSDS)	(ie: Lubricants/Solvents/Flammable Materials/Refrigerants/Welding Gases etc)						
	 Very Toxic	 Harmful/Irritant	 Corrosive	 Dangerous for the environment	 Oxidising	 Highly flammable	 Explosive
<b>Applicable:</b>	No	No	No	No	No	No	No
<b>SWL's:</b>	(Detail any limits on the loadings applicable to temporary plant/equipment or fixed elements of the structure where the work is taking place.)  All SWL can be found on or in excavators/telehandler						
<b>Required Personnel Protective Equip.:</b>	 Safety Boots	 Hard Hats	 Safety Gloves	 Hearing Protection	 Respiratory Protection	 Eye Protection	<b>Other:</b> 1. Hi-Viz 2. Coveralls 3.
	Yes	Yes	Yes	Yes	Yes	Yes	
<b>Emergency Procedures:</b>	FIRE – If minor, immediately sound alarm and alert all those present within the premises and tackle same with on site fire extinguishers. Call 999 if not brought under immediate control. If major, evacuate building and call 999. Report in accident book and RIDDOR. Notify H&S Advisor to investigate. ACCIDENT – Report immediately to site supervisor. Action to be taken as per company Health and Safety Policy.						
 <b>First Aid Facilities:</b>	<b>Name of On-Site First Aider:</b>		Scott Propert, Matthew Propert				
	<b>First Aid Box Location:</b>		Site Office				
	<b>Location of Nearest Hospital:</b>		Royal United Hospital, Combe Park, Bath, Somerset. BA1 3NG				
<b>Other Information &amp; Comments:</b>	All workers are responsible for taking care of their PPE.  Whenever possible use mechanical lifting equipment and keep manual handling to a minimum.  All lorries will use a Banksman to enter and leave site, making sure all wheels are clean and loads are safe.						

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 companies Health and Safety Policy.

**Prepared by:**

**Position:**

**Date:**

**Reviewed by:**

**Position:**

**Date:**



## INFORMATION TO BE INCLUDED IN METHOD STATEMENTS

The content of the Method Statement will depend on the complexity and size of the job. Its purpose is to show how the work will be carried out safely. Method Statements should address each of the following:

1. Details of supervisory personnel on site who will be responsible for the work.
2. Where applicable details of Safety Consultant and their name and telephone number.
3. Details of any personnel not involved on site but who can be contacted regarding design or other specialist information if necessary.
4. Work sequences.
5. Stabilisation of the works during their progress e.g., any temporary props, struts or supports that are required.
6. The method of executing the works, which will include methods of lifting, fixing, holding or bolting.
7. Methods to prevent any falls from heights. Full details should be given i.e. working platforms, handrails, safety harnesses or other means of preventing falling.
8. Access and egress to the job, i.e. by ladders, mobile work access platforms, hoists etc. Also specify the location of any ladders or other means of access.
9. Methods of protecting materials falling from heights i.e. toe boards, debris/brick guards, boarding on platforms etc.
10. The description of plant to be used in the execution of the work, its safe working load and details of any tests, certificates, inspections/registers which are applicable.
11. Details of what to do in case of emergency. This would include details of first aid and names of qualified first aiders.
12. Details of storage and the stacking of items on site together with any delivery procedures and any assembly work that is going to be carried out.
13. Detailed calculations for any loading of platforms, props, temporary works or supports that are to be provided during the progress of the job.
14. Personal protective equipment to be provided for employees and sub-contractors in particular, safety helmets etc.
15. Details of any confined space hazards and where necessary, atmospheric monitoring procedures and emergency equipment to be provided.
16. Details of any shoring to be provided in excavations, means of entry and barriers or secure coverings to be provided.
17. Details of certification of personnel on site i.e., Construction Industry Training Board Certification Scheme for Scaffolding, Steel Erectors, Plant Operators, Demolition Operatives etc. Details of any certification such as Mounting of Abrasive Wheels, Cartridge Operated Tools etc.
18. The training of operatives on site i.e., induction training and any details regarding their part to be played within the Work Method Statement.

**The Method Statement or Safe System of Work is a requirement of the Health and Safety at Work Etc Act 1974 and is intended to outline the information, procedures and controls necessary to undertake the job safely. It is essential that a copy of the Method Statement is made available on site for inspection by all personnel. In addition, it is the responsibility of Management to ensure that all operatives are aware of their role in the job that is outlined within the Statement.**

**The above points are not an exhaustive list and simply offer an outline of the details of the type of information that should be provided within a Method Statement.**