

Method Statement 08 Mead House, Freeman & Mason Ltd

1.0 Contract details	
1.1 Contract name:	Mead House
1.2 Contract No.:	NDC233
1.3 Customer:	Reliant Care

2.0 Method statement details			
2.1 Prepared by:	MB	Date:	23.05.2025
2.2 Work description:	Refurb		
2.3 Area of works:	Internal Works Program and Soft Landscaping, structural Alterations, Demo		
2.4 Start date	25.05.2025	Duration:	320

3.0 Works supervision			
3.1 Contract Manager:	Marlow Blowcare	Tel:	
3.2 Site Manager:		Tel:	
3.3 Site Supervisor:		Tel:	
3.4 Safety Manager:	David Ternent	Tel:	

4.0 Risk assessment- to be read prior to signature of method statement by all operatives			
Risk assessments required	Ref.	Risk assessments required	Ref.
Slips Trips and Falls	RA75	Manual Handling	RA44
Protection of the public	RA20	Low Level Hop ups	RA58
Dust emitting processes	RA08	Noise & Vibration	RA63
Hand tools	RA13	Electrical Works	RA33
Demo Strip out	RA21	Fire Risk	RA9

5.0 COSHH assessment- to be read prior to signature of method statement by all operatives			
COSHH assessments required	Ref.	COSHH assessments required	Ref.
Cement	CA10		

6.0 Equipment required	
Hand tools	Hop ups
Buckets	Barriers
Power Tools	

7.0 Materials required	
Bricks / Blocks	Mortar / Cement
Timber, Plasterboard, General	

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8.0 Training requirements

All will be competent to carry out the works that are being asked of them.
 All operatives will be trained in correct working at height and manual handling techniques.
 Abrasive wheel users trained to mount wheels and safely use
 All operatives will be Asbestos Awareness trained and is refreshed annually

9.0 PPE requirements (Y/N)

Safety helmet:	Y	Suitable gloves:	Y	Resp. Protection:	Y
Safety boots:	Y	Eye protection:	Y	Safety harness:	Y
High visibility vest:	Y	Ear protection:	Y	Other:	N

10.0 Welfare facilities

Welfare facilities in accordance with the Construction (Design and Management) Regulations 2015 are to be provided by the principal contractor.
 The welfare facilities for this project will be on site.
 We will ensure that the facilities are used respectfully and properly.

11.0 Emergency arrangements

11.1 Nearest A&E dept:	Uxbridge
11.2 First aider / Appointed Person:	Appointed Person (Low risk and less than 5 trades on site): Mason Coult
11.3 First aid:	Appointed Person: Will take charge of first aid arrangements, which includes looking after the first aid kit and calling an ambulance in an emergency services. First Aider: Give first aid treatment, where necessary. Call 999/112 for an ambulance if you think it's serious, or take or send the casualty to hospital if it's a serious condition but is unlikely to get worse Appointed person must contact head office by fastest practicable means and report the incident Ensure a fully stocked first aid box is available at all times. First aid box will be located operative van.
11.4 Extinguishers:	Tested fire extinguisher to be in immediate vicinity of works
11.5 Spills:	Spills to be cleaned up immediately, in the event of any substance entering watercourse head office to be informed by fastest practicable means. Please see associated COSHH assessment

12.0 Environmental considerations

12.1 Waste:	All waste to be removed by licensed carriers only to licensed disposal/ transfer premises. Copies of waste transfer documentation to be maintained.
12.2 Substance storage:	All substances will be stored in line with the principal contractor's requirements. If there are no storage facilities available, then we shall ensure that suitable facilities are provided

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13.0 Relevant documentation/ other requirements	
13.1 Drawing no.:	N/A
13.2 Permit to work:	N/A
13.3 Site induction:	For small projects (no more than 4no people on site at any one time) All site operatives will sign the acknowledgement sheet within the site pack.
13.4 Asbestos R&D / Management Survey	The results of the R&D / Management survey will be communicated to all site operatives prior to works commencing. All our employees are trained to stop work should they discover any suspect material and let their contracts manager know who will decide for the material to be tested and if necessary, removed.

14.0 Temporary Works
List Temporary works required for this project: PASMA Tower Scaffold Chapter 8 barriers All Temporary works to be regularly inspected by the Temporary Works Supervisor and placed on a Temporary works register

15.0 Method of work
Site Set up: On arrival to site Supervisor/Manager must ensure the works vehicles are parked in a safe place which will not potentially cause a hazard to other public vehicular traffic or pedestrians. This must take into account the fact that materials, tools and equipment will need to be unloaded from the van, possibly at regular intervals. Prior to unloading the Contracts Manager will establish and agree a safe area in which to store materials, tools and equipment with the Site Manager/Supervisor and/or the occupier of the premises. This arrangement must leave access and egress routes clear at all times Prior to assessing the working areas, the site Supervisor/Manager is to ensure no unusual hazards are present such as circumstances where there may be restricted access, work at height, confined spaces (especially where the use of gas/hot works will take place) or hazardous materials (e.g. Asbestos). Where such situations are discovered the site Supervisor/Manager should ensure works cease/do not commence and contact the site manager immediately. During the works all personnel are responsible for ensuring working areas remain in a safe, tidy condition and all access/aggress routes remain clear. If at any time tools or equipment are suspected to be unsafe then they must be withdrawn from service immediately until it is satisfied, they are safe for use. Materials to be offloaded from van directly to the working areas to avoid double handling. Heavy items (cement mixer etc) will be handled by an appropriate number of operatives and transported to the work area by mechanical means or the use of a trolley / wheelbarrow where possible to reduce manual handling. Holes for fixings will be drilled using battery operated drills or 110v PAT equipment, by personnel wearing hearing protection and eye protection. Usage is to be monitored to ensure vibration exposure action values are not exceeded. Prior to drilling any walls supervisor is to establish extent of any existing services/ obstruction and where necessary use detector (wire/pipe/stud). Ensure hand or power tools are well maintained and in good condition, any faults or signs of wear please replace or raise this with your site Supervisor/Manager before working.

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Ensure the work area is restricted from access. Signage to be displayed to prevent unauthorised access. Ensure other workers within the vicinity are wearing the PPE as mentioned in 9.0 PPE requirements

Sequence of works:

Set-Up

1. Erect tower scaffold as needed to safely access the working area.
2. Install barriers around the area (green zones) to keep the public and staff out.
3. Lay dust sheets to protect floors and surrounding surfaces.

Emergency & Staff Access

4. In the event of a fire, move all equipment quickly away from exits and walkways.
5. Staff to exit via the alternative route shown with yellow arrows.
6. Ensure clear access to fire exits is maintained at all times.

Works – Visit 1

7. Carefully remove timber covering around the fire dampers.
8. Mix cement mortar **outside** the building.
9. Point up any visible gaps around the fire dampers using mortar.
10. Leave a smooth, neat finish and allow to cure.

Housekeeping

11. Clean the area at the end of each shift.
12. Remove any waste materials safely.
13. Ensure the area is left tidy and secure.

Works – Visit 2 (After 1 Month)

14. Return to site and re-erect barriers and dust sheets.
15. Apply fire-rated mastic around the joints and dampers to fully seal the area.
16. Leave clean, neat finish and allow to cure as per product instructions.

Final Clean

17. Remove all barriers, tools, dust sheets, and waste.
18. Area to be left clean, tidy, and safe for staff/public.

Clean up / Completion:

1. On completion of the work all hand / power tools, cement mixers and buckets to be washed and put away.
2. The dust created from this project will be very fine. When throwing debris away, be sure to gently place it in waste bags, as to not allow more dust to get over the room.
3. Leave site clean and tidy

Following precautions are general and apply to all works:

Loading/ unloading van roof rack

Loads to be manually pushed up onto roof rack from ground level until length and weight is counterbalanced. Step ladders will then be used to position the load for travelling and securing. Step ladders must always be secured to prevent movement when accessing by securing to the roof rack using rope/ strap. No persons are to climb onto the roof/ rack of the vehicle. When load secured steps to be positioned inside van.

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Works at Height:

All work at height shall be planned prior to any work being carried out. Step ladders / hop ups may only be used for short duration work (less than 30 minutes in duration) where the operative can still maintain sufficient handholds (3 points of contact at all times).

Control Measures when using equipment/ machines

Only trained persons will operate equipment and machinery. No operative is to use any equipment for which it is not designed. Any defects are to be reported and attended to immediately with the work stopped if the defect could adversely affect safety.

All equipment is to be installed/ used safely, with all safety devices (guards etc) available and fitted.

Equipment must be 110v and hold a valid certificate of electrical testing (PAT). A centre tapped transformer must be connected between the source and tool to reduce mains supply to the required level. 240v equipment should not normally be used on construction sites. However, the use of 240v equipment if sanctioned for short-term usage must be RCD protected at the source. This equipment will conform to The Electricity At Work Regulations 1989. Where no fitting instructions exist, or site conditions vary, units shall be fitted utilising the fitting teams training and experience

All cutting edges are sharpened as required and check that guards, push sticks, are correctly adjusted and used. Blunt cutters are not only inefficient but can throw the work piece from the tool. Equipment must be isolated before and during any maintenance or cleaning operations.

All loose clothing must be secured before operating any equipment in order to prevent entanglement with moving parts.

Housekeeping and waste removal:

Dismantled materials are to be broken down into manageable sizes and put into the skip provided by the main contractor. Where loads are large, heavy or awkward, two or more persons may be required, or aided by mechanical lifting equipment (this is subject to the findings of any relevant risk assessment conducted by the Site Manager). Where applicable, some materials may be set aside for re-use. These must be made safe (de-nailed etc.) prior to storing in areas designated by the main contractor.

The working area is to be kept clean and tidy with adequate working space. Debris and dust will be cleared away at regular intervals to prevent a possible fire hazard. Where practicable, automatic extraction/collection equipment will be fitted.

Manual handling

Heavy items of work equipment and materials should be assessed before being manually handled and two persons to be used or mechanically moved as required – refer to manual handling risk assessment

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16.0 Briefing confirmation (Excluding insurance works – See Acknowledgement sheet)

The following operatives have read, understand and agree to follow the procedures of work detailed in this method statement and associated risk assessments, COSHH assessments and relevant documentation.

Name:	Signed:	Date: