

DJ Rees Decorating Services Ltd

HEALTH & SAFETY METHOD STATEMENT

Contract Details:		
Document Reference No:	MS 001	
Method Statement written by:	Dave Rees and MBT Consultancy & Training Ltd	
Date:	13 th January 2020	
Start Date of works:		
Contract Duration:		
Site Address:	2 Plymouth House, Millbourne Terrace, Merthyr Tydfil	
Task:		
Site setting up establishment of site welfare and administration temporary buildings.		
Site Location & Existing Environment:		
The Proposed location of the Site Office, Welfare and Storage Facilities have been set out by DJ Rees Decorating Services Ltd.		
Responsibilities:		
Principal Contractor	DJ Rees Decorating Services Ltd	Tel: 01685 359159
Site Manager:	Dave Rees	Tel: 07973739374
Safety Advisors	MBT Consultancy & Training Ltd	Tel: 01685 376950
Nearest A & E Hospital:	Prince Charles Hospital Merthyr Tydfil	Tel: 01685 721721
Work Procedure To Be Followed:		
Dave Rees will ensure that the Site Set up can commence and that all unauthorised persons are off site before work commences and ensure that the work area is adequately identified, scoured and that suitable signage is posted and visible. Perimeter fencing (existing). There is already permanent perimeter fencing and walling around the site along with security gate and CCTV within the confines of the site that will remain in place during the development. Perimeter fencing (during construction) At locations where the removal or demolition of the existing boundary wall, fence or gate is to be carried out to make new access and egress points on to the site, temporary fencing shall be erected at the designated site boundary lines using Heras type fencing panels, gated fence panels shall be located at agreed access and egress points from the site. Appropriate safety and security warning signs shall be posted for the duration of the works, with the protection of the public and neighbours being of the uppermost importance during all operation of the development. Formation of site compound for storage and parking during the development. The designated site compound area shall be set out for the general storage of materials with loading and unloading area, waste skip and parking areas demarked. The storage compound shall have Heras type fencing which shall be secure. Site signs and designated vehicle routes shall be planned and posted with detailed content in the site induction at the start of works. Companies supplying equipment or materials for delivery to the development will be supplied with a copy of the route plan to the site. Parking of construction vehicles will be prohibited within the streets directly outside of the development area. Access, Egress & Wheel Washing Facilities Banksmen will be used when vehicles are entering or leaving the site, this will include the delivery of site plant and equipment, in wet conditions and if required wheel washing facilities will be in place at main entrance of the site, in dry conditions and as appropriate dust suppression will be carried out with spraying water.		
Personnel:		

Training / Experience of Individuals

Dave Rees will be responsible to ensure that all operatives have received a site induction prior to commencing any work activity on site.

No person will be permitted to operate any plant, machinery or equipment unless trained and authorised to do so. Certificates of competence will be made available upon request.

This Method Statement is to be read in conjunction with the relevant risk assessments for the proposed works by the operatives undertaking the works and a record sheet signed. All persons involved in the task will be made aware of the contents of this Method Statement and instructed to work according to its requirements.

Personal Protection Required: *Identify type required,*

Hard Hat:	☒	Visibility Jacket	☒
Gloves	☒	Safety Footwear	☒
Hearing Protection	☐	Eye protection	☒
Safety harness	☐	RPE	☐

Other PPE: Please specify:

Dave Rees has provided it's operatives with appropriate PPE to undertake the task. The PPE provided will be stored in accordance with the manufactures recommendations.

Access Arrangements:

Dave Rees will ensure that the site is enclosed by adequate temporary fencing or hoarding throughout the construction period and a safe means of vehicle and pedestrian access maintained. This includes all signage.

Security and Working Hours:

The site will be in the sole possession of Dave Rees.

Dave Rees will be responsible for all matters relating to site security which will be provided from day one of the works.

Any person wishing to enter the site must have authority from Dave Rees.

Visitors will be required to visit the site office and sign themselves in before entering the site. Dave Rees will advise them of any hazards on the site, whether in the area to be visited or not. When a visitor quits site they will sign out.

The site compound area, which will be used for storage, parking and welfare, will be enclosed by Heras-type fencing. The access gate/s will be kept closed when not in use and secured at the end of each day.

08:00 a.m. to 18:00 p.m. Monday to Friday are the standard site hours. Prior agreement shall be requested from Dave Rees before any work is undertaken outside these hours.

Relevant Documentation:

Including Risk Assessment to be read in conjunction with this method statement:

This document should be read in conjunction with the following documents:

Company Safety Policy.
Construction Phase Plan.
Risk Assessments: Site Setup
F10 Notification.

Risk Assessments applicable to task *(See Attached)*

Manual Handling	☒	HAV's Assessment	☐
Young Person	☐	Work at Height	☒
Plant	☒	COSHH.	☐

Emergency Procedures & Accident Reporting:

Dave Rees will be responsible to ensure that all operatives undertaking the tasks have been made aware of

the emergency procedures associated with the site and details of the First Aiders.

Should any site personnel suffer an accident, Dave Rees will record the incident within the accident book held in the site office and follow the procedures on accident reporting. If required DJ Rees Decorating Services Ltd Safety Advisors will attend site to undertake a full investigation into the accident.

If the accident is reportable under RIDDOR Dave Rees will issue the appropriate documents (F2508) to the H.S.E.

Site Rules:

- Wear hard hats, hi vis vests, safety footwear, eye protection, gloves and other PPE as appropriate
- All accidents however minor are to be reported to the Site Manager.
- Follow the site fire and Emergency Evacuation Procedure.
- Never interfere with or misuse anything to do with your safety.
- Report any unsafe working practices or conditions.
- All machine guards must be in position before operation.
- Never operate plant or equipment unless trained to do so.
- Never alter or remove scaffolding.
- Never knowingly operate faulty or defective equipment inform Site Manager of any damage.
- Never use a ladder unless it is of sound construction, correct length and it is properly secured or footed.
- Keep your workplace tidy.
- Keep your welfare facilities tidy, do not leave rubbish or scraps of food around site use the waste bins provided.
- Do not come to work if under the influence of drugs or alcohol.
- Personal radios, stereos are not permitted on site.
- Do not indulge in horseplay, running, fighting or malicious damage while on site.
- Do not interfere with any electrical plant or equipment.
- Always work in accordance with prepared Method Statements / Risk Assessments.
- Works and delivery vehicles delivering to the site, or works vehicles moving around the site, must be supervised by a competent banksman.
- Mobile towers must only be erected or adapted by competent persons.
- All personnel to sign in and out of site daily.

Consultation / Communication:

Dave Rees will provide a mobile telephone for constant communication with external lines of communication and emergency procedures.

Controls for the protection of Third Parties (e.g. Public, Other site workers):

Areas of work shall be coned off as necessary, and protected by designated routes for other workers passing by and re routing at the appropriate stage the entrance to the site area by other trades or visitors.

The areas immediately around / below any working at height will be coned off to avoid any persons being struck by falling objects.

Temporary Works or Permit to Work Control Requirements:

The company shall ensure that all personnel comply with the permit systems which are listed in the project health and safety plan.

Electricity / Lighting and Power:

The electricity shall be provided by DJ Rees Decorating Services Ltd. Safety lighting for access will be included by DJ Rees Decorating Services Ltd to satisfy emergency procedures.

The power supply will always be 110 volts and all plugs and sockets for external use shall comply with BS4343 Industrial Plug socket, outlets and couplers standards. Long lengths of trailing leads will be avoided.

Plant / Tools Required during the work:

All equipment shall comply with the Provision of Work Equipment Regulations 1998. All operatives shall be certificated and competent in the operation of their equipment.

The Following tools and equipment are expected to be used during the proposed activities on site:

- 110v transformer and leads
- Small tools
- Excavator
- Dumper

All plant and equipment supplied by DJ Rees Decorating Services Ltd will be supplied with the relevant test certificates and will be subject of regular inspections in accordance with statutory requirements.

Welfare:

The Client has rented the adjacent property for the duration of the project, which will be used for welfare facilities, they will include the following:

1. Toilet facilities with hot and cold water
2. Rest area with washing facilities and hot and cold water.
3. A food consumption area.

Drains, water and electric will be connected to the existing main supply before the start of works on site.

Employees have been instructed to maintain good personal hygiene standards at all times.

Deliveries / Traffic Restrictions.

Deliveries will only to be made whilst DJ Rees Decorating Services Ltd or his appointed representative is available to accept them.

Dave Rees will establish a material compound on site.

Waste Materials:

Skips will be carefully sealed to prevent the escape of debris and dust and will also be sited so that if they were to catch fire, no damage could result to the properties or any other areas of the site. No waste material will be burned on site under any circumstances.

At the completion of each agreed section the area will be cleared of waste material and will be left in a clean and tidy state.

All waste will be disposed of by a licensed waste carrier to a licensed tip in accordance with the Current Waste regulations. Copies of the waste transfer notes will be held on site at all times.

Environmental:

Any materials used on site which have been identified within their product data sheet to have the potential to harm the environment will be stored in accordance with the procedures outlined within the relevant data sheet and COSHH Assessment.

COSHH assessments will be undertaken for the relevant materials and will accompany this Method Statement. Where required spill kits will be made available for use on site and any drains with the potential to be contaminated will be covered and protected.

Dave Rees will monitor tasks which generating dust or noise and implement control measures such as dampening down to reduce their impact where required.

Monitoring & Review:

Dave Rees will be responsible monitor the company's works on site and to ensure that a good safety culture is maintained on site on a day to day basis. The DJ Rees Decorating Services Ltd Safety Advisors will attend site upon request to undertake inspections and/ audits as required. Dave Rees will monitor adherence to this Method Statement.

This Method Statement and Risk Assessments shall be under constant review. Any alterations or modifications to this Method Statement will be communicated to any person who may be affected by those changes.

Operatives Method Statement / Risk Assessment Acknowledgement Form

The undersigned members of staff / site operatives have received verbal instruction, they have read and understood the Risk assessment & Method Statement relevant to the work they are about to undertake. They are aware of their responsibilities and agree to follow the safety precautions and procedures as highlighted.

[illegible]

Method Statement Communicated / Briefed By:

Site Manager: _____

Date: _____