

Geoff Tremblett Plumbing & Heating Ltd

HEALTH & SAFETY METHOD STATEMENT

Contract Details:		
Document Reference No:	MS 1704	
Method Statement written by:	Geoff Tremblett	
Date:	04/08/2026	
Start Date of works:	01/09/2026	
Contract Duration:	Eight weeks	
Task:		
Isolation and removal of sanitaryware. Installation of a wash hand basin and W.c connected to the existing services Installation of a Nuaire MRXBOX and Vent Axia ACM Inlet and extract ductwork Condense from the Nuaire MRXBOX to drain		
Site Location & Existing Environment:		
Joesph Parry Cottage Museum Merthyr Tydfil . All works to be completed in accordance with the Site Rules and Procedures.		
Responsibilities.		
Principle Contractor:	P J Saunders Ltd	Tel: 01443 225447
Sub Contractor:	Geoff Tremblett Plumbing & Heating Ltd	Tel: 01443 228743
Sub Contract Manager:	Geoff Tremblett	Tel: 07836 575322
Nearest Hospital:	Prince Charles Hospital Gurnos Road, Gurnos, Merthyr Tydfil CF47 9DT	Tel: 01685 721721
Safety Advisors	MB Thomas Consultancy Ltd	Tel: 01685 376950
Work Procedure To Be Followed:		
Sequence of Works The sequence of the works shall carry out to the approved programme of works which has been agreed with P J Saunders Ltd. Geoff Tremblett Plumbing & Heating will check with P J Saunders Ltd's representative that work can commence. Geoff Tremblett Plumbing & Heating will ensure that the work area is adequately identified. All the necessary PPE will be worn at all times, including gloves as identified below in the PEP section. • Check all possible routes and ascertain the most suitable for the transportation of goods to the storage and working areas. • Check the working area for any hazards that could impede the works. • Carry out works required keeping the working area tidy and safe for other workers and visitors • On completion of the task tidy away all redundant materials to the storage area and waste materials to the relevant disposal units leaving the working area safe and tidy		

Approach to Minimising Damage and Controlled Works

All operatives will adopt a “minimum intervention” approach.

- **Historic fabric assessment:** Prior to any drilling or cutting, the operative will inspect the substrate to identify original materials, fragile finishes, and any heritage sensitive features.
- **Service route optimisation:** Routes will be planned to utilise existing voids, joints, mortar lines, or previous service penetrations wherever possible to avoid new openings.
- **Pilot hole technique:** Small pilot holes will be used to confirm substrate condition before committing to full size penetrations.
- **Low impact tooling:** Only low vibration, fine control equipment will be used, with torque and speed adjusted to suit the historic material.
- **Dust and vibration control:** Works will be carried out slowly and incrementally to prevent cracking, spalling, or delamination of historic surfaces.
- **Protection of adjacent finishes:** Surrounding areas will be protected using conservation grade sheeting, padding, and masking materials.

Sympathetic Formation of Penetrations

Penetrations will be formed in a manner that respects the building’s historic character.

- **Use of mortar joints:** Where possible, openings will be made through mortar joints rather than stone or brick faces.
- **Controlled cutting:** Cutting will be undertaken using hand controlled tools rather than high impact mechanical cutters.
- **Minimal sizing:** Openings will be kept to the smallest diameter required for the service, with no oversizing.
- **Reversible fixings:** Fixings will be selected to allow future removal without enlarging or damaging the penetration.
- **Conservation appropriate sleeves:** Where sleeves or grommets are required, materials will be chosen to avoid chemical reactions with historic substrates.
- **How Damage Will Be Minimized**
- The following controls will be applied throughout the works:
- **Pre work briefing:** Operatives will receive a heritage specific briefing before starting works.
- **Slow speed drilling:** Drilling will be carried out at low speed to prevent heat build up and micro fracturing.
- **Depth limit control:** Depth stops will be used to prevent accidental over penetration into concealed historic features.
- **Immediate inspection:** Each penetration will be inspected immediately to confirm no cracking, flaking, or displacement has occurred.
- **No percussive tools:** Percussive drills, hammer drills, or impact drivers will not be used on historic fabric unless explicitly authorised.

Removal of Equipment Without Damaging Historic Fabric

All temporary fixings, tooling, and service supports will be removed in a controlled, reversible manner.

- **Gentle extraction:** Tools and temporary fixings will be withdrawn slowly to avoid pulling, tearing, or enlarging the penetration.
- **No forced removal:** If resistance is encountered, removal will stop and the Conservation Officer will be consulted.
- **Surface protection during removal:** Protective sheeting will remain in place until all equipment is removed.
- **Reinstatement of penetrations:** Any redundant penetrations will be made good using conservation grade materials compatible with the original fabric.
- **Final inspection:** A joint inspection with the Client will confirm that no damage has occurred and that all works remain reversible where required.

Documentation & Communication

- **Record keeping:** All penetrations will be recorded, photographed, and logged in the project file.
- **Client liaison:** Any unexpected conditions will be reported immediately to the Client or Conservation Officer before proceeding.
- **Change control:** No deviation from this method will occur without written approval.

Personnel:

Training / Experience of Individuals

The Geoff Tremblett Plumbing & Heating Site Manager 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.

Regular toolbox talks will be undertaken by the Geoff Tremblett Plumbing & Heating Ltd's Site Manager Geoff Tremblett.

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:

Geoff Tremblett Plumbing & Heating has provided its operatives with appropriate PPE to undertake the task. The PPE provided will be stored and used in accordance with the manufacture's recommendations.

Access Arrangements:

Access to the site shall be by use of the designated routes as advised by P J Saunders Ltd representative. All Geoff Tremblett Plumbing & Heating operatives will ensure their works are not blocking or restricting any access routes at any time without prior agreement with P J Saunders Ltd's representative. If agreed operatives will ensure adequate provisions are made for re-routing other contractors on site and giving adequate protection at all times.

Security and Working Hours:

P J Saunders Ltd are responsible for the overall security of the site

Working hours are 8 am to 4 pm Monday to Friday inclusive. Prior agreement shall be requested from P J Saunders Ltd's representative before any works are to be 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.
Risk Assessments

Risk Assessments applicable to task (See Attached)

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

Emergency Procedures & Accident Reporting:

The Geoff Tremblett Plumbing & Heating Site Manager 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, the Geoff Tremblett Plumbing & Heating Site Manager will record the incident within the accident book held in the site office and follow the Geoff Tremblett Plumbing & Heating Ltd company procedures on accident reporting. If required the companies Safety Advisors MB Thomas Consultancy Ltd will attend site to undertake a full investigation into the accident.

If the accident is reportable under RIDDOR the Geoff Tremblett Plumbing & Heating Site Manager will issue the appropriate documents (F2508) to the H.S.E. and copy to P J Saunders Ltd.

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.
- 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:

Geoff Tremblett Plumbing & Heating Ltd 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 should this be deemed necessary.

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 P J Saunders Ltd, temporary lighting where appropriate for the works, shall be provided by the Geoff Tremblett Plumbing & Heating Ltd. Safety lighting for access will be included by Geoff Tremblett Plumbing & Heating Ltd to satisfy emergency procedures.

The power supply will always be 110 volts and all plugs and sockets for external use shall comply with BS EN 60309-2:1999 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 are expected to be used during the proposed activities on site:

- Hand tools.
- Battery tools
- Fire extinguisher
- Soldering torch

Welfare:

Geoff Tremblett Plumbing & Heating Ltd will keep all tools within the company vehicles.

P J Saunders Ltd have agreed to provide canteen and washroom facilities with adequate toilet provisions. It is the responsibility of all operatives to ensure these facilities are kept clean and tidy at all time

Deliveries / Traffic Restrictions.

Deliveries will be by our own transport and our suppliers we are not aware of any restrictions

Waste Materials.

Geoff Tremblett Plumbing & Heating Ltd will ensure that our work area is kept clean and tidy at all times. All waste will be separated in accordance with P J Saunders Ltd policy procedures. Where practical materials will be recycled or re used, where this is not possible waste minimisation measures will be undertaken to reduce the amount of waste being generated. Areas around the skips shall be kept swept and free of debris with skips provided by P J Saunders Ltd

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.

The Geoff Tremblett Plumbing & Heating Ltd's Site Manager will monitor tasks which generating dust or noise and implement control measures such as local exhaust ventilation to reduce their impact where required.

Monitoring & Review.

The Geoff Tremblett Plumbing & Heating Ltd's Site Supervisor 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. Geoff Tremblett Plumbing & Heating Ltd's Site Manager will monitor the level of safety on the site. Our safety Advisors M.B Thomas Consultancy Ltd will attend site upon request to undertake inspections and/ audits as required. Geoff Tremblett Plumbing & Heating 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. No alterations or modifications to this Method Statement will be made without prior consultation with those affected and P J Saunders Ltd..

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]

This Method Statement has been Approved and Communicated to all Operatives by:

Site Manager: G R Tremblett

Date: 24/07/2026