

METHOD OF STATEMENT
FOR

_44 Chalcot Crescent _____

FROM

Rajvel Joinery Ltd

Contractor: ASHCON LTD

Introduction

Prior to commencement of works, a comprehensive photographic record of the building will be taken, both internally and externally, with the locations clearly marked on the building survey drawings. These will be used to assist in the accurate reconstruction of the building

Removal, Protection and Re-fitting of Architectural Features

Prior to demolition, the following items will be carefully removed, supported, labelled, braced and protected as necessary and transported to secure and dry off-site storage facilities. The items will be repaired as necessary and returned to site for re-fitting.

Description of the Task/Activity:

To repair/replace damaged Skirtings, Doors, Architraves

Project Name: Chalcot Crescent

Project Ref:

Site Address: 44 Chalcot Crescent

Key Plants and Tools required:

- Chop saw, Jig-saw
- Spanners, Screwdrivers, Chisels, Stanley Knife, Pliers, Hammers, Hand Saws, Files and other small tools
- Wrecking Bar
- Lump Hammer
- Hammer Drill
- Reciprocating saw
- Battery powered cordless drill/screwdrivers
- Work bench

Key materials required:

- Miscellaneous trims and packing
- Doors
- Replacement of damaged architraves, skirting and doors
- Miscellaneous hinges, brackets, locks and fixings
- PVA Wood Glue/Adhesive

- Expanding builders foam
- Gripfill

Other Essential Equipment:

- Podium steps
- Clamps
- Fire Extinguisher
- First Aid Kit
- Inspection Lamp
- Dust Sheets
- Hop-ups
- Crawl Boards

Specific Identified Residual Hazards:

Please refer to the attached risk assessments. The key hazards are:

- Manual Handling
- Use of power tools
- Working at height
- Slips, trips and falls

Specific Staff Training Requirements

A competent and experienced site supervisor will be appointed to manage and oversee the works, including on-site health and safety.

All operatives are to receive information and instruction on the content of this method statement and the attached risk assessments.

All operatives are to receive a site safety induction prior to the commencement of works.

All operatives using power tools are to have received suitable and sufficient training in the use of the equipment. Only those considered competent to use such equipment shall be permitted to operate such tools.

All operatives are to receive training on safe manual handling techniques and asbestos awareness.

All operatives are also to receive training in safe working practices for work at height and are to be advised that the use of step-ladders/ladders shall only be used where there is no other suitable alternative, such as full access scaffold, mobile tower scaffold or MEWP.

All work is to be carried out by competent experienced Joiners with high standards of workmanship

Sequence of Operations

1. Liaise with the client prior to the start of works to determine start dates and durations for the works. Advise the client of the hazards associated with the works.
2. Ensure all materials, parts and equipment have been ordered and are available for the start of works.
3. On Commencement of works, prepare the site for work by advising the residents of the property of the scope of works and the restrictions that will be placed upon the working area in terms of where the client and other contractors can and cannot go whilst the works are being undertaken.
4. Carry out a visual inspection of the work area to ensure that the required works are as per the specification and that no additional works or materials are likely to be required. Check to see if any suspect substances, such as asbestos are present. If additional works are required, or any suspicious substances have been identified, contact head office immediately and advise the client.
5. Deliver all parts and materials to site, ensuring that appropriate care is taken when manual handling large, heavy or awkward shaped objects.
6. Cover all affected areas of flooring, soft furnishings, white goods and other items with dust sheets or other appropriate protective sheets to prevent any damage being caused to them.

Door Replacement/Installation

7. This should be carried out in strict accordance with the manufacturers' recommendations and in the sequence specified by the manufacturer. Before starting work ensure that the correct door and frame sizes have been supplied, together with all the necessary ironmongery, locks and fixings etc.
8. Where applicable any existing door should first be removed by removing the hinges from the door frame. The existing door frame can then be removed from the wall; this will be done by cutting through the frame and levering the frame away from the wall with a wrecking bar.
9. Carefully remove all old fixings and other parts of the door frame assembly from the wall and dispose of safely in the site skip.
10. Prior to the fitting of the new door and door frame, the walls must be checked to ensure that they are sound and secure, and suitable for the fittings to be used. Where sections of the wall are damaged or are not suitable, the area should be made good or alternative fixings used.
11. Clean the area and prepare the recess for the installation of the new door frame. Fit the frame into position, ensuring a tight fit, checks should also be made to ensure the frame is plumb and square.

12. Use packers where necessary to secure and level the frame in position and then drill through the frame into the masonry/stud wall for the frame fixings. A minimum of 3 frame fixings should be used on each element of the door frame.
13. Once the frame fixings have been inserted and securely fixed /tightened, any voids at the back of the frame should be filled with expanding foam to provide added protection against the weather/water ingress and from unwanted noise.
14. The door hinges can then be fitted to the frame and the door hung on the frame and the door furniture added, this will involve simple hand tools and electric screwdrivers etc.
15. The glazed panels can then be carefully lifted into position, grip gloves should be worn at all times when lifting glazed units and for large panels a minimum of 2 persons should be used to lift and secure the panels in place. The use of suction lifters should also be used to provide a safe and secure grip when lifting large and heavy glass panels/units.
16. The door should then be tested to ensure that it opens and closes smoothly without rubbing or catching, if necessary the hinges and door should be adjusted to ensure a suitable fit.
17. Once the door has been suitably adjusted, the remaining door locks, handles and other ironmongery can be fitted into the pre-formed recesses and secured into place.
18. The door frame should then be trimmed and sealed both internally and externally and the area cleaned and made good.
19. Remove all rubbish, scrap and waste materials/packaging from the premises and dispose of appropriately. Thoroughly vacuum and clean through the area and all transit routes leaving the property in a clean and tidy state.

Skirting and Architrave Replacement

Damaged skirting and architrave carefully removed. They need to be repaired/replaced to match existing profile by using nearest matching timber species.

Temporary Supports and Props needed to facilitate the works

At the end of each shift, ensure that all working areas are left tidy, safe and secure and remove or cover anything which may constitute a trip hazard, or result in a danger to other workers/persons

Method of Access and Egress to the work area

Access and egress to the working area will be via the front/rear doors of the premises, access to the first floor will be via the internal staircase. In areas where external access is needed all work will be carried out from full access scaffolds or tower scaffolds, the use of ladders will not be permitted for use as a working platform.

Fall Protection Measures

Do not store tools or materials on top of working platforms or around holes in the floor when working above ground level. Exclusion zones shall also be established in the area beneath all such works, to protect others from the risk of falling tools, equipment and materials etc. Access scaffolds are to be used for all external work at height to provide a

safe working platform and protection from falls, all scaffolds will be provided with close boarded platforms, toe boards and double handrails in full accordance with the Work at Height Regulations 2005.

Hazardous Substances

Hazardous Substances	Applicable
Very Toxic	No
Harmful/Irritant	Yes
Corrosive	No
Dangerous for environment	No
Oxidizing	No
Highly flammable	No
Explosive	No

Required Personnel Protective Equipments:

Safety Boots	Yes	At all times
Hard Hats	Yes	At all times
Safety Gloves	Yes	When using selected power tools
Hearing Protection	Yes	When using power tools
Respiratory Protection	Yes	When using selected power tools
Eye Protection	Yes	When using power tools

Emergency Procedures

Call 999 and advise the appropriate emergency services Isolate any plant, machinery or other equipment.

Do **NOT** move the injured person unless it is absolutely necessary and they are in danger by remaining where they are.

Keep the injured person warm and dry.

Inform the site manager and head office.

All plant, machinery, tools and equipment will be inspected on each occasion before it is used and in accordance with the manufacturers and statutory requirements. If any effects are identified, the equipment shall be taken out of use and replaced. Ashcon Ltd are very aware of the potential health hazards presented by hand arm vibration (HAV) and whole body vibration (WBV), the use of tools such as angle grinders which can be responsible for HAV will therefore be limited to reduce the effects of HAV, a limit of 10 minutes (max.) will be placed on the usage of such tools for each individual. There must then be a break of at least 20 minutes before the tool, or another similar tool is used again.