Method Statement: Removing windows and Fitting windows

Date:	Statements compiled by: Wladyslaw Wachala
Client:	Position in company: Managing Director WIS Builders LTD
Location:	Signature: *W. Wachala*

- When working at height, certified scaffold to be used.
- When removing windows and frames care to be taken not to damage or drop frames or glass which could cause abrasions, cuts and harm workers and public (below, if at height).
- Care to be taken not to fall through open space once original windows removed.
- Frames to be hoisted safely and securely to required height without risk of falling and injuring workers or public below. Frame to be checked for secure fitting.
- When handling glass, gloves to be worn to prevent cuts to hands and extreme care taken when handling manually to avoid accidental breakage of glass-do not lean or apply weight to glass.
- Glass at height to be hoisted safely and securely without risk of damage to glass and falling and injuring workers or public below.
- Care to be taken when fitting with hand tools to ensure no damage is caused to frame or glass that may lead to chips and potential abrasions or cuts and general glass damage.
- Glass to be checked for secure fitting in frame before work continues.

- Goods and equipment never to be stored above height of guardail. Storage of goods/ equipment on scaffold to be avoided whenever possible.

- Fittings of beams and roofs to be securely fitted by qualified worker. Material accesses to be at safe, unobstructed locations to scaffold.

Method Statement: Scaffolding

Date:	Statements compiled by: Wladyslaw Wachala
Client:	Position in company: Managing Director WIS Builders LTD
Location:	Signature: *W. Wachala*

- Certified practitioners only to construct scaffolds with constant checks to meeting manufacturing guidelines throughout construction.

- Construction by only qualified workers. Working platforms to be fully boarded, complete with guardrails and toeboards at all heights. Constructed such that no dangerous gaps and traps formed on platforms and between fittings. Fittings to be secured and constantly checked for loosening.

- All scaffold plans to be of complete design with full calculations to assess impact of scaffold structure on existing building and surrounding area and to enable safe and accurate construction.

- Inspection required every seven days and also after modifications, correcting of faults or following exposure to adverse weather conditions.

- Whilst no statutory requirement for a hand-over certificate, it is in the interest of all parties for a certificate to be provided upon completion of construction as proof of competent build in accordance with health and safety laws and standards. No work should commence until a valid certificate is produced.

- Minimal necessary weight at all times to be placed on platforms preferably away from centre of unsupported sections. Never overload a platform.

Method Statement: Plastering

Date:	Statements compiled by: Wladyslaw Wachala
Client:	Position in company: Managing Director WIS Builders
Location:	Signature: *W. Wachala*

- Make sure plastering area is free from dirt and dust.
- Edges to be and other regions marked and protected with tape and/or blankets etc.
- Ensure the room is well ventilated and do not allow contact of plaster with eyes or mucous membranes-wash thoroughly if such events occur.
- Allow thorough drying of plaster before continuing work.
- When working at height, ensure ladder or support is fault-free, stable and not overloaded.

Method Statement: Working at height (also for work above trenches, excavations etc)

Date:	Statements compiled by: Wladyslaw Wachala
Client:	Position in company: Managing Director WIS Builders LTD
Location:	Signature: *W. Wachala*

- Thorough prior assessment of situation: safe access routes, escape routes, stable equipment storage at height, protection against weather changes (rain, wind, snow etc), prior arrangement of suitable materials and goods and protective equipment and clothing for safe working.

- Only proven proficient workers to work at height with specific equipment. Work not to be carried in out in severe weather conditions (rain, wind, ice, snow, heat etc).

- Suitability of equipment to be questioned and tested before use. Only safe and properly appointed equipment to be used at height. Avoidance of long cables to power supply but if necessary, to be highlighted and kept in an orderly manner throughout work to prevent accidents. Safety of equipment to be tested prior to start of work and regularly tested and appropriately maintained in case of faults throughout work

- Fragile materials and areas of work to be highlighted and properly secured and safeguarded.

- Barriers and scaffolding must be properly erected to protect goods, equipment and workers before work begins. Goods and materials to be suitably stored away from edges/ holes inbetween use. Holes/ openings to be fully and securely covered at all times unless physical access required.

- Guarding, railing, scaffolding all to be secure and in place to prevent injury not only to workforce but public. Prior planning to prevent interference and injury to current occupiers in workspace. Areas of raising/lowering to height to be cordoned off and clear both at height and ground level where public pass. Appropriate steps as outlined in risk assessments to public planning.

Method Statement: Heavy machinery

Date:	Statements compiled by: Wladyslaw Wachala
Client:	Position in company: Managing Director WIS Builders LTD
Location:	Signature: W. Wachala

- When using Excavators, lorries, dumpers, forklifts etc, precautions to be taken to avoid minor to serious injury (running over/ running into by heavy machinery, injury from falling materials etc) including death of workforce and public from improper and careless use of machinery, or faults:

- All machinery should be tested for safe use prior to start or work.

- Areas of work should be verified, marked and cleared of unnecessary workers and goods to prevent damage to surrounding work, buildings and injury to persons.

- Workers operating machinery should be competent and aware of surroundings, adhere to safety regulations for each machine: constantly check for other persons and objects before proceeding with movement.

- Warnings should be placed for public to see clearly.

- When machinery not in use, power should be cut and stored in a safe, stable place away from access by public and away from other work.

Method Statement: Hand and power tools

Date:	Statements compiled by: Wladyslaw Wachala
Client:	Position in company: Managing Director WIS Builders LTD
Location:	Signature: *W. Wachala*

- Following precautions to be taken to avoid minor to serious injury (cuts, severe wounds, blinding, loss of extremities, facial damage, electrocution etc) including death of workforce when using abrasive wheels, blowtorches, grinders, saws etc:

- Equipment to be tested for faults and electrical safety with problems to be rectified or equipment to be replaced.

- Only proven competent workers to use specific hand tools.

- Workers must follow safety procedures for each piece of equipment at all times: avoid close contact with face, do not inhale residues or powders, work in stable, secure areas, be careful of fingers etc.

- Proper protective gear of the face and exposed body parts (goggles, masks, heat resistant gloves, fire-resistant clothing etc) must be used at all times to prevent injury.

- When tools not in use, power to be turned off and stored in safe place away from other work.

Method Statement: Laying flooring

Date:	Statements compiled by: Wladyslaw Wachala
Client:	Position in company: Managing Director WIS Builders LTD
Location:	Signature: *W. Wachala*

- Laying of floor should commence once all other electric and cabling work has been completed and deemed safe.
- Ensure use of underlay before flooring is placed.
- Use knee pads for protection while kneeling and gloves to prevent abrasions.
- If any adhesive is used, ensure room is well ventilated and prevent contact with face, mucous membranes or body.

Method Statement: working with electricity and/ or services

Date:	Statements compiled by: Wladyslaw Wachala
Client:	Position in company: Managing Director WIS Builders LTD
Location:	Signature: *W. Wachala*

- Electrical points should be identified and made safe.
- Supply should be insulated or cut when necessary due to work.
- Electrical equipment should be inspected and certified as safe. All electric work should be carried out and verified by certified electrician.
- Services should be identified and made safe or stopped when necessary during work. All service work should be carried out and verified by certified plumber etc.
- Work should only be undertaken by those proven competent and certified with permits.
- Plans of electrical points and services should be made available for entire work staff.

Method Statement: Laying concrete

Date:	Statements compiled by: Wladyslaw Wachala
Client:	Position in company: Managing Director WIS Builders LTD
Location:	Signature: *W. Wachala*

- Ensure area to be filled is marked with start and end points and height limits.
- Area should be clear and all electrical work completed and certified safe before work starts.
- Unnecessary persons and materials should be removed and clear signage and safety procedures followed for public available.
- Laying of concrete should be undertaken by competent workers with protective clothing, goggles and gloves: no contact should be made with body externally or internally as highly toxic.
- Safety precautions and information should be readily available at all times.
- Concrete should be thoroughly dried before any other work continues.

Method Statement: Asbestos

Date:	Statements compiled by: Wladyslaw Wachala
Client:	Position in company: Managing Director WIS Builders LTD
Location:	Signature: W. Wachala

- Satisfactory survey and assessment to be carried out before any work begins.
- Only licensed persons to work with asbestos.
- Strict precautions must be taken: full body suits, full facial masks, gloves etc to avoid irritations, lung damage and poisoning which can lead to cancer and death.
- Unnecessary persons and materials to be removed from working site, area of work to be sealed away from access by workforce and public.
- Extreme care and monitoring to take place at all times in removal of asbestos.

Method Statement: Agents-noise, vibration, dust, radiation etc

Date:	Statements compiled by: Wladyslaw Wachala
Client:	Position in company: Managing Director WIS Builders LTD
Location:	Signature: W. Wachala

- Precautions to be taken to avoid repetitive minor to serious injuries (deafness, white knuckle syndrome, asthma etc) developing:

- A copy of the Physical Agents Directive must be available on site at all times (information regarding safety values EAVs and ELVs). This information must be read and understood by workforce prior to beginning work and enforced by site manager

- Safety values must be adhered to. Protective equipment must be worn at all times: earmuffs, goggles, masks, gloves, body suits to prevent unnecessary exposure to agents and inhalation.

- Areas where agents are exposed should be separated from other working areas and the public with clear safety signage.

	completed and certified safe before work starts. Unnecessary persons and materials should be removed and clear signage and safety procedures followed for public available. Laying should be undertaken by competent workers with protective clothing, goggles and gloves: no contact should be made with body externally or internally as highly toxic. Safety precautions and information should be readily available at all times. Concrete should be thoroughly dried before any other work continues.
~~Work with electricity and/ or services~~	Electrical points should be identified, made safe. Supply should be insulated or cut when necessary due to work. Electrical equipment should be inspected and certified as safe. Services should be identified and made safe or stopped when necessary during work. Work should only be undertaken by those proven competent and certified with permits. Plans of electrical points and services should be made available for entire work staff.
~~Fitting windows~~	falling through open, glass care, fitting, cuts etc
Brick laying	
Change to supporting wall	
~~Demolition indoors and large scale~~	
~~Excavation~~	
~~Working at height~~	
~~Scaffolding~~	
~~Work with asbestos~~	
~~Work with other agents; noise, vibration, dust, radiation etc~~	
~~Sawing/ cutting, Grinding, axels~~	

Method Statement: Painting

Date:	Statements compiled by: Wladyslaw WACHALA
Client:	Position in company: Managing Director WIS Builders LTD
Location:	Signature: *W. Wachala*

Process	Statement
~~Painting~~	Make sure painting area is free from dirt and dust, with edges and other non-painting regions marked and protected with tape and/or blankets etc. Ensure the room is well ventilated and preferably use masks for non-water based paints. Do not allow contact of paint with eyes or mucous membranes-wash thoroughly if such events occur. Allow thorough drying of coats before applying a new one. When working at height, ensure ladder or support is fault-free, stable and not overloaded.
~~Plastering~~	Make sure plastering area is free from dirt and dust, with edges and other regions marked and protected with tape and/or blankets etc. Ensure the room is well ventilated and do not allow contact of plaster with eyes or mucous membranes-wash thoroughly if such events occur. Allow thorough drying of plaster before continuing work. When working at height, ensure ladder or support is fault-free, stable and not overloaded.
~~Tiling and grouting/ De-tiling~~	Use goggles, gloves and body protection when de-tiling to prevent chips flying into eye and abrasions to body. Clear away broken tiles as soon as possible throughout work before they become an increasing floor hazard. Keep room well ventilated to prevent inhalation of smaller dust particles. When tiling with adhesives ensure walls are clean before use and the room is well ventilated. Use dividers for an accurate layout. Grout when tiles are dry, wiping any excess from tiles. Do not allow glues or grout to come into contact with eyes or mucous membranes-wash thoroughly if this occurs.
~~Roof tiling~~	Do not proceed if raining, windy or in other adverse weather conditions. Ensure scaffold at height is safely and competently erected and certified. Tiles should be safely hoisted to roof in manageable loads and stored safely without risk of falling and injuring workers or public below. Gloves should be used when handling tiles to prevent abrasions and irritation to skin as well as safe, functioning tools. Care should be taken to avoid overhead power cables and electrocution.
~~Laying floor~~	Laying of floor should commence once all other electric and cabling work has been completed and deemed safe. Ensure use of underlay before flooring is placed. Use knee pads for protection while kneeling and gloves to prevent abrasions. If any adhesive is used, ensure room is well ventilated.
~~Laying of concrete~~	Ensure area to be filled is marked with start and end points and height limits. Area should be clear and all electrical work

Risk Assessment EXCAVATION

Date:	Risk Assessment compiled by: Wladyslaw Wachala
Client:	Position in company: Managing Director WIS Builders LTD
Location:	Signature: W. Wachala

Process	Hazard	Risk & identity of persons potentially harmed	Level of uncontrolled risk	Controls to reduce risk	Level of remaining risk	Controls in place by when, responsibility of	Comments
Signage, barriers, covers, access	No/ lack of signage, barriers, covers, safe access by ladder	Minor to serious injury including death of workforce and public by falling into unmarked, unprotected excavations, ineffective covering or inappropriate access	High	Warning barriers to be placed all around site of work. Scaffold or other adequate timber or barriers to surround excavations. Covers to be strong and secure when not in use. Access only by secure ladder and no climbing on supports.	Low	Site Manager, before work starts	
Excavation supported or battered back to safe angle, spoil heap, equipment and tools	Unsupported excavation, or battering to angle steeper than safe angle	Minor to serious injury including death (broken bones, suffocation, crushing) of workforce from collapsed excavation due to lack of support or battering angle being too steep and leading to a slide. Exacerbation due to severe weather conditions	High	Excavations to be securely supported, "stepped" or battered back to safe angle-see guide for safe angles of different materials- to prevent sliding and collapse. Extra protection, covering, support in case of sever weather conditions which will increase possibility of sliding and collapse.	Low	Site Manager, when excavation begins, checks for changes in weather conditions	

Process	Hazard	Risk & identity of persons potentially harmed	Level of uncontrolled risk	Controls to reduce risk	Level of remaining risk	Controls in place by when, responsibility of	Comments
	Spoil heap piled to too great an angle or height. Heap, equipment and tools left too close to edge of excavation	Minor to serious injury including death of workforce in excavation from collapse of heap, accidental falling of equipment and tools	High	Heaps, equipment and tools to be kept well away from edge of excavation. Again, for boundary of excavation to be secure to ensure safety	Low	Site Manager, before work starts with monitoring throughout work	
Groundwater level and soil permeability	Unexpected groundwater level and excessive soil permeability	Drowning/ death in deep excavation where groundwater level is unexpectedly high and collection of water from excavating and rainfall	High	Groundwater level and soil permeability must be assessed before deep excavations are carried out. In case where deep excavation is still necessary, appropriate intermediate support must be supplied to allow constant head-above-water conditions	Low	Site Manager, before work starts	
Emergency plan	No/ lack of emergency procedure in event of accident	Unnecessary exacerbation of injury including death of workforce due to no/ ineffective prior emergency procedure	High	No work to commence without presence of appointed first aider. Emergency routes and evacuation plan to be considered prior to work and all to be made aware, emergency contact details to be on site at all times, following risk assessment for health and safety and first aid etc	Low	Site Manager, before work starts	

Process	Hazard	Risk & identity of persons potentially harmed	Level of uncontrolled risk	Controls to reduce risk	Level of remaining risk	Controls in place by when, responsibility of	Comments
Waste management, signage, barriers	No/ lack of waste management	Health hazard to general public, surrounding residents, on site staff. Minor to serious injuries (cuts to deep wounds from glass, wood, metal, tripping, inhalation of dusts etc) from interaction with un-removed waste	High	Waste must be removed and disposed of in a conscientious and safe manner as work progresses to avoid build up	Low	Site manager, as work progresses	
	No/ lack of signage and barriers	Accidents of minor to serious kind including death of workforce and general public from falling into deeply demolished areas, rubble and debris falling overhead from lack of warning	High	Areas of demolition must be explicitly signed and marked with barriers and other forms of protection to prevent accidental access to working zone. Public to be appropriately redirected as mentioned in General Risk assessment. Site to be secure from intruders.	Low	Site Manager, before work starts	

Risk Assessment DEMOLITION

Date:	Risk Assessment compiled by: Wladyslaw WACHALA
Client:	Position in company: Managing Director
Location:	Signature: *W. Wachala*

Process	Hazard	Risk & identity of persons potentially harmed	Level of uncontrolled risk	Controls to reduce risk	Level of remaining risk	Controls in place by when, responsibility of	Comments
Structural survey, engineering and service drawings	No/ lack of structural survey, engineering and service drawings	Minor to serious injury including death of workforce and public from unplanned structural collapse, flooding, electrical fires, electrocution, gas fires, gas explosion etc by unsafe demolition and interference with unprotected, live services	High	Surveys and drawings to be carried out prior to work commencing. Workforce to understand plans before starting work. Surveys and drawings to be available on site at all times	Low	Site Manager, before work starts	
Services identified, marked, cut off, protected	Unmarked, unsecured , live services	Minor to serious injury including death of workforce due to flooding, electrocution, electrical fires, gas fires, gas explosions by unmarked, unsafe services	High	Services to be indentified, highlighted and protected/ made safe prior to work starting	Low	Site Manager, before work starts	

Process	Hazard	Risk & identity of persons potentially harmed	Level of uncontrolled risk	Controls to reduce risk	Level of remaining risk	Controls in place by when, responsibility of	Comments
Propping provided and checked, floor loadings	Poorly erected, unchecked propping	Minor to serious injury including death of workforce due to faulty propping	High	Propping must be placed by competent worker to safe standard. Regular inspection of propping throughout work	Low	Site Manager, before work starts with inspection throughout work	
	Overloaded floors	Minor to serious injury including death of workforce or workers and public below floorings from collapsed floors	High	Floors not to be overloaded and kept clear as possible and protected	Low	Site Manager, before work starts	
Emergency plan		Unnecessary exacerbation of injury including death of workforce due to no/ ineffective prior emergency procedure	High	No work to commence without presence of appointed first aider. Emergency routes and evacuation plan to be considered prior to work and all to be made aware, emergency contact details to be on site at all times, following risk assessment for health and safety and first aid etc	Low	Site Manager, before work starts	
Personal protection- harnesses, respirators, goggles, masks, helmets, boots etc	No/ inadequate personal protection	Minor to serious injury (blinding, suffocation, concussion, broken limbs etc) including death from exposure to debris, dust, falling objects etc and inappropriate protective wear	High	Protective gear suited to conditions must be provided to ensure personal safety of all working staff. No work to continue by worker unless properly equipped	Low	Site Manager, before work starts	

Process	Hazard	Risk & identity of persons potentially harmed	Level of uncontrolled risk	Controls to reduce risk	Level of remaining risk	Controls in place by when, responsibility of	Comments
CAT Survey, underground services clearly marked and protected	No CAT survey indentified services	Minor to serious injury including death (unexpected flooding, electrocution, gas leaks, explosions etc) of workers from lack of prior knowledge to work commencing	High	CAT survey must be carried out on side to indentify services etc prior to excavation commencing	Low	Site manager, before work starts	
	Services unmarked, unprotected	Minor to serious injury including death from flooding, electrocution, electric fires, gas poisoning, fires and explosions from accidental damage and interaction with services	High	Services must be marked and properly protected once identified before further work continues. Preferable to stop services throughout duration of excavation	Low	Site Manager, before work starts	
Excavation calculations, Service Drawings, Inspection Reports	No excavation calculations, service drawings	Minor to serious injury including death from collapse, flooding, electrocution etc from unawareness of details, plans, warnings from calculations and drawings	High	Calculations and drawings must be carried out prior to work starting and presented for all to see-acknowledgement of details required before work. To be available on site at all times.	Low	Site Manager, before work starts	
	No inspection reports	Accidents occurring due to lack of inspection and modification of faults	High	Regular inspections of excavation and amendments of errors and faults to prevent accidents. Reports to be available on site at all times-modifications noted	Low	Site Manager, throughout work	

METHOD STATEMENT

Refurbishment of property

At

106 Albert Street
London NW3 7QN

On behalf of
WIS Builders LTD

(PRINCIPLE CONTRACTOR)

WORKS PACKAGE