



ROCK CONSTRUCTIONS LTD
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Method Statement

Event	World Chess Championship 2018
Venue	Old Central St. Martins Building College and the Cochrane Theatre
Project Start Date	03 11 18
Expected Duration	One Day
Projected Completion Date	03 11 18
Brief description of task to be undertaken by Rock Constructions Ltd: Assembly and locating of seven timber and ply signage boards, four steel framed signage boards And two storage rooms.	

	Name	Title	Signature	Date
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Emergency Contact Details			
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Data Protection Statement

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Staff Information Sheet

The following method statement has been developed to provide a safe system of work and must be adhered to at all times, any significant deviation from this system must first be authorized by your manager or safety representative. **Please read the entire sheet before beginning the procedure, if you have any questions please contact your manager or safety representative.**

The main hazards to your safety and health are;

- ∞ Falling from height
- ∞ Injury from incorrect Manual handling.
- ∞ Injury from slips trips and falls.
- ∞ Injury from the incorrect actions of other contractors on site.
- ∞ Injury to members of the public during operations.
- ∞ Injury from machine hazards

Preventative Measures you must take;

- ∞ You must be “competent” to carry out the task.
- ∞ You must NOT carry out this task alone
- ∞ You must not lift beyond your capabilities, get help if necessary.
- ∞ Any manual lifting is to be carried out in accordance with the Manual Handling Operations Regulations 1992.
- ∞ Staff are prohibited from entry to the venue until a full Site safety induction has taken place with Project Coordinator/Manager.
- ∞ All staff should be issued with personal protective equipment that is relevant to the job.

Personal Protective Equipment

- ∞ Always use the prescribed PPE for the task and wear it properly.
- ∞ Keep your PPE clean and in good condition and if it becomes ineffective ask for replacement.

Environmental Protection Measures

- ∞ You must dispose of waste materials in a responsible manner.

Quality Control

- ∞ Adhere strictly to the following procedure to ensure quality of service
- ∞ If in doubt contact your manager for clarification before proceeding.

Equipment Handling

- ∞ Any manual lifting is to be carried out in accordance with the Manual Handling Operations Regulations 1992.
- ∞ Use correct lifting practices.
- ∞ With large/heavy items use the appropriate number of personnel and assess the item carefully before attempting to move it.
- ∞ Always assess the load and use required number of persons to lift adequately.



Preparation & Induction

- ∞ A risk assessment will be carried out for all tasks which will be discussed with members of staff any queries or concerns should be raised with the Principal Contractor or Site Manager who will ensure it is dealt with. Staff will be inducted onto site by the principal contractor and will follow all site rules and safety procedures.

Welfare

- ∞ The principal contractor is responsible for providing adequate washing, toilet, drying and refreshment facilities for staff. Staff are responsible for ensuring that such welfare facilities are maintained in a clean and wholesome manner.

First Aid

- ∞ Ensure that you are aware where the First Aid stations are within the venue and what to do in the case of an emergency.

Arrival on site

- ∞ Locate the production manager for the event and advise him of your arrival.
- ∞ You may be required to attend a Safety Induction for some sites, please check if required.
- ∞ Some sites will insist on specific PPE before you can even enter the site; please check with the Project Manager and ascertain if this will be necessary.

If you are delayed for any reason, ensure that:

- ∞ The venue is made aware of the situation and of your estimated time of arrival.
- ∞ A Director of the Company or the Project Manager for your event is advised of the situation.

Maneuvering van/lorry

- ∞ Make sure a responsible person is marshalling the truck and that all other personnel are standing clear.
- ∞ Observe any potential hazards or pitfalls that might hinder the safe maneuvering of the truck.
- ∞ If you are assisting the driver, ensure that he can always see you either directly or via his mirrors.
- ∞ If you do see any obstacle or unsafe situation developing shout out STOP! loudly and bang hard with your fist on the side of the truck body.

Unloading vehicles

- ∞ Care to be taken when opening truck doors, check that the load has not moved and nothing falls out.
- ∞ Ensure that all other personnel are standing clear of doors.
- ∞ Make sure area is adequately lit.
- ∞ Put ramp in place using a minimum of four persons.
- ∞ Carefully undo load bars/straps ensuring that no unforeseen load movement will occur.
- ∞ Use sufficient personnel to lift down boxes/risers/stands/staging. 'Sufficient' in this case means at least four persons lifting in the truck compartment.



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- ∞ Observe correct lifting practices.
 - ∞ Use forklifts for very heavy items.
 - ∞ Stand clear of driving area when forklift is in use.
 - ∞ Ramp equipment off in a controlled and safe manner using the appropriate number of loading personnel.
 - ∞ NEVER undertake a loading or lifting task in unsafe circumstances or with insufficient personnel.

After the event

- ∞ Conduct the de-rig and load-out in accordance with the advice and obligations of the following chapters of this document.
- ∞ Especially observe that personnel are tired and less quick to react after an event. Make allowance for this and increase safety margins.
- ∞ When loading the truck ensure that the load is safe and secure and that the load cannot move during transit.
- ∞ After the load-out is complete conduct a complete check of the venue to ensure that nothing has been left behind. Ensure that Rock Constructions personnel have not been responsible for any damage to the venue and that the Company has not left any undue litter.

Leaving the venue and travelling.

- ∞ Always advise the production manager that you have completed your tasks and are leaving the venue.
- ∞ If you are tired and are intending to drive take extreme care. If you feel that you are too tired to drive check into a hotel.



Build / Installation Process

Method Specific to The World Chess Championships 2018

Prior to assembly of any item that is to be built in a public space, barriers will be erected to
To exclude the general public.

Seven off Timber and ply signage boards.

These boards constructed from 18mm Ply and 70mm x50mm timber,

They will also have a box hide that will be used to house a light, to be supplied by
Others.

They will arrive to site ready assembled, they will be positioned and attached to venue railings
using purpose made steel brackets.

Care will be taken to protect the railings. Final bracket design will be confirmed

Post site survey

Four off Steel framed Signage units.

These units will be constructed from 50mm x50mm x1.5mm steel box section.

The units will have an 18mm ply face and be constructed to allow for a base that will
take ballast weights.

The units will arrive to site ready assembled, they will be placed into position, loaded with ballast
Weights, the weights will then be covered with a ply cover box.

A perimeter edge dressing cap, from 50mm x50mm x3mm aluminium angle, will be fitted around the
Outside edge of the mesh frames, these will be secured with screws into the Steel mesh framework.

A second room will be assembled in the same manner.

On Recovery, the assembly process will be reversed.

