

Method Statement

Project:	Cahane		
Activity:	Flat roofing		
Description:	Install of Sedum roof covering for studio building		
Start Date:		Duration:	
Assessor:	Simon Hearsey	Hours of Work:	

Responsibilities

Project Manager:	Simon Hearsey
Supervisor:	Karl Plummer
Number of Operatives:	2

Hazards

Hazards Associated With Activity:	Use of Scaffolding Work at Height Lifting Operations Manual Handling External Works
Site Specific Hazards:	Working above an occupied building Overhead obstructions - none identified

Risk assessments will be carried out for the activity and attached to this method statement, will form part of the induction and must be followed on site.

Work Procedure & Control Measures

All works to be carried out in accordance to the risk assessments in place.
 Identification of any conflicts of other working groups or work activities operating within the same area and specify communication and liaison arrangements to control additional risks.
 Work area to be securely cordoned off to prevent unauthorised access. Only authorised personnel will be allowed access to the work area. All personnel, including visitors to the site must sign in on arrival and sign out when leaving the site. Appropriate signage will be suitably displayed around the work area.
 All workers to undertake site induction prior to commencing work.
 PPE to be worn at all times on site.

TRAINING

Only qualified / certified or otherwise competent personnel will be permitted to undertake the work.

All operatives are to receive training on manual handling techniques, asbestos awareness and work at height.

All workers to undertake site induction prior to commencing work.

Tool box talks will be carried out at weekly intervals during the works to raise awareness of relevant H&S issues.

ACCESS

Ladders are only to be used for access and short duration work, and only when there is no suitable alternative.

Preferred access equipment includes full access scaffolding, tower scaffold or MEWP.

MEWPS to be used by suitably trained operatives (e.g. IPAF)

Access equipment will be securely stored at the end of each shift to prevent unauthorised use.

DELIVERY & STORAGE

All required materials to be delivered to site prior to works commencing.

All equipment and materials delivered to site will be labelled and stored at a designated location in accordance with manufacturer's instructions and any applicable COSHH assessments.

Materials will be stored safely away from access routes.

All materials unloaded using mechanical aids with sufficient safe working loads.

Materials stacked no higher than 2 pallets in a safe manner on level ground within the site boundary.

Materials to be stored within storage units or otherwise protected from weather conditions.

PREPERATION

For potential falls through unfinished roofs or fragile materials: these should be adequately protected by using a solid platform to eliminate the fall potential or by using a soft landing system and fall restraint system to minimise injury. Full edge protection required around working area and all access routes.

Roof area to be assessed any making good / patching to roof carried out prior to application of new roof coverings.

EXTERNAL WORK

External work prohibited during extreme weather such as rain, strong winds or snow. External work at height also prohibited in icy conditions.

Operatives to be warned of the dangers of skin damage prior to external work.

Operatives must wear appropriate clothing to protect skin and must apply sufficient sun protection when exposed to UV rays.

Work area to be segregated from any pedestrians or traffic and signs erected to prevent members of the public or vehicles coming into contact with operatives or access equipment.

APPLICATION

The existing roof coverings will be prepared by hand using small tools.

All materials temporarily stored on the roof will be evenly distributed and away from roof edges. Light-weight materials (e.g. insulation) will be weighed down to prevent it being blown from the roof.

All new roofing works will be undertaken in accordance with the specified requirements and the manufacturers recommendations with particular regard to preparation, installation, sequence of works, recognised good practice including night seals and protection. Sedum should be laid in the direction of the roof gradient with side and end laps, and breaking joints between layers.

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HOUSEKEEPING

All good practice guidelines regarding housekeeping in the workplace will be observed.

All spillages will be immediately cleaned up so as to prevent any slip hazards.

All work equipment, chemicals and substances will be properly secured when they are not in use, so as to prevent any unauthorised usage or accidental contact.

During the works, the area will, so far as is reasonably practicable, be kept clean and tidy with clear walkways as appropriate.

WORK EQUIPMENT

All current legislation and codes of practice regarding work equipment usage will be complied with.

Only those persons who have received suitable and sufficient instruction and training will be permitted to use work equipment.

All work equipment to operate on 110v.

Any mains powered 240v work equipment will operate, via a transformer or other power reducing device, at a reduced voltage of no more than 110v.

Prior to using any item of work equipment, it will be inspected to ensure that it is in good condition and unlikely to cause injury or harm to any person as a result of its correct usage.

Equipment guards to be correctly fitted before use.

All personnel are advised to check tools before each use and to take unsafe equipment out of service immediately, for repair or replacement.

Periodic testing and maintenance of all equipment carried out in accordance with regulations and manufacturer's instructions.

When not required for immediate use, all items of work equipment will be securely stored so as to prevent any unauthorised use or accidental contact with any sharp / rotating blades.

LIFTING OPERATIONS

All persons involved in any lifting operations to be competent for the task they are to carry out. Heavy loads are to be lifted into position by mechanical aids to minimise manual handling. Where manual handling is required this will be supported by lifting gear and sufficient personnel must be allocated to the work, from safe working platform.

MANUAL HANDLING

All manual handling will be minimised through the provision of mechanical aids where practicable.

Where possible materials will be supplied in loads under 25kg. Operatives are not expected to handle loads any items weighing more than 25 kg on the site without assistance.

If items above 25kg are to be lifted, or unusual, unstable or hazardous items, the supervisor / site manager will determine a safe method of handling through completing a risk assessment and specifically instruct nominated individuals.

Any items or loads above 25kg to be handled through mechanical aids or team lifting.

The following manual handling general precautions will be taken:

Deliveries and materials handling will be planned to minimise the extent of manual handling of materials.

Routes by which materials have to be carried by hand will be checked for, and kept free of, obstructions.

Appropriate PPE will be worn to make sure that materials can be handled safely, e.g. gloves and safety footwear.

Two or more operatives will carry larger or heavier items.

HARMFUL SUBSTANCES

All current legislation and codes of practice regarding chemical / substance usage will be complied with.

WORK AT HEIGHT

All current legislation and codes of practice regarding working at height will be complied with. Suitable access equipment will be selected to provide a safe working platform (taking into account the task, the duration of the platform use and the location in which the platform is to be used) shall be employed whilst undertaking any work at height and will be subject to inspection before and during its use.

Suitable access shall be provided to the working platform and will be subject to inspection before and during its use.

Only those persons who have received suitable instruction shall be permitted to undertake work at height.

WASTE DISPOSAL

All current legislation regarding the prevention of environmental contamination (including waste disposal) will be complied with.

Any contaminated or hazardous waste created as a result of works carried out will be properly contained and disposed of by a specialist company.

Waste must be transferred using a waste transfer note.

CLEANING

After completion of the work, the area shall be left in a clean, tidy condition and all associated waste shall be removed and properly disposed of.

PPE Requirements



Safety Boots



Hard Hat



Hi-Viz Clothing



Gloves



Ear Defenders



Dust Mask



Eye Protection



Harness



Full Face Shield



Overalls



RPE



Other

Other PPE:

Additional PPE is required for certain activities as indicated by specific risk assessments.

Management Arrangements

Monitoring Arrangements:

Monitoring of this activity will be carried out using a variety of different means such as: inspections, checklists, meetings, audits, reviews, and employee consultation. The supervisor will carry out regular inspections of the works and highlight any concerns.

First Aid Provision:

Nominated First Aider(s)
First Aid Kit
Accident Book

Welfare Provision:

Welfare facilities will be provided within close proximity to the work area. Personnel must not eat, drink or smoke in the work area. Welfare facilities, including rest areas and toilet facilities, will be left as they were found in a clean and tidy manner, and operatives are to ensure that they are reasonably clean and tidy before entering premises.

Emergency Procedures:

In the event of an accident notify the first aider immediately, for a major injury call 999 or if in doubt call 111.

In the event of a fire sound the alarm and exit the site by the nearest exit, do not attempt to tackle the fire unless you have been trained to do so and it is safe to do so.

In the event of discovering a material that you suspect could be asbestos containing, stop work immediately and notify the site manager/supervisor for further instructions.

Completed By

Name:	
Signature:	
Date:	

Acknowledgement

Name	Signature	Date