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PROJECT METHOD STATEMENT

The following is a key safety document that takes the information about significant risks from Risk Assessment and combines them with the job specification to provide a practical and safe working method for staff to follow whilst on site

Location:

***106 King Henry's Road
Swiss Cottage
London
NW3 3SL***

1. Brief Description of Works

Demolition and rebuild of a domestic dwelling, including the excavation of a new basement level

2. Daily Procedures

2.1 Pre-Start Procedures

All portable electrical appliances, including power tools, will be visually inspected prior to use; this is to check for obvious signs of damage and defects including broken plugs, scorching, damaged cables and flex's etc. In addition, a system of scheduled, annual maintenance is in place by way of Portable Appliance Testing (PAT).

2.2 First Day Procedures

On arrival, all site operatives will report to reception to inform the Client they have arrived and undertake any Client specific inductions.

All operatives will then undertake a Karrada site induction and familiarise themselves with any site-specific health and safety procedures, as well as any relevant site activities.

The sites normal working hours are 0730 to 1700 but delivery and working can be arranged outside these times by prior arrangement.

2.3 Every Day

Daily issues will be reported to the assigned Site Manager for this contract.

Site operatives will follow the Clients procedures for signing in and out if required, and adhere to any site-specific health and safety procedures. In addition, all operatives will work to the highest safety standards that Karrada expect from their employees, including the communication of Risk Assessments and Method Statements prior to any works commencing.

All lifting equipment and scaffold systems will be visually inspected prior to use.

Any temporary lighting throughout the site will be tested at the start of every shift to ensure that it is in full working condition, any defects or deficiencies should be reported to the Site Manager immediately who will in turn arrange for replacements to be delivered.

Any hazards or incidents that could give rise to injury or harm to either Karrada's own staff or that of anyone else should be reported to the Site Manager straight away.

Site Operatives should not access any area of the site not required for the purpose of installation.

At the end of every day all windows, hatches and doors must be closed and secured.

3. Works Method

3.1 Sequence of Work

Prior to any construction work being undertaken the existing building is to be demolished. All demolition works are to be undertaken by a specialist contractor, all such works will be carried out in line with their own risk assessments and method statements.

As the rebuild phase stage begins risk assessments and method statements will be written as works progress.

4. Task & Project Specific Hazards and Control Measures

4.1 Working at Height

Safe access, egress and working environments at height will be achieved by the provision of scaffolding systems with the appropriate edge protection in place.

4.2 Plant Tools and Equipment

All hand tools have been subject to HAVS assessment and control measures have been implemented as required.

All equipment is subject to statutory inspection and test.

5. Emergency Procedures

Each vehicle carries a fire extinguisher, first aid kit, and all crews are supplied with mobile telephones.

5.1 Site Safety

Where necessary, warning signs will be positioned at ground level to inform people in the area that men are working overhead.

The entire site will be protected by way of security hoardings and safety signs to prevent unauthorised access, this system will be monitored by site management with any damage or deficiencies rectified as a priority.

5.2 Communication With Emergency Services

Karrada personnel are equipped with mobile phones in order to contact the emergency services in a timely fashion; operatives to use the address supplied within this document to pinpoint their location to the emergency services.

5.3 Traffic

Karrada will be responsible for all its own vehicles and will abide by any site rules i.e. speed restrictions, etc.

5.4 Cutting Equipment

A chop saw will be used for the cutting of various items; appropriate eye protection will be worn at all times whilst operating this machinery.

The location of all cutting operations will be assessed prior to commencement to ascertain its suitability; areas with flammable substances present will be avoided.

Once the task has been completed the area will be again assessed to ensure that no hot embers have been created and left.

This method statement is issued with the express purpose of eliminating or reducing the risk of injury or damage to any person associated to these works, however, it is not exhaustive and Karrada reserve the right to alter any part of this method statement, should safe working practices dictate.

SIGNED ON BEHALF OF KARRADA LIMITED

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 Signature Name Contact Details