

Hawksmoor Construction Ltd  
 Top Floor  
 67 Wingate Square  
 Clapham Common  
 SW4 0AF  
 Tel: 01923441373  
 Company No: 10667221



## Method Statement

### Method Statement Details

|                                |   |
|--------------------------------|---|
| <b>Method Statement Number</b> | 40  |
| <b>Method Statement Date</b>   | 01/03/2021                                  |
| <b>Method Statement Author</b> | Paul Fitzgerald                             |
| <b>Project/Contract</b>        | 27 Jeffreys Street                          |
| <b>Start Date</b>              | TBC   |
| <b>Expected job duration</b>   | 24 Weeks                                    |
| <b>Client Contact</b>          | Jon and Victoria Tippell                    |
| <b>Description</b>             | Rear Extension and internal reconfiguration |
| <b>Site Address</b>            | 27 Jeffreys Street<br>Camden<br>NW1 9PS     |

### Signatures

|                        | Name            | Title             | Signature  | Date       |
|------------------------|-----------------|-------------------|--|------------|
| <b>Document Author</b> | Paul Fitzgerald | Managing Director |  | 01/03/2021 |

### Data protection statement

The information and data provided herein applies only to the contract for which it was written, it shall not be duplicated, disclosed or disseminated by the recipient in whole or in part for any purpose whatsoever without the prior written permission from HS Direct Ltd.

It is the duty of all employees to observe the following Risk Assessment framed to provide a code of good practice and conduct with the object of preventing accidents. At all times employees must work in a safe manner both to prevent personal injury to themselves or to other personnel.

### Emergency Contact Details

| <b>Name</b>             | Paul Fitzgerald | Paul Fitzgerald | Luke Tossoun |  |
|-------------------------|-----------------|-----------------|--------------|--|
| <b>Telephone Number</b> | 02039239968     | 07535741485     | 07851260969  |  |

## General Precautions

To be observed by all staff at all times, any deviation from these control procedures must be authorised by the site manager or safety representative.

### Communication with Other Workers on Site.

All staff will report to the site office for induction on arrival at the site. The site manager will inform staff of any hazards that are present on site. Staff will inform the site manager of the work to be carried out and how it could affect other trades working on the site.

Where necessary notices will be posted advising of any hazards present during the works.

Where contractor activities cross, the senior person must liaise with the other trades to ensure safe operation.

### First Aid

It is the responsibility of Hawksmoor Construction Ltd to ensure adequate First Aid provision for its staff. Adequate means provision of a trained first aider, suitable first aid equipment and/or the provision of an appointed person at the minimum. A trained First Aider will be a suitable person who has attended an HSE approved course of at least three days duration. An Appointed Person is a person provided by the employer to take charge of the situation (e.g. to call an ambulance) if a serious injury/illness occurs in the absence of a First Aider. The Appointed Person can render emergency First Aid if trained to do so. All staff when inducted will be made aware of the location of the First Aid kit.

### First Aid

It is the responsibility of Hawksmoor Construction Ltd to ensure adequate First Aid provision for its staff. Adequate means provision of a trained first aider, suitable first aid equipment and/or the provision of an appointed person at the minimum. A trained First Aider will be a suitable person who has attended an HSE approved course of at least three days duration. An Appointed Person is a person provided by the employer to take charge of the situation (e.g. to call an ambulance) if a serious injury/illness occurs in the absence of a First Aider. The Appointed Person can render emergency First Aid if trained to do so. All staff when inducted will be made aware of the location of the First Aid kit.

### Manual Handling

All Hawksmoor Construction Ltd staff and contractors have been instructed on the potential dangers of manual handling, and have received manual handling training. Equipment provided to reduce manual handling must be used where provided. Staff and contractors will not lift items of tools or equipment that are beyond their capabilities. Heavy or awkward items will be split into smaller units where possible or dual lifted where this is not possible. It is the responsibility of the site foreman/employer to identify and control manual handling activities as they occur on site on a day to day basis.

### Material Handling

All materials required for site will be unloaded to a designated unloading and storage area which will be away from the work area as far as is practicable. This area will be kept tidy to minimise trip hazards. Materials as and when required will be collected from the storage area and transferred to the work area. All Hawksmoor Construction staff will take care when handling materials and will use mechanical aids wherever possible. When stacking materials particular care must be taken to ensure that the stack is secure and that the product does not get damaged.

### Personal Protective Equipment (PPE)

PPE will be provided as a last form of protection against a hazard. Staff will use the appropriate PPE for the task as identified in the risk assessment.

All site workers will wear Safety boots, Hi Visibility Vests, Hard Hats and protective clothing at all times, other items of PPE such as eye protection, hearing protection and gloves are available to be worn as and when necessary and as determined by the risk assessment.

### Preparation & Induction

A risk assessment will be carried out for all tasks which will be discussed with members of staff and the sub contractors, any queries or concerns will be raised with the contract manager who will ensure it is dealt with. Staff and sub contractors will be inducted onto site in order to understand the hazards present on site and the tasks that are to take place. Staff will also be advised of other site activities that could impact on their work and be made aware of any liaison that needs to take place between different trades. Staff will follow all site rules and safety procedures.

### Staff and Training

The task will be carried out by staff from Hawksmoor Construction Ltd, all staff are qualified, experienced, receive ongoing training, and hold suitable qualifications. Apprentices are under constant supervision by experienced members of staff. Any sub contractors appointed by us have been assessed for their ability and suitability to carry out the tasks allocated to them.

#### **Staff and Training**

The task will be carried out by staff from Hawksmoor Construction Ltd, all staff are qualified, experienced, receive ongoing training, and hold suitable qualifications. Apprentices are under constant supervision by experienced members of staff. Any sub contractors appointed by us have been assessed for their ability and suitability to carry out the tasks allocated to them.

#### **Tools and Electrical Equipment**

All tools and equipment will be visually inspected on a regular basis, defective or damaged equipment will be removed from service. Electrical tools will be 110V or battery operated where possible. Sub contractors will not be allowed to bring on to site any damaged or defective tools, the site foreman is responsible for ensuring that all tools and equipment allowed on the site are fit for purpose. Any portable electrical equipment taken on to site must be PAT tested every 3 months when used on construction sites, 6 monthly for heavy use activities and annually for other activities. A risk assessment will determine if inspection periods need to be varied.

#### **Welfare**

Hawksmoor Construction Ltd is responsible for providing adequate washing, toilet, drying and refreshment facilities for staff and sub-contractors, with in the existing building. Staff and contractors are responsible for ensuring that such welfare facilities are maintained in a clean and wholesome manner.

#### **Contractor and Visitor Safety**

Hawksmoor Construction Ltd will liaise with other contractors staff on a day to day basis and ensure they are aware of the risks present during the works. Staff and contractors will not leave any area of work in a dangerous condition or with risks to themselves, other contractors, tenants, or visitors, all tools and equipment will be cleared to secure storage at the completion of each shift. Heavy plant, scaffold, ladders and any other access to height will be made inaccessible.

#### **Excavating (hand dig only)**

The excavation will be hand dug by two men using pick and shovel; the excavations will be dug to the required width and depth according to the plans. All waste to be removed via buckets or rubble bags and placed in into the skip provided.

#### **Protection of Goods and Decor**

Clients will be requested to remove all ornaments, vases, photographs, furniture etc before work starts. All areas of floor and furniture (that cannot be moved) will be protected with adequate non slip dust sheets and/or plastic sheeting prior to work commencing, all protection will be inspected on a regular basis and renewed or replaced where necessary. Where appropriate staff will either remove outdoor shoes or wear shoe protection to prevent damage to floor coverings.

#### **Working from Step Ladders**

The majority of tasks carried out at height involve working below 2 metres from step ladders; all staff have been made aware of the dangers of working from step ladders and have been instructed on the safe use of ladders. All Staff are required to read and understand HSE leaflet INDG402 the Safe use of Ladders & Stepladders. Only competent members of staff will be allowed to work from step ladders and it is the responsibility of the site foreman to ensure conditions are safe before allowing any ladder work to take place.

#### **Working from Step Ups**

The majority of tasks that involve working at height will be carried out using the step up, before use the floor area should be clear, free from waste and on level ground. The step up should be checked for any sign of damage before use and if damaged removed from use immediately.

## Method Statements

### Delivery of multiple skips

Skips must be designed to enable stacking internally.

1. Each skip should be inspected for safe condition prior to being used.
2. Check all lifting lugs are undamaged.
3. Check walls and floor panels are in good condition. Ensure no metalwork projections likely to cause harm. Remove from service if any damage found.
4. Position the wagon to enable lifting of the 1st skip. Raise and position on wagon keeping chains just off tension.
5. Reposition wagon to enable 1st skip to be stacked in 2nd skip.
6. Lower into the 2nd skip and release chains.
7. Attach chains to 2nd skip and lift both onto the wagon bed.
8. Leave chains attached and lower lifting beam to travelling position.
9. Secure the travel hooks to hold skips in position.
10. Transport skips to first site.
11. Determine offload position for first drop.
12. Lift both skips from wagon and place in location.
13. Remove chains from bottom skip and resling on top skip.
14. Lift top skip and replace on wagon and secure.
15. Proceed to second drop, determine location and position wagon for unloading.
16. Lift skip off wagon, position and lower to ground.
17. Release chains and re-attach to transport hooks for travelling without load.

### Collection Of Loaded Skips

1. Unlock the waste skip compound
2. Lift and remove empty skip from wagon and park on ground in convenient location for transfer to skip location when full skip is removed.
3. Take care reversing up to the full skip
4. Remove any extra waste eg pallets which may be near to the skip
5. Visibly check condition of skip before moving
6. Ensure all protruding waste is removed or re sited in the skip
7. Ensure the skip cover is fitted before loading
8. Visually assess path to vehicle before attempting to load the skip
9. Take into account any obstructions, inclines or anything likely to affect the free movement of the skip
10. Visually assess the contents of the skip to ascertain any possibility of excessive weight
11. Attach the lifting eyes and ensure they are correctly located
12. Position stabilisers.
13. Visually check the area for unauthorised personnel and DO NOT commence lift until area is clear
14. Lifting gear on the skip wagon should only be operated by authorised personnel.
15. Lift the full skip onto the wagon, position and secure with hydraulic lock.
16. Replace the full skip with the empty taking care when maneuvering the suspended skip.
17. Any problems with the skip, access to the site or the contents of the skip should be reported immediately to your supervisor who will advise the appropriate course of action

### Furniture Removal and disposal to waste skips

1. Put on your personal protective equipment
2. Ensure areas have adequate lighting.
3. If not, arrange for removal of window boarding for duration of works in that area. Replace on completion.
4. Be aware of potential for sharp edges or splinters
5. Ensure the area to be cleared and exit points are clear of obstruction
6. Ensure that safe access and egress is maintained.
7. Check all walkways for trip hazards and remove if found.
8. Ensure all doors on the exit route are wedged open
9. Wedges must be wooden or rubber, not fire extinguishers or boxes
10. Use mechanical lifting / transport aids where-ever possible.

11. Use safe lifting technique when lifting and carrying items.
12. Request additional resource for lifting and moving heavy or awkward items.
13. Transport to waste skips location.
14. Lift into skip for disposal. Stack safely, minimising by packing internally where possible.
15. Replace all window security boarding at end of every day to maintain security and safety of property

#### **Working with a listed Building**

##### **Working with a Listed Building**

As the existing property is a Listed Building, special care will be taken at all times to protect the existing fabric and historical features

The route through from the front door to the area of works at the rear of the property will be protected throughout with protective floor covering and where required wall covering installed.

The staircase will be protected with Timber boxing to prevent any damage to it.

Demolition will be undertaken carefully and limited only to those areas outlined in the drawings.

Any areas of chasing out for electrical or plumbing purposes to the existing fabric will be minimised wherever possible, and damage will be made good in all cases.

##### **Delivery of materials through house**

##### **Delivery of materials through house**

Delivery of the materials through the house is going to be very tricky.

We strongly suggest to remove the wall beside the door on the access to the garden to allow us easy access for various sized materials to be delivered to the property.

If this is not removed the turning circle for the stairs would be near impossible to get glazing, structural elements or sheet materials into the property.

This will also hamper our ability to remove waste away effectively.

**Sign Off Sheet**

I have read and understood the contents of this Method Statement.

Anything I did not understand has been explained to me to my satisfaction.

I agree to follow the Method Statement and understand that any instructions are provided for my safety and the safety of others.

| <u>Print Name</u> | <u>Signed</u> | <u>Date</u> |
|-------------------|---------------|-------------|
| _____             | _____         | _____       |
| _____             | _____         | _____       |
| _____             | _____         | _____       |
| _____             | _____         | _____       |
| _____             | _____         | _____       |
| _____             | _____         | _____       |
| _____             | _____         | _____       |
| _____             | _____         | _____       |
| _____             | _____         | _____       |
| _____             | _____         | _____       |
| _____             | _____         | _____       |
| _____             | _____         | _____       |
| _____             | _____         | _____       |
| _____             | _____         | _____       |
| _____             | _____         | _____       |
| _____             | _____         | _____       |
| _____             | _____         | _____       |
| _____             | _____         | _____       |
| _____             | _____         | _____       |
| _____             | _____         | _____       |
| _____             | _____         | _____       |