

Method Statement

Remove & Reinstating Kitchen Units Inclusive of Front, Sides & Back Panels

Title	Ref no.	Category
Remove & Reinstating Kitchen Units inclusive of Front, Sides & Back Panels	01EXP	1

Version	Date	Amendment details	Details (name and date)		
			Prepared by	Checked and approved by	Governance Review
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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 authorised by your manager or safety representative. Please read the entire sheet before beginning, if you have any questions please contact your manager or safety representative.

The main hazards to your safety and health are

- a) Injury from slips trips and falls. b) Injury falling from step ladders c) Injury from Manual Handling d) Fire e) Injury to tenants & members of the public from work being undertaken.

Preventative Measures you must take:

- a) You must be “competent” to carry out the task. b) Warning signs must be placed at the entrance to the building and work area c) Visitors and members of the public are prohibited from entry unless accompanied by competent person, all visitors issued with personal protective equipment d) You must read and be familiar with the COSHH Safety Data Sheets for any materials you are using i.e. Paint, fireboard, primer etc.) You must follow all directions given by your manager or main contractor managers. E) BOSCH Cable locator to be used prior to works

Environmental Protection Measures you must take:

You must dispose of waste to the designated area or skip provided for waste, if no skip onsite return waste to Express depot for disposal.

Quality Control

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

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.

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PPE

All site workers will wear Safety boots, and protective clothing at all times, coveralls (cadent branded) to be worn on CMO sites, other items of PPE such as eye protection and gloves are available to be worn as and when necessary.

Preparation & Induction

All members of staff required to work on any contract will be given copies of risk assessments and method statements, any queries or concerns will be raised with your manager who will ensure it is dealt with. Staff will be inducted onto each site by the principal contractor or contract manager and will follow all site rules and safety procedures.

Welfare

The main contractor is responsible for providing adequate washing, toilet, drying and refreshment facilities for Express staff and sub-contractors, CMO are responsible for ensuring that such welfare facilities are maintained in a clean and wholesome manner.

First Aid

It is the responsibility of the company 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 four days' duration and he/she will re-train at least every three years on a course of not less than two days.

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.

Access / Egress

The main contractor is responsible for providing safe access and egress to the site, Express staff will ensure safe access and egress is maintained for themselves and other contractors in the area they are working in, good standards of housekeeping will be maintained.

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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 to the work area. All staff will take care when handling materials.

Manual Handling

All staff and contractors have been instructed on the potential dangers of manual handling, and have received manual handling training. Staff and contractors will not lift items of tools or equipment beyond their capabilities. Heavy or awkward items will be broken down into smaller pieces or dual lifted where this is not possible. It is the responsibility of the individual carrying the load to identify and control potentially dangerous manual handling situations as they occur on site on a day to day basis.

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. 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. Staff to also ensure the ladder is tagged with inspection by competent person before use.

Contractor/Visitor Safety

Express workers will liaise with other contractor's 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. Scaffold, ladders and any other access to height will be made inaccessible.

Tenant safety & protection of tenant's goods and décor

It is the responsibility of the principal contractor to advise tenants of works to be carried out, Express staff will liaise with the principal contractor and tenants on a daily basis to ensure safe operation. All areas of floor and furniture will be protected with adequate dust sheets and/or plastic sheeting



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Company Name: Express 24-7
Contact Number: 07977 236466

1 **OUTLINE OF OPERATION** – To remove and replace kitchen units to allow for gas pipes to be removed and replaced

2 **PERSONNEL INVOLVED**

Only Trained Personnel to carry-out any working process

3 **HAZARDS IDENTIFIED**

Manual handling
Slips, Trips & Falls
Falls from height
Injury to members of the public
Existing Services – Electric/Water/Gas Etc
Noise
Dust

4 **PROTECTION OF OTHERS AND EQUIPMENT**

Mandatory PPE to be worn on site at all times: Safety boots, Safety glasses, Ear Defenders, Gloves, High-Vis Clothing, Bump/Hard Hat, Flame Retardant Clothing, Dust mask.

- If required suitable barrier system to be used at all times to protect other workers & home owners.
- Suitable platforms to be used for working at heights.
- Access to exit to properties will be maintained at all times in-case of emergency.
- Working areas to be cleared after every shift. No tools or off cuts will be left on site overnight.

5 **MATERIALS TO BE USED**

This will be addressed on day

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6 PLANT AND EQUIPMENT

Tools/ Equipment	Operator competence required	Inspection/ examination certificates required
Power Tools	As per Manufactures usage Guide	PAT Tested
Hand Tools	As per Manufactures usage Guide	Pre-use visual inspection
Protective Sheets		Good Quality

METHODOLOGY – Outline of works undertaking – Remove & Reinstating kitchen units, including:

Protection
Stripping out
Making good
Clearing and handover

It is the responsibility of the main contractor to advise tenants of works to be carried out.

All areas of floor and furniture will be protected with adequate dust sheets and / or plastic sheeting

- On arrival at property ask customer if anyone is self-isolating
- If the answer is yes, you must wear full protective clothing
- Ask customer to remain in a room away from the work area
- Open all windows in work area
- Cover all surfaces with plastic sheeting
- Observe the 2m social distance guidelines where possible (unless government guidelines change)
- Wash hands regularly / use hand sanitiser
- At the end of the day double bag all sheeting and disposable protective clothing and arrange for collection
- Put on appropriate PPE
- Inform tenant and other occupants of work commencing and cordon off work area if practical to do so. Particular attention should be paid to property where children are present.
- Children and adults must be kept away from the work area at all times and protected from dangers of power tools and substances.
- Ensure the area to be dismantled and exit points are clear of obstruction and that safe access and egress is maintained.
- Check any electrical or hand tools for damage or faults , ensure PAT sticker is present and in date any faulty tools must not be used.
- Place appropriate equipment/tools on site in a designated area.
- Visual checks for obvious Risks/Hazards
- Put down protective sheeting
- Remove any items from cupboards to safe area
- Remove other kitchen furniture if required
- Remove kitchen units or panels using appropriate tools
- Leave area whilst work undertaken by gas fitter

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- Visual checks for obvious Risks/Hazards before reinstating
- Reinstall kitchen units or individual panels using appropriate tools
- Put back furniture if required
- Put any items in cupboard if required
- Clear away any rubbish and leave area clean and tidy