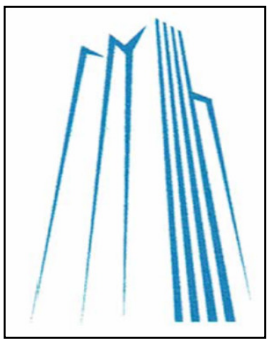
Method Statements



Site Address

James Rawson

100 Hgh Street

Riddings

Derbyshire

DE55 4BJ

Client

James Rawson

100 High Street

Riddings

Derbyshire

DE55 4BJ

Method statement Prepared by Gregory Elkin - on the date 20 June 2025

We the undersigned agree to work to the Methods and restrictions stated within the pages of this document

Name	Signed	Date
Name	Signed	Date
Name	Signed	Date

JTC Design & Build
Unit G14 - Imex Business Park - Wigwam Lane - Hucknall - NG15 7SZ

Method statement Index

Date 20/06/2025
Project Name James Rawson
House 100 Hgh Street
Street Riddings
Town Derbyshire
Postcode DE55 4BJ

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Date released	20-Jun
Project Name	James Rawson
Client	James Rawson

Overview for Processes of works to 100 High Street Riddings

This work involves, demolition of the existing building

Sequence of works - Asbestos Removal

Please refer to Asbestos contractors RAMS for this work

Sequence of works - Set up

Rerect Herras fencing all around the site for full security with gate to the front

Place skips towards the site entrance for timber / brickwork / general mixed waste

Check all services are isolated and terminated by the road

Sequence of works - Interior strip out

Remove all furniture break up and place in the appropriate skip

Remove ceilings (pull down with a hammer) and place waste in appropriate skip

Remove floorboards and take to timber skip

Remove glass from windows and remove windows, remove doors, frames, skirting, dado architraves, kitchen & bathroom fittings to leave the structural shell

Sequence of works - Roof removal

Working from a scaffold or mewp strip off the roof tiles

Either dispose of or get to reclaims

Sequence of works - building dropping

Using a brock or similar munch down the walls aroung 4ft each side at a time working around the building so no wall is left too much higher without being supported by those either side

Keep area clear by taking waste to skips or waste piles when each side has been munched working on oposite side of building

when you expose a layer of joists cease wall works and remove joists and dispose of

continue with wall removal untill at ground level

clear site and conduct a services investigation to check for buried services live drains may pass through this site from other properties

With all services found and identified dig out the foundations

regrade site and make safe ready for future works

We will use a trailer mounted welfare unit within the site boundary

We would use our own 1st Aid equipment which will be located inside the welfare unit

Timescales

We would anticipate these works taking 1-2 weeks

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Method statement No	MS 01
Date released	20-Jun
Project Name	James Rawson
Client	James Rawson

Method statement for Work at height	
Item	**Checks before commencing works**
1	All operatives to be given work at height training before being allowed to work at height
2	If Scaffold is being used check the 'Scaff Tag' or similar to see if safe to use
3	Check any ladder being used is secured Correctly
4	Check Edge protection is in place
5	Ensure all toe boards are fitted
6	Check loading of scaffold is suitable operatives and materials to be used
7	Never drop or throw items from a scaffold or raised work area
8	If working at the side of a trench / excavation, ensure that the sides are adequate to support any operation being carried out and not subject to collapse
9	Tools and equipment should be lifted to work area via mechanical means where ever possible, hoist, fork lift, goods lift. Stairs can be used but will need additonal manpower for larger and heavier materials
10	Step ladders are a means of access and should not be used for long periods of work in one location, mobile towers, Scaffolds, MEWP's Power towers should be considered as a priority
	Description of works
11	When accessing via ladder 3 points of contact must be maintained, do not carry tools in hands
12	Harness and lanyard to be used if working in Cherry picker of where edge protection is not adequate
13	Waste materials to be lowered via mechanical means where possible or though a waste chute
14	Waste materials and tools not to be left on top of scaffolds
15	Any damage spotted must be reported immediately and made inaccesable until repairs have been affected
16	Hard Hats, Hi Vis Vests plus other PPE (suncreen etc) to be worn at all time unless directed safe to remove
17	Any PPE Removed must be put back on before returning to main work area

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Method statement No	MS 05
Date released	20-Jun
Project Name	James Rawson
Client	James Rawson

Method statement for Manual handling	
Item	**Checks before commencing works**
1	Manual Handling training to be given to all operatives
2	Assess the load to be moved for size, weight, centre of gravity, distance to be moved and ground to be moved along, starting and finishing heights
3	Can the load by moved on trolleys, pallets, fork truck etc as all these should be ruled out before considering a manual move
4	Once above conditions have been considered make sure that you have enough persons to move the item
5	Check route and remove any obstacles
6	If this load is to be moved a long or difficult distance, ensure that there are places the load can be put down for a rest. Consider having muliple teams to give all operative a rest
7	Ensure correct method of lifting is employed, straight back and lift with legs
8	Never lift more than you feel uncomfortable with, bear in mind as the distance increases the amount you can lift will reduce
9	Assumed maximum weight to be lifted by healthy male lifting from waist height is no more than 25KG
10	Assumed maximum weight to be lifted by healthy female lifting from waist height is no more than 16KG
11	When conducting lifts with multiple persons, consider the size of persons doing the lifting and set the persons accordinly to give even weight distribution
12	Report any injuries
13	Always wear good suitable stable footwear
14	Always wear correct gloves for lifting
15	Check any aids being used (suckers, ropes, slings, trolleys) are in good order
16	When using trolleys etc try to pull with the centre of your body (both hands on handles) to avoid straining and twistig the back
	Items being moved
	Concrete bags, Cement mixer, tower scaffold, Acrow props, Plywood sheets
	Rebar rods, Resin tubes, Tools

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Method statement No	MS 08
Date released	20-Jun
Project Name	James Rawson
Client	James Rawson

Method statement for Erection & Dismantling & use of Mobile tower scaffolds	
Item	**Checks before commencing works**
1	Only Trained, competent and authorised persons may erect or dismantle a scaffold
2	The ground must be sufficiently stable to support the combined weight if scaffold, perons using it and any materials upon it.
3	Always refer to manufacturers guidance on the scaffolds as they may have different needs and capabilities.
4	Mobile scaffold building or dismantling is not a one person task sometimes up to 4 persons will be needed to correctly erect or take down.
5	Place all wheels, base feet in the base frames and set to level the base frames
6	Brace the base frame and check level, set brakes on all wheels
7	Place platform on frame, noting position of the trap must align with the internal ladder
8	Following manufacturers guidelines, fit next level on frame (if needed) and brace frame.
9	Either lift the current platform up or sit an additional platform to a working level
10	Set any outriggers if needed to stabilise scaffold
11	Repeat steps 8 & 9 as required not exceeding capabilities of scaffold
12	Once complete a scaf-tag (or similar system) should be applied to it.
13	if the scaffold is left incomlete a scaff tag showing incomplete or not to be used or other restriction must be displayed upon the scaffold

Method statement No	MS 09
Date released	20-Jun
Project Name	James Rawson
Client	James Rawson

Method statement for Use of MEWP's	
Item	**Checks before commencing works**
1	Only Trained Competent and Authorised personel to operate MEPW's
2	Check MEWP for last test date and ensure this is OK to use, (Contact supplier if the next scheduled test date is becoming due, if you will still have the machine at this time)
3	Check Charge / Fuel before use, only electrically driven units should be used indoors in enclosed areas. Diesel units can be driven indoors for storage purposes and for maintenance
4	Before use every time. Conduct visual checks, tryres, safety cage, leaks, clean controls, no exposed wires etc
5	Check that the unit being used is suitable for the task in hand, reach of platform, type of MEWP (Cheery Picker, Scissor lift, Vehicle mounted, Self propoelled, Indoor, rough terrain etc) weight or persons who shall be inside the cage plus any tools and materials being on the unit, also check fuel type is suitable.
6	Make sure a rescue plan has been formulated (see rescue plan Method statement)
	Safe operation of MEWP's
7	Always read the manufactures manual and make note of the emergency controls, also make sure that persons working nearby (usually from the dame company) are aware of the emergency controls
8	If a harness and lanyard is required (Cherry Pickers both self propelled and vehicle mounted) ensure that you have this on and adjusted to the correct length (so you are unable to leave the safety cage with this fastened to the anchor point)
9	Ensure controls are set to be operated from the platform and enter the platform
10	Load the platform with necessary tools and materials, Close the gate and check for security. Ensure no materials or tools can fall from the platform
11	Cordon off work area
12	Check position of MEWP
13	Fasten any lanyard to the anchor point
14	Put the key in the ignition and start the machine
15	Check the floor will support the machine (including all materials and persons), Drive the unit to the correct operating position and close the cordon.
16	Check all around for pinch points (including above you), operate the machine (use a spotter if needed for manouvering purposes)

Method statement No	MS 09
Date released	20-Jun
Project Name	James Rawson
Client	James Rawson

Method statement for	Use of MEWP's
17	At no point should persons lean out of the cage, stand on the safety cage bars of use ladders from the platform
18	Once all work has been carried out, the platform should be lowered (check for any obstacles under the platform especially if the deck has been extended) also ensure that no person and no item is inside the mechanism.
19	Once the work has been completed the cordon can be removed, presuming that no other works that require it are still ongoing
20	Turn off the machine and remove the key
21	Remove the tools and any waste materials
22	Take the unit to a safe place of storage and remove the key
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Method statement No	MS 10
Date released	20-Jun
Project Name	James Rawson
Client	James Rawson

Method statement for Generators

Item	Checks before commencing works
1	Check the load of the power needed to be generated is within the units capabilities
2	All generators should be poisition outside in the open air and downwind of doorways so fumes do not enter the building (assuming the building is complete with windows etc)
3	Generator to be stood on stable ground that is flat, as vibration from generators can cause them to move downhill which can cause leads to be strained
4	Check generator for general condition, wiring, fuel leaks power outlets pat test certificate etc
5	Fuel for the generator should be stored in a well ventilated area away from ignition sources in a container designed to carry and store fuel
6	Generator should be turned off for fueling, any spills should be cleaned up immediately and reported to the site office
7	Once the generator is running, test any RCD devices fitted to it.
8	All leads run from the generator should be run at above head height and around the perimeter of rooms to minimise trip hazzards
9	All leads should be checked for PAT test and for visible defects, leads with defects should be put out of service and labelled as such until repairs can be made. Any repairs must be by trained competent and authorised persons
10	Hearing protection is likley to be required when working near the generator
11	Ensure that persons running from generator are ware of any times that the generator may be turned off (for re-fueling etc).
12	Before turning the generator off ensure all persons are ready, (may be in roof spaces using lights from the generator etc)
13	When restarting the generator check all plant is turned off as tools may have been left on and this could cause accidents
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Method statement No	MS 11
Date released	20-Jun
Project Name	James Rawson
Client	James Rawson

Method statement for Asbestos

Item	Sequence of works	
1	Asbestos can be found in buildings constructed before 1999	
2	Asbestos is a natural material that can be processed into many different forms from asbestos blankets and insulations, to floor tiles and paper coverings.	
3	If it is not disturbed (including air around it) asbestos should not cause any harm, however even the smallest amount of asbestos fibres in the can be harmfull	
4	Before commencing works in a building that may contain asbestos, an asbestos survey should be carried out. There are 3 types of survey	
	Type 1	Presumptive - looking at items and from knowledge of location and item, presume that this item is likely to contain asbestos
	Type 2	Inspection with testing - this type of survey starts as the presumptive survey but takes suface samples for testing
	Type 3	Invasive - this survey is the most thorough, it takes samples from all areas, cutting into walls / floors / ceilings / claddings & laggings and taking away for testing to ascertain the make up. This type of survey must be carried out on all buildings constructed prior to 1999, unless a full strip out can be proven
5	If any asbestos if found to be present it must be labelled as such and details to be in the report, showing where it is, what it is (lagging, floor tiles etc) and what recommended action is to be taken. This report will assume that the builing is not being knocked about so any invasive works through or near this must be considered hazzardous	
6	Only trained competent and authorised specialists are allowed to carry out removal or encapsulation works, this must include air monitoring to check for fibres being released into the air	
7	The HSE will need to be notified before any asbestos removal works is to be carried out.	
8	Familiarise yourself with the asbestos report before commencing works	
9	if you come across materials that you suspect could be asbestos, stop work immediately, report the find to the site agent and check the asbesots report again. If in doubt, clear the area, cordon the area off, encapsulate (can be a plastic sheet taped in place), and get this tested. Clean hands, face and hair thouroughly in running water and remove any outer clothing and double bag this.	
10	Any asbestos waste must be disposed of by specialist waste disposal operative, and must be double baggeed and labeled	
11	Should material be located not on survey that is suspected to be an ACM work in this area is to cease and the material is to be sheeted over (if deemed safe to do so)	
12	Any release of Dust / fibres deemed as hazardous to health should be reported under RIDDOR	

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Method statement No	MS 12
Date released	20-Jun
Project Name	James Rawson
Client	James Rawson

Method statement for Scaffolds	
Item	**Checks before commencing works**
1	Only trained authorised and competent operatives are alloed to carry out any scaffolding works
2	The scaffold to the building must be checked for access points for operatives and materials and must take this into consideration in its design
3	Material platforms and loading points must be considered when designing the scaffold
4	Scaf tag (or similar) must show scaffold as incomplete untill the scaffold has been completed and checked
5	Never alter a scaffold by yourself (unless you are trained authorised and competent to do so)
6	All ladders must be tied at the top, or midway, and on level ground at the foot, ladders to extend a minimum of 1000mm above platform height
7	Scaffolds must be inspected every 7 days by trained competent and authorised persons (or sooner if after any significant rain, or excavations / ground movements within the promimity), and the Scaftag must be updated to reflect this inspection, if found to be unsafe the ladders are to be blanked off or removed to prevent access
8	Never overlaod a scaffold, for details of loads see site agent.
9	Never store materials on a scaffold except on dedicated storage areas
10	Never throw waste or tools from a scaffold, use bins, hoist, fork-lift, chutes as appropriate

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Method statement No	MS 15
Date released	20-Jun
Project Name	James Rawson
Client	James Rawson

Method statement for General Plumbing works	
Item	**Sequence of works**
	Most plumbing works should be carried out by a trained competent and authorised plumber and will have a specific method statement, however some works can be carried out be a general operative and can be carried out as described here
1	**Turn off mains water**
	Ensure that the water is meant to be turned off
	Turn stop-tap until water stops flowing
2	**Removal of sanitary ware**
	With all water supplies turned off and isolated and after being given guidance
	Wearing Gloves, unscrew fixings & pipes and lift away, store for re-use or diepose of in accordance with ACoP's
	If drainage on a live system, bungs to be fitted to all waste pipes
3	**Removal washing machines, dishwashers**
	With all water supplies turned off and isolated and after being given guidance
	Unscrew water fittings and remove waste pipes, there will be residual water in the waste pipes and water pipes, this can be drained into a bowl for subsequent removal into a drain
4	**Connection Washing machines & dishwashers**
	With all water supplies turned off and isolated and after being given guidance
	Read manual to ensure correct sequence of operations and any transport bolts and packaging have been removed
	Level appliance and connect waste and water pipes to fittings check for leaks.
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Method statement No	MS 20
Date released	20-Jun
Project Name	James Rawson
Client	James Rawson

Method statement for Cutting / Grinding / Sanding steel with disc	
Item	**Sequence of works**
Item	**Sequence of works**
	Check the power tool being used for safety and compliance
	Ensure relevant testing has been carried out in accordance with current guidelines & site rules
	Check the blade / disc is suitable for the process being carried out
	All cables to be run to the tools safely (see safe use of power tools method statement MS27 for further information)
	Ensure operatives are wearing the correct PPE
	Only trained authorised and competent persons to use the tool
	Method statement
1	Set up the work area with the tools and materials in easy access
2	Place the material on stable table / platform or hold as appropriate
3	Manouvre the workpiece as needed to the correct place for cutting and clamp material in jaws as required
4	Apply cutting oil / fluid to the workpiece as necessary
5	Turn on the tool
6	Slowly introduce the blade / disc to the workpiece
7	Applying even pressure cut through / grind/ sand the material
8	Ensure any offcut is adequately supported and will not fall when cutting
9	Turn off the tool and make safe
10	When blade has stopped place the tool safe
11	Do not leave tool unattended and plugged in
12	Repeat the process as required

Method statement No	MS 25
Date released	20-Jun
Project Name	James Rawson
Client	James Rawson

Method statement for Use of cordless Tools	
Item	**Checks before commencing works**
	Check Condition of battery and Tool body for signs of damage
	No tools are to be used with defective battery housings of damage to the tool body that could affect the stability of the tool or the integrity of the battery cells
	Check the condition of the blades / drills to be used in the tool and discard / resharpen any blunt, damaged or defective ones
	Ensure work area is clear from debris and fire hazards
	Eyes and hands on task - no phone calls or use of other devices that could distract from the task are to be used
	Ensure Correct task appropriate PPE is work by operatives
	Only trained authorised and competent to use power tools
	Battery charge area to be kept tidy with all circuits protected by RCD device
	Method statement
1	All tools to be placed in safe locations when not being used
2	Ensure all workpieces are held securely and not likely to slip or fall
3	Ensure all blades / discs / bits ETC are in a good condition and secure
4	Defective plant and power tools should be removed from service and made unusable until repairs have been effected
5	Defective blades / bits ETC should be removed from the equipment and disposed of or sent for repair
6	Do not place excess pressure on tools when in use this can cause blades / discs to break and excessive load on the motors
7	Never leave machinery to run unattended
8	Always use the correct tool for the job in hand
9	Never remove guards (unless required to change blades etc)
10	Always adjust guards to the material being being worked upon
11	Keep work area tidy to prevent trips slips and falls

Method statement No	MS 26
Date released	20-Jun
Project Name	James Rawson
Client	James Rawson

Method statement for Use of electric power saws	
Item	**Checks before commencing works**
	All appliances to be checked for safety and compliance before bringing to site
	All Leads to be checked for safety and compliance before bringing to site
	All leads to be run at above head height wherever possible to prevent trip hazards
	All leads plugs and tools to be visualy checked before use every time
	Only trained authorised and competent to use power tools
	Ensure Correct task appropriate PPE is work by operatives
	Method statement
1	All tools to be placed in safe locations when not being used
2	Ensure all workpieces are held securely and not likely to slip or fall
3	Ensure blade depth is OK and does not penetrate supporting items or leads etc
4	Ensure all blades are in a good condition and secure
5	Defective plant and power tools should be removed from service and made unusable until repairs have been effected
6	Defective blades / bits ETC should be removed from the equipment and disposed of or sent for repair
7	Do not place excess pressure on tools when in use this can cause blades to jam and excessive load on the motors
8	Never leave machinery to run unattended
9	Always use the correct bladel for the job in hand
10	Never remove guards (unless required to change blades etc)
11	Always adjust guards to the material being being worked upon
12	Keep work area tidy to prevent trips slips and falls

Method statement No	MS 27
Date released	20-Jun
Project Name	James Rawson
Client	James Rawson

	Method statement for Use of Power Tools
Item	**Checks before commencing works**
	All appliances to be checked for safety and compliance before bringing to site
	All Leads to be checked for safety and compliance before bringing to site
	All leads to be run at above head height wherever possible to prevent trip hazards
	All leads plugs and tools to be visualy checked before use every time
	Only trained authorised and competent to use power tools
	Ensure Correct task appropriate PPE is work by operatives
	Method statement
1	All tools to be placed in safe locations when not being used
2	Ensure all workpieces are held securely and not likely to slip or fall
3	Ensure all blades / discs / bits ETC are in a good condition and secure
4	Defective plant and power tools should be removed from service and made unusable until repairs have been effected
5	Defective blades / bits ETC should be removed from the equipment and disposed of or sent for repair
6	Do not place excess pressure on tools when in use this can cause blades / discs to break and excessive load on the motors
7	Never leave machinery to run unattended
8	Always use the correct tool for the job in hand
9	Never remove guards (unless required to change blades etc)
10	Always adjust guards to the material being being worked upon
11	Keep work area tidy to prevent trips slips and falls

Method statement No	MS 39
Date released	20-Jun
Project Name	James Rawson
Client	James Rawson

Method statement for	Use of hand held breakers
Item	**Checks before commencing works**
	Check area to be worked up for burried hidden services with a scanner and refer to plans
	Check Plant is correct for the task in hand
	Ensure PPE is worn by those carrying out the task and anybody nearby have access to hearing protection
	Cordon off work area above & Below to keep those passing the work area are protected from the tools, flying debris and potentially falling over debris or into any holes created
	Check safe working time for Vibration (vibration white finger is a serious condition and exposure to vibration must be limited by correct tools, PPE, and working time)
	Method statement
1	Check correct tool applied to plant for whatever to be broken, concrete, tiles etc
2	Ensure power supply (Generator, compressor, Transformer) is placed in a correct and safe position so as not to cause fumes to build up in a hazzardous position of be fed into a air vent, as well as not to cause an obstruction.
3	Any hoses / power cables to be run at high level wherever possible / practical or very short runs within the cordoned area
4	Start breaking / Drilling from a suitable point, it is normally easier to work from an edge and break away rather than work from the middle
5	Keep debris clear from working area to maintain a solid footing, and keep marked services visible
6	When approaching area of potential burried services the area should be broken away by hand or very slowly so as not to break or damage them
7	Once servces have exposed (unless this is the purpose of the operation) cover / apply warning signs and protect the area
8	Continue operation for as long as required, taking regular breaks and ensuring that maximum working time for the tool being used is not exceeded
9	Turn off and generator / compressor when not required
10	Clean work area and place all debris in skip / Waste collection area (can be re-used for hardcore on some sites)
11	Ensure all Warning signs for excavation and burried services are in place
12	Make Foreman / project manager aware of services or other hazzards
13	Leave cordon in place (or modify to protect excavation / hole/ services)
14	**This is noisy works and nearby operatives may require hearing protection**

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Method statement No	MS 58
Date released	20-Jun
Project Name	James Rawson
Client	James Rawson

Method statement for Waste Management	
Item	**Checks before commencing works**
	Skips to be located as per principal contractors site set up plan
	We would segregate the waste to timber, plaster, bricks , general mixed - we will try to recycle get reclaims to collect where possible and practical
	Method statement
1	Waste to be separated as appropriate,
2	Timber / plywood to be removed and reused if possible
3	Plasterboard to be separated and placed in plaster skip
4	Waste MDF / flooring skirtings ETC to be placed in the timber waste skip
5	Materials to be taken to the car park in manageable sections on trolleys /digger where possible
6	Bins to be located for the small items
7	Site to be kept tidy with waste in the correct areas as much as is practicably possible
8	Timber to be de-nailed, nails flattened to minimise risk of impalement
9	No open bins with food waste

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Method statement No	MS 61
Date released	20-Jun
Project Name	James Rawson
Client	James Rawson

Method statement for Removal of Roofing Tiles	
Item	**Checks before commencing works**
	Noisy works are to be kpet to a minimum using other methods of working wherever possible
	Appropriate PPE to be worn, Gloves, Eye protection, Dust masks
	Method statement
1	Working from safe area, pry up original tiles with hand tools (pry bar or similar)
2	Place in safe location
3	work in rows from the top down untill completely done
4	don't store all tiles in same area as this may unbalance the scaffold
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Method statement No	MS 62
Date released	20-Jun
Project Name	James Rawson
Client	James Rawson

Method statement for Removal of roofing felt & Laths	
Item	**Checks before commencing works**
	Noisy works are to be kpet to a minimum using other methods of working wherever possible
	Appropriate PPE to be worn, Gloves, Eye protection, Dust masks
	Method statement - Removal Laths
1	Working from the top of the roof, using a claw hammer or pry bar lift the laths one at a time
2	Denail laths for safety
3	place in safe location for re-use or skip if being discarded
	Method statement - Removal Felt
1	Working from the top, pull from an edge and pull away from the roof
2	De-nail the roof with a claw hammer or pry bar ready for new covering
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Method statement No	MS 63
Date released	20-Jun
Project Name	James Rawson
Client	James Rawson

Method statement for Removal of lead to Valleys	
Item	**Checks before commencing works**
	Noisy works are to be kpet to a minimum using other methods of working wherever possible
	Appropriate PPE to be worn, Gloves, Eye protection, Dust masks
	Method statement - Removal of Lead to Valleys
1	Working from an edge, pry up the original lead and fold / roll up for disposal
2	Take to safe diposal site

Method statement No	MS 64
Date released	20-Jun
Project Name	James Rawson
Client	James Rawson

Method statement for Removal of Chimneys	
Item	**Checks before commencing works**
	Noisy works are to be kpet to a minimum using other methods of working wherever possible
	Appropriate PPE to be worn, Gloves, Eye protection, Dust masks
	Method statement - Removal of Chimney pots
1	Working from safe platform, using hammer and bolster break away the cement flaunching
2	Place in bucket and using a rope, lower to the ground
	Method statement - Capping Chimneys
1	Cut slate tile to cover the holes in existing chimneys
2	Mix mortar with sharp sand and form new flauching to cover slate and chimney to provide weather proof finish
3	Trowel off finished flaunching to make smooth
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Method statement No	MS 70
Date released	20-Jun
Project Name	James Rawson
Client	James Rawson

Method statement for Rescue Arrangements from Mewp	
Item	**Checks before commencing works**
	All MEWPS should be used correctly by trained competent and authorised personnell. All mewps must be checked before each use and at the start of every work day
	Appropriate PPE to be worn, Harness, Lanyard as well as task specific PPE
	Method statement -
1	Most importantly, work at height should be avoided if possible
2	MEWP's should not be built in areas of hazzard
3	Anyone who is to be working on a MEWP should have IPAF training in date, work at height training, and should not be afraid of heights.
4	if working near power lines or other hazzards limits should be in place to minimise any risks
5	When a new MEWP comes to site or new operative comes to use a new MEWP, the operative and a nearby ground level worker should familiarise themselves with the machine and especially with the ground controls and emergency decent mechanism
6	The manual supplied with the machine will show how to test this
7	Should someone become incapacitated whilst using a mewp it is essential to discover the possible cause so as not to put any rescue team at risk. Turn off power ETC
8	They may have struck their head, been trapped between objects, been submitted to fumes or received electric shock, or just become unwell. Emergency services should be considered at this time, early treatment greatly increases the chance of a full recovery.
9	If possible another machine can be used to check on the operative
10	Assuming that it is safe to approach the machine, the ground controls can be used to safely lower the machines basket back to ground level
11	If ground controls are not responsive, then the emergency lowering mechanism can be used. This is not to be taken lightly as this is quite a brutal way of lowering the basket and it just comes down and does not retract any booms etc
12	Once the basket is at ground level 1st aid and medical attention should be given
13	Should 999 have been called and deemed not required a further call to stand them down should be made
14	The incident MUST be recorded in the accident book at the site diary

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Method statement No	MS 76
Date released	20-Jun
Project Name	James Rawson
Client	James Rawson

Method statement for Cutting away Fire proof boards	
Item	**Checks before commencing works**
	Permits are all in place
	Everyone has signed in
	Method statement -
1	Check the area that must be cut away and don't cut away more than needed
2	Always cut neatly and mark the material both sides of the cut so that it can be more easily identified and relocated again if required
3	Use a hand saw with fine blade cut carefully across / along the material. Or use a multitool with again a fine blade
4	Unscrew any screws holding the material you wish to remove and carefully lift away the cut section
5	Try not to cut all the way around a coolumn as the upper portion of the cladding may slip down.
6	Mark up the section removed and hand to the relevant Hub representative so they know where this is from should it need to be refitted by others

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Method statement No	MS 78
Date released	20-Jun
Project Name	James Rawson
Client	James Rawson

Method statement for Cutting bricks and blocks

Item	Checks before commencing works
	Permits are all in place
	Everyone has signed in
	Method statement - Hammer cutting
1	Working on a solid flat surface wearing correct PPE
2	Measure the Brick / block to be cut and mark
3	Using a bolster and lump hammer strike the brick / block firmly working around the block to form a stress fracture line, It will break aound the fracture line
4	Using a brick hammer clean up the end as needed
	Method statement - Disc cutting
1	Working on a solid flat surface wearing correct PPE
2	Measure the Brick / block to be cut and mark
3	With the workpiece held firmly create a line with the diamond disc around the block
4	Using a bolster and lump hammer strike the brick / block firmly It will break aound the cut line
	Method statement - Block breaker
1	Working on a solid flat surface wearing correct PPE
2	Measure the Brick / block to be cut and mark
3	Place the workpiece into the machine and line up with mark
4	Work machine which will crush and fracture the block on the points

Method statement No	MS 79
Date released	20-Jun
Project Name	James Rawson
Client	James Rawson

Method statement for Digging with Digger

Item	Checks before commencing works
	Permits are all in place
	Everyone has signed in
	Work in in a cordoned off area
	Method statement - Digging with Digger
1	Scan the area with Cat & Genny plus visualy to look for services, Bear in mind water services in plastic pipes will not show up on a CAT & Genny scan
2	Cut the concrete / bricks with a 9" grinder to the line determined for the lines
3	Scrape the top layer off, set aside waste and build a pile for later disposal
4	At this stage scan again for buried services
5	Where services are identified spray paint the routes and hand dig in these areas slowly until the required depth is achieved or the services are discovered
6	Continue with the digger in the areas thought to be safe, but employ a banksman watching the area as a 2nd pair of eyes
7	Once the desired level has been reached scan for services again and lay marking tape and peg down for future reference. Also mark onto site plan so this can be added to the H&S file
8	At no time should the digger be left with the keys in the ignition and nobody in the cab
9	Only persons who are trained competent and authorised should be allowed to operate the machine

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Method statement No	MS 80
Date released	20-Jun
Project Name	James Rawson
Client	James Rawson

Method statement for Digging by Hand

Item	Checks before commencing works
	Permits are all in place
	Everyone has signed in
	Method statement - Hand Digging
1	Scan the area with Cat & Genny plus visualy to look for services, Bear in mind water services in plastic pipes will not show up on a CAT & Genny scan
2	Where services are identified spray paint the routes and hand dig in these areas slowly until the required depth is achieved or the services are discovered
3	Hand digging is to be done carefully often more scraping than than forcing the spade into the ground. This is to locate the hiden services, but do not dig deeper than necessary to get the required base level
4	Once the desired level has been reached scan for services again and lay marking tape and peg down for future reference. Also mark onto site plan so this can be added to the H&S file

Method statement No	MS 81
Date released	20-Jun
Project Name	James Rawson
Client	James Rawson

Method statement for Excavations	
Item	**Checks before commencing works**
	Permits are all in place
	Everyone has signed in
	Method statement - Hammer cutting
1	Working on a solid flat surface wearing correct PPE
2	Measure the Brick / block to be cut and mark
3	Using a bolster and lump hammer strike the brick / block firmly working around the block to form a stress fracture line, It will break aound the fracture line
4	Using a brick hammer clean up the end as needed
	Method statement - Disc cutting
1	Working on a solid flat surface wearing correct PPE
2	Measure the Brick / block to be cut and mark
3	With the workpiece held firmly create a line with the diamond disc around the block
4	Using a bolster and lump hammer strike the brick / block firmly It will break aound the cut line
	Method statement - Block breaker
1	Working on a solid flat surface wearing correct PPE
2	Measure the Brick / block to be cut and mark
3	Place the workpiece into the machine and line up with mark
4	Work machine which will crush and fracture the block on the points

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Method statement No	MS 88
Date released	20-Jun
Project Name	James Rawson
Client	James Rawson

Method statement for Lifting with Tele handler or fork lift

Item	Checks before commencing works
	Permits are all in place
	Everyone has signed in
	Method statement -
1	Cordon area beneath work area off from all persons not involved with the lift to pre damage to property
2	Keep a check to ensure the cordon is maintained
3	Only trained competent and authorised persons will be allowed to be in control of t machine. In order for us to best control this, we will ensure that the driver of the ma the keys upon his person to ensure that no unauthorised persons drive this and can injuries
4	All loads to be either palletised or slung of clamped to the forks, this will enable us t from falling / slipping and protect the building and the persons doing the works
5	To minimise the risk of persons coming to harm whilst the steel is being lifted we wi exclude all other operatives and management from the area whilst lifting is being ca
6	We shall have to keep all eyes on the task at all times, so we shall ignore all persons with the lift whilst each lift is in the air. Once each individual lift is complete and the we can the communicate with other persons
7	We shall put all phones to one side whilst the lift is in the air to prevent distractions
8	All loads are to be secured to the machinery and test lifted prior to the main lift bein shall enable the repositioning of the load to achieve best balance and minimise the
9	The machinery is to be properly serviced before getting to the site and to have had certificate checked and renewed if required.
10	All slings and lifting strops, chains etc to be checked for test certification before bein and visually checked before each lift as they can snag or rub causing damage.
11	Only 1 signaller to communicate with the driver of the machine, other operatives to signaller not the driver

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