

# MCN Ltd METHOD STATEMENT DETAILS

**Site Location :**

**Task / Activity:** Kitchen and Bathroom Replacement

**Start Date :**

**Finish Date :**

## 1. Sequence Of Works :

1. Arrive on site and sign register of attendance if required. Ensure all operatives have received site induction and that they have read and are familiar with method statements and risk assessments relating to works. When working in occupied houses, all operatives should be issued with a suitable form of identification which should be clearly displayed on their outer clothing at all times.
2. Before work commences, erect warning notices or barriers as required and ensure area of work is secure to provide a safe zone between tenants and the work area. Display adequate warning signs to warn tenants or visitors to the property.
3. Safe access/egress around the property of the site must be maintained for tenants at all times during the work. Tenants should be made aware of safe areas and restrictions on them prior to work commencing.  
All operatives to be vigilant against tenants or visitors, coming in to work areas at all times. If this does occur, report to your site supervisor immediately.
4. Operatives should not use any tools or equipment they have not been trained to use. All tools/equipment to be maintained in good order. No plant, equipment, tools or materials will be left in unprotected areas of the site at any time.  
Ensure all of these items are stored in a secure, locked area at end of each working day.
5. Dust sheets will be put down within the property prior to work commencing where required.
6. Ensure all services are disconnected and locked off prior to working on electrical equipment etc.
7. Existing kitchen units and bathroom ware will be stripped out and dismantled. All waste material will be removed from site as soon as reasonably practicable. Waste will not be left on public footpaths at any time.
8. Use mechanical aids where possible and team lifting techniques. Do not lift anything that is too heavy for you (Get Help).
9. Steel toe cap safety footwear to be worn at all times when on site.
10. Step ladders may be required to reach high level items during the dismantling stage. All work from ladders to be carried out in accordance with relevant risk assessment.
11. Do not stretch from ladders. Always move them into the correct position to give easy access to the correct area.
12. Replacement kitchen and bathroom will be installed as per manufacturer's instructions.
13. Ensure adequate fire extinguishers available, particularly if using burning torches. Burning mats to be used at all times when required.
14. Wear appropriate protective clothing, masks when required. Good welfare facilities for washing to be made available.
15. Leave all work areas clean and tidy when work is complete. Do not leave materials which could cause a fire or trip hazard lying around the site at any time.
16. Public safety must be a priority at all times during this type of work. Do not take chances. If you are unsure at any time, ask your supervisor.
17. Any property specific hazards e.g. presence of needles, presence of asbestos, dangerous animals or others will be identified during the initial inspection with the client's representative and where required a relevant risk assessment produced prior to work commencing in that property.

**2. Names & Details of persons engaged in works:**

**3. Supervision Arrangements :**

Name of Supervisor :

Location :

Frequency Of Visits : Daily or as required

Contact Tel No :

Other Information :

**4. Plant & Equipment Details**

Hand tools, small powered/battery operated drills, step ladders

**5. First Aid arrangements:**

Name of Appointed Person / First Aider :

Location : on site

**6. Third party Considerations :**

Due consideration will be given to other tenants and therefore the area of works will be suitably barriered to prevent unauthorised access to possible hazardous areas if required.

**1. Demarcation arrangements :**

Area of Works : As per specification of site

Barrier / Warning Notices :

Attached Sketches : Nil

**1. Emergency Arrangements :**

Nearest Hospital & Tel No:

Nearest Fire Station & Tel No :

Fire Evacuation Arrangements : Exit as quickly and as safely as possible, raise the alarm and dial 999.

**Safety Advisor Name & Tel No :** Fraser Adrain 07831-112992

The Safety Advisor will visit the site on notification of works by site supervisor, or by unplanned inspection visit.

**1. Risk assessments relating to works: List and attach.**

Complete set of risk assessments for work to be carried out are attached

**10. Guidance Notes / Additional Information :**

Construction Design & Management Regulations 2007

The Work at Height Regulations 2005

The Provision and use of Work Equipment Regulations 1998