

METHOD STATEMENT REVIEW AND RISK ASSESSMENT	Form No.
	SDHS-007
	SDHS-015
	SDHS-014

Method Statement approval must be granted by, as a minimum, the Site Manager, and a Senior representative of the company in question. Where additional advice is required, it should be sought from the Safety Department. Guidance for reviewing Method Statements should be used to identify short falls within the proposed Method of work.

Contract:	Grenfell Towers, Grenfell Road, London W11	Contract No:	TBC
Method Statement Title:- 1st and 2nd fix including Door sets, Window Boards, skirting * Hoarding Scope of Works:- Install Window boards. Door sets, skirting,			
Contractor:	SD Carpentry Ltd	Programmed Start Date:	29/4/15

In compliance with the Contractor's Site Safety Plan the submitted document has been reviewed by the contractor with the following comments (Tick the appropriate stage below)

Stage 1 – Work may proceed in accordance with the submitted method statement.

Stage 2 – The method statement must be amended to cover items listed below.

Stage 3 – The systems of work proposed has been rejected as unacceptable.

Comments/Actions required:-
(Please refer to review document attached)

We, the undersigned (all listed to sign), confirm that the Method Statement given above has taken into account all the Health, Safety and Environment risks associated with the operation required, to the best of our knowledge, and has put into place sufficient procedures and supervision to eliminate or reduce those at risk as far as reasonably practicable. Given that conditions remain the same, and that there is competent supervision to ensure that this method statement is carried out practically, the operations may proceed in accordance with this Method Statement:-

Name	Company	Position	Signature	Date
		Project / Senior Manager		
		Site Manager		
		Site Safety Manager		
Sonnu Singh	SD Carpentry Ltd	Sub-Contractor Supervisor		

Following approval, the Method Statement must be read and understood by all those involved (including Supervision from Sub-Contractor and the Contractors) with that activity and all persons involved must sign the briefing record sheet attached to the Method Statement. This sheet and subsequent sheets must be kept with the current approved master copy Method Statement.

METHOD STATEMENT REVIEW AND APPROVAL SHEET	Form No. SDH014
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Method Statement Review and Approval Guidance

(Yes, No or N/A (Not applicable) in Column below to identify omissions or additional information required. This list is not exhaustive)

<i>Check off against document (Y, N, N/A)</i>	<i>Information/details that should be provided in proposed Method Statements.</i>
1	<p><i>Name and address of contractors involved. This must include the Contractor who will carry out the works, if this is different from the Contractor with whom the primary contract has been placed with. Title of Method Statement, Date and Issue/Revision Number.</i></p> <p>A What is to be done?</p> <p>B Location – where will it happen?</p> <p>C Sequence of works (stability consideration)?</p> <p>D Methods – how will it be done?</p> <p>E Commencement date?</p> <p>F Duration?</p>
2	<p>Resources required.</p> <p>A Personnel and their training, Number involved, trades etc.</p> <p>B Supervision – by whom – Name</p> <p>C Plant and equipment including MEWPS. Test Certificates if relevant.</p> <p>D Materials.</p> <p>E Crane check list - if lifting operations are required.</p>
3	<p>Risk Assessment – Assessment of Significant Risks to include (if relevant);</p> <p>A Access and Egress.</p> <p>B Place or work / Working at height.</p> <p>C COSHH, Noise, Vibration, Manual Handling etc.</p> <p>D Others at risk, i.e. members of the public, other trades etc.</p>

E Environmental issues, i.e. wildlife, vegetation, watercourses, waste etc.

4 Control Measures.

A Permits to work / restricted access / barriers etc.

B Security.

C Special training, i.e. confined spaces, tower erection, use of plant etc.

5 Personal Protective Equipment.

A List clearly the PPE to be used.

6 Emergency arrangements.

A Rescue – by whom.

B Security.

C Environmental emergency actions.

7 Planning, Temporary site amendments.

A Traffic and pedestrian routes / fire arrangements / services.

8 Who the information will be submitted to

A Checking / Reviewing and updating provisions.

B Confirmation of briefing Operatives.

9 Monitoring and Compliance.

A Who will monitor and when

B Enforcement – how and by whom.

10 Additional Information / Notes;

11 NO APPROVED
METHOD
STATEMENT – NO
START

Whilst all work requires a risk assessment to enable the Contractor to take adequate precautions against hazards, some operations are so high risk in terms of Safety and the environment that these details must be expanded upon. Method Statements are required for the majority of activities and MUST be in place for;

- 1 Asbestos disturbance / removal works.
- 2 Demolition.
- 3 Piling.
- 4 Ground Works.
- 5 Work in confined spaces.
- 6 Falsework / Formwork.
- 7 Scaffolding (temporary works approval for engineered scaffolds – 14 days).
- 8 Structural steelwork.
- 9 Pre-cast concrete units.
- 10 Roofing work / Cladding / Metal decking.
- 11 Crane operations including ground conditions.
- 12 Installation and commissioning of Lifts and other M&E Plant.
- 13 Where required by risk assessment – risk of significant injury, i.e. working at heights.
- 14 Where required by risk assessment – risk of significant environmental harm, i.e. working close to watercourses.

**THIS LIST IS NOT
EXHAUSTIVE**

This should be accompanied by the person directly managing the work but must be assessed and approved by the main Contractor's line managers prior to the start of any works. This document provides some prompts on content, but additional

specific information may be required.

**METHOD STATEMENTS MUST BE SUBMITTED PRIOR TO ANY
COMMENCEMENT OF WORKS ON SITE.**

Title: Rydon 1st and 2nd fix – doors sets and skirting**Scope of works;**

- a. Install Window boards
- b. Install Door Sets
- c. Installation of skirting

Location; Various locations throughout the building.

Sequence of works: - Doors & window boards & Skirting**General**

1. All Timber and other materials will be organised through either SD Carpentry Ltd as specified by the contract. if required, from purchasing to organising delivery dates etc. The Site Foreman from SD Carpentry Ltd, or Contracts Managers Dave O'Brien / John Durant, will have regular contact with Rydon management and will be notified of delivery dates 24 hours prior to their arrival
2. SD Carpentry Ltd will ensure adequate labour is present on site to unload, lift and move any Timber or other materials. Materials will be moved vertically by Rydon.
3. All doors and frame materials will be pre-ordered and supplied by Rydon Ltd. Once on site the materials will be distributed to locations required by SD Carpentry Ltd.
4. SD Carpentry will check the status of each door and frame on delivery and will ensure there is due care and attention for the protect and storage of these materials. All damage will be recorded and reported to the site management.
5. Surplus materials to be recycled and disposed of as per Rydon Environmental Management Policy

Installation of Doors (pre-hung door set)

- The Door and frame are to be loaded out to the correct floor and ensure the door and corresponding opening is correct.
- For a standard pre-hung door set – it will take 2x operatives to load the door. 1x operative to install the door
- For a pre-hung double door set 2x operatives to install the door.
- The frame will be offered to the opening. Should the opening exceed 10-12mm tolerance, The opening will need to be amended – Remedial actions, such as variance with the openings and floor height will be subject to decision by Rydon site management and SD Carpentry
- The frame is temporarily fixed with a 4" no 12 screw.
- The frame is adjusted lined and levels using a spirit level

- Plastic packers are used to pack the door frame and the frame secured.
- The door is hung into the frame – all hinges have been routered and fitted at the factory.
- The door is tested to swing, and any minor adjustments to the movement of the frames are made.
- Architraves are installed – by glue / 2nd fix Paslode pin – currently the door sets have yet to be defined.
- Ironmongery is installed as per instructions from supplier – these installation instruction vary from supplier to supplier.
- The door is checked, for installation, damage, fire seals and acoustic seals.
- The door is protected in accordance to standards as yet to be defined by Rydon.
- For more information please see <https://www.youtube.com/watch?v=gY7o5oSwd>

Installation of Window Boards / skirting

- Window boards will be made up on site by 1x operative.
- An area of the building need to be assigned by Rydon as a cutting area to use chop saws / skill saws. This area will be segregated from other trades – H&S details for using powers tools can be found in the risk assessment.
- Rydon must ensure that all relevant trades that have a direct impact on works to skirting and windows boards made completed their works prior to SD Carpentry commencing works. Rydon must ensure that SD Carpentry have continuity of work.
- The area for installation is check prior to installation – and hindrance / deviation that hinders or prevents works from being carried will be raised to Rydon site management.
- The area for the window board / skirting is measure using a measuring device such as a tape measure.
- The skirting / window board is then cut to size using a skill saw / chop saw.
- The window board is offered to the opening, levelled with a spirit level and packed to the correct height. –
 - Due to the variance in height specific to Grenfell TowersProject, packers will me made up from MDF as they may exceed 12mm, Where the variance is below 12mm plastic packers will be used.
- The window board / skirting will be scribed to fit the opening where applicable.
- Window boards will be fixed to metal partitions using self tapping Tech screws – Size to be confirmed.
- Skirting will be glued using grip fill and pinned using 2nd fix Paslode Nails.
- For more information please see <https://www.youtube.com/watch?v=T0Ej3Zqomhk>
- Works are reviewed and check as per the SD Carpentry QA process

Hoarding – Lower level

- The hoarding materials will be required to be loaded out into relevant works areas where they are located / specified on site sketches and erected as per programmed works.
- Cutting of all materials will be undertaken at ground floor level by way of 110v power tools (i.e. Chop Saws, Skill saw, Jigsaws etc.) and where necessary various Carpentry hand held tools will also be utilised. Fixing materials into place will also be carried out by SD Carpentry operatives, by way of 18V Battery Operated drill Drivers or Paslode gas compressed nail guns. Where needed various hand held carpentry tools will be utilised. All fixings i.e. screws, nails, bolts etc. are to be supplied by SD Carpentry Ltd.
- Timber studworks will be installed where hoardings are required with a ply face to finish. Methods for cutting and fixing the hoarding as detailed with site sketches will be undertaken as previously described.

Works due to commence. Wednesday 29/4/15

Resources Required.

1. All operatives/employees of SD Carpentry Ltd will hold a valid CSCS card allowing them to work on site safely and will also have attended the Rydon site induction prior to be allowed to access site or commence works on site.
2. Site supervision will be carried out by the SD Carpentry Ltd Site Foreman as defined on the first page or Contracts Managers David O'Brien / John Durant.
3. All operatives / employees will be given a toolbox talk on manual handling and working at height. They will be briefed regarding manual handling guidelines of the Health and Safety Executive (HSE) prior to commencement of works.
4. All materials will be supplied by SD Carpentry Ltd prior to commencement of any works.
5. Plant used by all SD Carpentry Ltd operatives will be supplied by themselves and will be either battery powered or 110V power tools and leads which will have been PAT tested prior to site use and re-tested every 3 months for 110V tools and leads and every year for battery operated tools.
6. Rydon are to ensure that all areas offered to SD Carpentry are ready for works to commence and that SD Carpentry have continuity of work.

Risk Assessment

No	Task	Risk	Control Measure	Rating 1-5
1.	Working from Height	Risk of falling from height / materials or tools falling from height. Risk of personal injury to other trade operatives' / site visitors	These are 2 nd fix works. There should be NO REQUIREMENT TO WORK FROM HEIGHT	N/A
2.	Cutting timber with Skills Saw / Chop Saw	Dust can cause damage and disease. Including lung cancer, Chronic Obstructive Pulmonary Disorder and Asthma Damage to the eyes.	Dust extraction used for on power tools including 110v vacuum cleaners. Dust bags to be used where appropriate. FFP3 dust masks used by all operatives cutting. Cutting to be done in a well-ventilated area and segregated from other trades. Tools box talks on chop/skills saws, dust and site housekeeping. Safety glasses must be used	2
3.	Using Power Tools	Injury due to misuse of cutting tools such as skill saws and chop saws.	A tool box talk for the use of these tools will be completed by the site foreman. All unskilled persons will not be permitted to use tools until the associated training and supervision is in place. Tools to be unplugged when not in use 110v tools used only PAT tested	1
4	Access and egress	Risk of personal injury to SD operatives and or other trades on site and other members of the general public visiting site.	This will be minimised by safe access routes around site and to where works are being undertaken. All employees to attend Site induction	1
5	Spillage adhesive	See attached COSHH for Gripfill / wood adhesive -	Adhesive to be applied in an application tube/gun to minimise spillage – gloves to be used	1

			Spilled adhesive to be cleaned immediately as per the instructions on the label and disposed on as per Rydon environmental policy	
6.	Manual Handling	Risk of personal injury, awkward loads and near by operatives	<p>Risk is minimised by training each operative with the knowledge of how much (in weight and size – manual handling) that they can lift safely without risk to themselves or others around them.</p> <p>Tool box talks on manual handling.</p> <p>For very heavy loads – manual handling assessment to be completed for moving door sets – This will require 2x operatives per door to remove. Frames will require 1x operates</p>	1

Risk Score

7/25

Control Measures

1. All Materials will be securely locked away on site in secure areas provided by Main contractor although SD Carpentry Ltd Cannot be held responsible for other Sub-Contractors working within the areas that materials have been stored on site.
2. Mandatory Personal Protective Equipment (PPE) of Hard hats, protective gloves, High-viz vests / coats and steel toe capped safety boots will be worn at all times on site. FFP3 Dust masks and safety eyewear to be worn

Emergency Arrangements.

1. Emergency rescue will be carried out by the Emergency Services via telephone on the 999 call.
2. Specialist 1st aid will be supplied by the main contractor however there will be several operatives who work for SD Carpentry Ltd that have had basic 1st aid training.

Checking / Reviewing Information.

1. All checking, reviewing and updating of provisions will be conducted by SD Carpentry Ltd Site Foreman or Contracts Managers David O'Brien / John Durant, as and when necessary.
2. The confirmation of briefing of SD Carpentry Ltd operatives will be conducted by the Site Foreman or Contracts Manager David O'Brien / John Durant, as and when necessary.

Monitoring / Compliance.

1. All monitoring and compliance will be carried out by SD Carpentry Ltd Site Foreman or Contracts Manager David O'Brien / John Durant, as and when necessary.

METHOD STATEMENT BRIEFING ATTENDANCE SHEET	Form No. SDH015
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Contract:		Contract No:	
Name	Date Attended	Signature	Comments

I have briefed the above personnel on the following Method Statement.

Title		Ref No:	
Signed		Company	

Print Name		Date	
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When completed, this form should be returned to the Contract's Site Manager