

METHOD STATEMENT

Date: May 2022

Issued by: Contracts Dept

Client: Bruntwood

Location: Longsight Community Centre

Works: Joinery Works – worktop installation

STEP NUMBER	ACTION TO BE TAKEN
One	COVID-19 • Prior to work commencing all operatives must read the Covid-19 risk assessment and site operating procedures. To ensure that any additional control measures relating to the task are implemented • If any of the control measures are breached, work must stop and specific control measures put into place before work can continue. • Key points to remember at all times are: ○ Social Distancing – stay 2 metres apart ○ If 2m cannot be achieved face coverings must worn, keep this to short duration and complete a close working permit ○ Wear face coverings in communal areas and when entering and exiting the building ○ Regularly wash your hands for 20 seconds with soap and water OR use hand sanitizer provided ○ Do not come to site if you or someone you live with have symptoms of Covid-19 ○ Don't share tools if completely unavoidable ensure that they are cleaned before and after every use with antibacterial products) ○ Don't shake hands with other people
Two	• To inform anyone who may be affected by the work any dangers or hazards present.

Three	Make sure you have the correct materials for the job and the correct quantity to complete the works.
Four	Ensure all tools required are in good working order and you have all PPE named in risk assessment.
Five	To place all waste materials in waste bags and/ or in neat waste piles away from walk through areas. Reduce hazards.
Six	- Begin by locating the area the joinery works by using the drawing of the work area. - Measure the area using the drawing for dimensional information.
Seven	- Locate joinery items as required - Fit & install as per agreed scope
Eight	Clean work site and remove all packaging, tools, sawdust, wood and anything else that is left over from the operation

REFER TO ANY MANUFACTURES INFORMATION AS REQUIRED

TRAINING DECLARATION

RA Ref. No:	Joinery	Related MS	
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- I have been shown, trained and understand the safe system of work procedures of the above task/activity.
- I agree to follow the safe system of work documented at all times.
- I have been made aware and understand the risks associated with this task, and the consequences if this risk assessment is not adhered to.

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