

METHOD STATEMENT

Date: May 2022

Issued by: Contracts Dept

Client: Bruntwood

Location: Longsight Community Centre

Works: **Partitioning Works**

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 partition.
Four	• Ensure you are wearing / using all PPE as named on risk assessment.

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Five	- The safe use of all tools and equipment in accordance with risk assessment, - Ensure all tools required are in good working order.
Six	To place all waste materials in waste bags and/ or in neat waste piles away from walk through areas.
Seven	- Begin by locating the area the partition is going to be erected using the drawing of the work area. - Measure the area using the drawing for dimensional information.
Eight	Once the amount of floor/ head track required has been cut to size, begin to lay the track from a starting point. Continue until the end point is reached.
Nine	When the track at the base is complete, repeat the process at the head of the partition.
Ten	Introduce the plasterboard to the track and secure using screws which are at least 12.5mm longer than the plasterboard thickness
Eleven	If using/ handling glass, please refer to glass handling method statement and risk assessment.
Twelve	Continue to one side of the wall until all areas required have received the plasterboard material and it has been secured.
Thirteen	Introduce insulation to cavity if required.
Thirteen	Repeat Step Nine on the other side of the partition.
Fourteen	If being glazed: - - Once material has arrived, clean and introduce to the track. If required - Fit integral blinds if required and test operating mechanism before encasing between the glazing panels.
Fifteen	When the glazing has been installed insert the rubber/ plastic sealing trim if required
Sixteen	Hang doors to partition and lightly clean all partitioning works
Seventeen	Clean area and remove waste material from site

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REFER TO ANY MANUFACTURES INFORMATION AS REQUIRED

TRAINING DECLARATION

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

Signature		Date	
Signature		Date	
Signature		Date	
Signature		Date	
Signature		Date	

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