

METHOD STATEMENT

Date: May 2022

Issued by: Contracts Dept

Client: Bruntwood

Location: Longsight Community Centre

Works: Use of cartridge tools

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	• Ensure area is clear and signage in place to prevent unauthorised access • Ensure person operating the tool has received the required training and is competent

Three	• Cordon off NO- GO area using cones & barrier tape.
Three	• Cartridge tools must be only operated by adults over 18.
Four	• Safety goggles / spectacles & ear defenders must be worn by everyone within the work area.
Five	• Ensure you are wearing practical, protective clothing, gloves and safety boots. Avoid loose garments, jewellery that could catch in moving parts.
Six	• Do not work near flammable gases or liquids.
Seven	• Make sure your footing is stable before operating the tool.
Eight	• Before cleaning or making any adjustments to the cartridge hammer unload it by pulling the cartridge strip out through the top.
Nine	• Check the equipment before use, if it shows damage and excessive wear DO NOT use.
Ten	• Ensure you have the correct cartridge for the job (red may be adequate in most cases but when fixing into steel more powerful black cartridges may be more suitable)
Eleven	• To load the cartridge tool push in the release button and slide the cover down, carefully insert the strip of nails into the guide with points facing forward.
Twelve	• Feed the cartridge into the bottom of the tools grip as far as it will go.
Thirteen	• To make the fixing hold the tool with both hands and press the fastener guide against the work.

Fourteen	Squeeze the trigger and tool should fire, release then move the tool away.
Fifteen	The mechanism will automatically load the next cartridge and fixing ready for firing.

MISFIRE PROCEDURE

If the tool fails to fire, continue to hold it up against the work for at least 30 seconds before assuming the cartridge has failed. You can then try again advancing a fresh cartridge into the firing position pulling the cartridge strip up one position and trying again. Always point the tool to the ground while doing this. Never look down the barrel. If the tool fails a second time, wait a further 30 seconds, remove the cartridge strip place in the tool box and mark it.

TRAINING DECLARATION

MS Ref. No:	Use of cartridge tools	Related RA	
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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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