

METHOD STATEMENT

Date: May 2022

Issued by: Contracts Dept.

Client: Bruntwood

Location: Longsight Community Centre

Works: Installation of glass

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	• Ensure you have been provided with PPE, Kevlar gloves, Kevlar sleeves, safety boots, goggles, hi viz, hard hat
Four	• Ensure any tools required are in good working order.

Five	Ensure the floor is free from waste and clear of obstacles before carrying the glass.
Six	Only Site operatives with manual handling training (formal or tool box talk) allowed to handle glass on site.
Seven	- When handling glass, ensure Kevlar gloves are worn at all times along with long sleeve sweatshirt / jumper. - If glass require 2 or more operatives the use of trolleys to transport to desired location
Eight	
Nine	- Use safe lifting procedure. - If you are unsure speak to site management
Ten	If the glass breaks do not attempt to intercept it, let it fall.
Eleven	Ensure glass is stored correctly and safely
Twelve	Clear site of any waste ensuring no glass or debris remains on site

REFER TO ANY MANUFACTURES INFORMATION AS REQUIRED

TRAINING DECLARATION

RA Ref. No:	Installation of glass splashback	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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