

**SERVICE GRAPHICS NORTH**  
**UNIT 1 Potters Place, Skelmersdale**  
**WN8 9PW**

Principal Contractor: Service Graphics

Responsible Contractor: Signmasters NW Limited

**Method Statement**  
**&**  
**Risk Assessment**

**Doc Ref: Traditional signage Installation Works.**

|         |             |          |                  | Acceptance on behalf of client |              |             |      |
|---------|-------------|----------|------------------|--------------------------------|--------------|-------------|------|
| Version | Prepared By | Date     | Approved By      | Date                           | Required Y/N | Accepted By | Date |
| 1       | Lee Walker  | 18/06/25 | Ivan Sherrington | 18/06/2025                     |              |             |      |
|         |             |          |                  |                                |              |             |      |
|         |             |          |                  |                                |              |             |      |

# SERVICE GRAPHICS NORTH

## UNIT 1 Potters Place, Skelmersdale

### WN8 9PW

#### Comments and observations

Access and permits for the required works will need to be agreed and established for the works start date, by the Principal contractor.

Area of works needs to be kept as close to the said retaining wall as possible.

Site parking for vehicles will be in the immediate vicinity of the site.

All works are to be carried during the early hours of the morning under the direction of Metrolink.

Any halts in the works due to outside controls i.e. Weather or Metrolink related. The principal contractor is to arrange the relevant return access with Metrolink.

#### Contents

|                                       |           |
|---------------------------------------|-----------|
| <b>A MS &amp; RA Details .....</b>    | <b>3</b>  |
| A1 Description of Work .....          | 3         |
| A4 The Control of Activity Risks..... | 8         |
| A6 Resources and Competencies .....   | 9         |
| A7 Materials and Tools .....          | 9         |
| A8 Permits .....                      | 10        |
| <b>B Site Details .....</b>           | <b>10</b> |
| B1 Access and Parking .....           | 10        |

# SERVICE GRAPHICS NORTH

## UNIT 1 Potters Place, Skelmersdale

### WN8 9PW

|     |                                                       |    |
|-----|-------------------------------------------------------|----|
| B2  | Site Layout.....                                      | 10 |
| B4  | Communication and Contact Details .....               | 11 |
| B5  | Environmental Protection Measures you must take ..... | 11 |
| B6  | Quality Control.....                                  | 11 |
| B8  | Emergency Arrangements.....                           | 11 |
| B9  | Interfaces.....                                       | 12 |
| B10 | Welfare .....                                         | 12 |
| C   | Briefing.....                                         | 12 |
| C1  | Person Responsible for Briefing Lead Technician ..... | 12 |
| C2  | Briefing and Briefing Form .....                      | 13 |
| C3  | Changing the Methodology and Adding New Tasks.....    | 13 |

**Appendix 1 – Risk Assessment**

**Appendix 2 – Example of Supervisor Inspection Sheet**

**Appendix 3 – Example of Revision Form**

**Appendix 4 – Example of Confirmation of Briefing**

## **A MS & RA Details**

### **A1 Description of Work**

To paint a traditional wall mural on the large retaining wall at Halt Town tram stop.

### **A2 Duration of Work**

|                    |            |
|--------------------|------------|
| Project Start Date | 20/06/2025 |
|--------------------|------------|

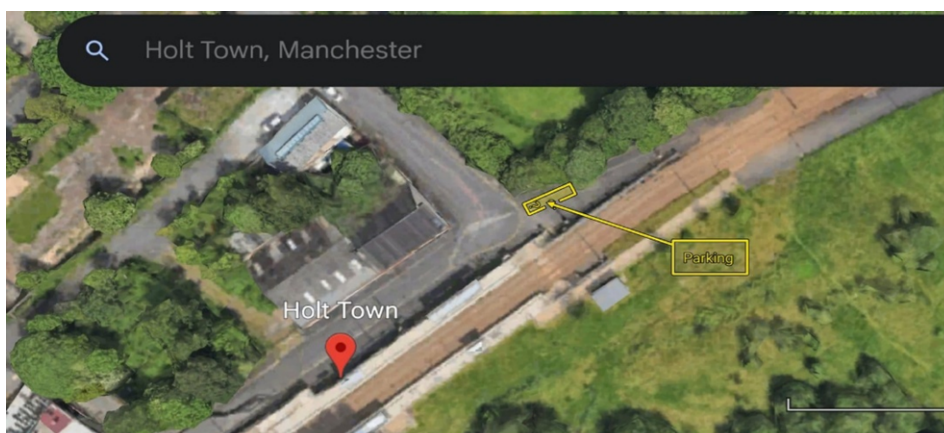
# SERVICE GRAPHICS NORTH

## UNIT 1 Potters Place, Skelmersdale WN8 9PW

|                           |            |
|---------------------------|------------|
| Expected Duration         | 14 Days    |
| Projected Completion Date | 04/07/2025 |

### A3 Description of Safe System of Work

- The 2 man team will arrive at site and present themselves to the Metrolink representative. Provide the relevant I.D as well as fill in and sign the security and or permit documentation.
- The team will park their vehicle(s) on the site at the start of the retaining wall.



- All operatives will have read the RAMS prior to the install. Normally sign onto the RAMS immediately prior to work starting.
- The lead technician is look over the risk assessment and method statement to see if anything has changed from the original statement.
- Lead technician will be referred to as , (tech 1) and the second operative will be referred to as, (tech 2).
- Both operatives are to don ppe.

# SERVICE GRAPHICS NORTH

## UNIT 1 Potters Place, Skelmersdale

### WN8 9PW

- The team is to then establish the working area of the wall by measuring and marking the 25m distance. The working height is from 2.5m high upwards to the height of 4.7m. The wall mural is 2.4m high x 25m long.
- Once the working area is ascertained the team is to set up the lighting with lighting strips which will be powered by a generator by loading them into the scissorlift.
- Tech 1 will enter the lift while tech 2 passes the strip lights and generator up to the lift.
- Once the tech 1 is to secure the strip lights to the front area of the lift by cable ties. Ensuring all leads from the generator are stored away and secured by cable tie to prevent any trips.
- Tech 2 is to pass the scrapers and wire brushes to tech 1 to be placed in the scissor lift. Tech 2 is to access the scissor lift.
- The team is to work in 5m runs, working from left to right.
- Upon the time of 2am, and the Metrolink Supervisor has confirmed the power lines have been de-energised. Tech 1 can drive the scissorlift off the trailer into position.
- **Once in position Phase 1 cleaning of the working area can begin.**
- Tech 1 is to drive the lift to the required Working height for the de-weeding and cleaning of the wall. As stated this process is to be done in 5m sections. Once a 5m sections is cleaned, tech 1 is to drive onto the next 5m section.
- Once the full 25m run has been cleaned of all debris, weeds and branches. All debris material is to be placed in bin bags, and removed from the scissorlift and place in the vehicles with any tools no longer required.
- **Phase 2 can begin.**
- Phase 2 is the painting of the solid backgrounds.
- Both operatives are to collect the collect paint, brushes and rollers from the vehicles. And place them in the lift. Both operatives are to enter the lift.

# SERVICE GRAPHICS NORTH

## UNIT 1 Potters Place, Skelmersdale

### WN8 9PW

- Tech 1 can now drive the lift to the left-hand start point of the mural.
- Tech 1 is to measure each block area for painting one at a time, once the first block is measured. Tech 2 is to carefully Pour the paint into the relevant paint buckets.
- Both operatives can begin rolling the paint onto to wall, within the marked measurements. Once that block is complete. Tech 1 is to drive onto the next block to perform the same process. Tech 2 is to ensure each block has the relevant paint colour to that area.
- Once all blocks are complete. Tech 1 is to drive back towards the vehicles. Where both operatives can remove all materials from the scissor lift.
- Tech 2 is to place a plastic protection sheet on the floor. All paint pots are to be placed on the sheet. Any left-over paint is to be poured back into the respective pots and lids sealed. All paint brushes, rollers and kettle buckets are to be bagged. And everything is to be placed back in the vehicles, where the clean and disposal can be undertaken back at the yard.
- **Phase 3 is the application of the stencils.**
- Each coloured block of the mural has a respective stencil. And each block has a colour of which is to be sprayed over the stencil.
- Once again, the operatives are to work from left to right.
- Both operatives are to load the scissorlift with the required stencils and spray paints. And also load an sds drill, plugs and screws with washers.
- Once loaded both operatives are to enter the lift, tech 1 is to drive to the working position, once again working from left to right.
- Once in place tech 2 is to hold the stencil in place while tech 1 drills and screws the stencil to the wall. Tech 2 is to brush any dust away.
- Once the stencil is secure both operatives are take relevant spray colour and apply it to the open areas of the stencil. Once the spray is complete tech 1 is to remove

# SERVICE GRAPHICS NORTH

## UNIT 1 Potters Place, Skelmersdale

### WN8 9PW

the stencil with the help of tech 2. Tech 1 can lower the scissorlift down and the used stencil can be lowered to the floor, to be cleared later.

- Tech 1 is to drive to the next block and repeat the process.
- Once the stencils and paints that were loaded are all used. Both operatives are to lower to the ground tech 1 is to pass all used paint and stencils to tech 2.
- Both operatives are to walk the used materials to the vehicles and place them on plastic protection sheet until the shift is finished.
- Both operatives are to take the next batch of stencils and spray paints and walk them over to the scissorlift to load them. Once loaded tech 1 is to drive to the next block. Both operatives are to repeat the stencil process again until the process is complete.
- Once the stencil process is complete. All stencils and paints are bagged and placed in the vehicles for recovery back to the yard.
- **Phase 4 Snagging phase.**
- Both operatives are to mount the scissorlift, and drive the full length of the Mural to look for any imperfections.
- Any areas of concern are to be painted over accordingly.
- Once complete any paints brushes etc are to be bagged and placed in the vehicles.
- At the end of each shift all materials are to be bagged and placed in the vehicles along with any tools.
- The scissorlift is to be driven onto the trailer by tech 1 and tech 2 is to assist as banks man.
- Once all kit is packed away both operatives are to walk the area ensuring all materials and rubbish is clear of the site working area.
- Upon confirmation of area clear tech 1 is to report to the Metrolink Supervisor to sign out from site.

# SERVICE GRAPHICS NORTH

## UNIT 1 Potters Place, Skelmersdale

### WN8 9PW

- Operatives can now Derig there ppe and move to their respective vehicles to drive back to the yard.

#### A4 The Control of Activity Risks

- The responsibility for working safely and in accordance with this MS/RA plan lies with the Lead technician.
- A site-specific risk assessment has been carried out for risks identified in this particular site. See Appendix 1.
- No work will be undertaken until all measures necessary to negate or minimise all risks to an acceptable level are in place.
- An appropriate task briefing will be given by the Lead Technician to all staff involved on site highlighting the activity risks and how they are to be managed. All site staff are to sign the Day Works Briefing Form demonstrating that they have received and understood the briefing.
- All operatives will have read the RAMS prior to the install. Normally sign onto the RAMS immediately prior to work starting
- Copies of the signed task briefing will be emailed to staff in advance of attending site.

#### Activity risks include:

- a. Working at height
- b. Manual Handling – Musculoskeletal Injury
- c. Poor Housekeeping – trips, slips, falls
- d. Passing traffic/people

#### A5 Personal Protective Equipment

- a) Safety Glasses (only when required)

# SERVICE GRAPHICS NORTH

## UNIT 1 Potters Place, Skelmersdale

### WN8 9PW

- b) Gloves
- c) Dust masks (only when required)
- d) Soft sole safety footwear with steel toecaps
- e) Hi-Vis vest which conforms to EN471
- f) Hard hat
- g) Harnesses

#### **A6 Resources and Competencies**

Installation team members will consist of 1 Lead technician and 1 general technician.

#### **A7 Materials and Tools**

- Impact drill
- SDS Drill
- Screws and plugs
- Paint
- Stencils
- Generator
- Strip lights
- Cable ties
- Paint kettles
- Rollers and paint brushes

# SERVICE GRAPHICS NORTH

## UNIT 1 Potters Place, Skelmersdale

### WN8 9PW

#### **A8 Permits**

Permits and access to site to be obtained by Lee Walker through the Principal Contractor

## **B Site Details**

#### **B1 Access and Parking**

Access and parking for workmen is to be on site.

#### **B2 Site Layout**

#### **B3 Control of Site Risks**

Identify significant site hazards, associated risks and their control measures.

No work will be undertaken until all measures necessary to negate or minimise all risks to an acceptable level are in place.

Significant site hazards, associated risks and their control measures are detailed in Appendix 1. This includes hazards to workers and low risk to members of the public, including environmental risks.

# SERVICE GRAPHICS NORTH

## UNIT 1 Potters Place, Skelmersdale

### WN8 9PW

#### B4 Communication and Contact Details

Main Contact Details are shown below. Any additional contact details required will be noted in the task briefing. Communication via mobile telephone or handheld radio.

#### B5 Environmental Protection Measures you must take

All waste materials must be removed from site. Waste materials must be deposited in the mixed refuse container and or a designated specialist paint waste container.

#### B6 Quality Control

Adhere strictly to the following procedure to ensure quality of service. If in doubt, speak to the Supervisor for clarification before proceeding.

#### B7 Main Contacts

Additional contact numbers required will be outlined in the task briefing.

| Name             | Company                | Number      |
|------------------|------------------------|-------------|
| Ivan Sherrington | Service Graphics       | 07971977948 |
| Lee Walker       | Signmasters NW Limited | 07368805482 |

#### B8 Emergency Arrangements

Prior to starting work the Supervisor will establish the location of the nearest hospital providing accident and emergency facilities (as detailed in the task briefing sheet) and will detail any additional first aid arrangements as noted in the task briefing sheet.

- Names and contact details of staff on site holding first aid competencies will be briefed by the principal contractor.

# SERVICE GRAPHICS NORTH

## UNIT 1 Potters Place, Skelmersdale

### WN8 9PW

- At no time should you put yourself at risk in attempting to deal with the situation
- All incidents, accidents and near misses must be reported immediately and operative are required to keep detailed accounts of any arising.

| Emergency Contact Details |              |     |
|---------------------------|--------------|-----|
| Name                      | Mobile       | Tel |
| Signmasters NW Limited    | 07792 705227 |     |
|                           |              |     |

In the event of Fire/Accident/Emergency Dial 999.

A first aid kit will be taken to site and will also be available in the works vehicles.

The nearest Hospital with 24 Hour A&E facility is:

Manchester Royal Infirmary Accident and Emergency Department Upper Brook Street  
Manchester M13 9NZ

## B9 Interfaces

Students – All works will be carried out within the site designated areas agreed with the principal contractor.

## B10 Welfare

Welfare facilities can be used at 24 hrs McDonald's

# C Briefing

## C1 Person Responsible for Briefing Lead Technician

Lee Walker from Signmasters NW Limited will brief the Supervisor on the contents of this Document.

# **SERVICE GRAPHICS NORTH**

## **UNIT 1 Potters Place, Skelmersdale**

### **WN8 9PW**

The Technician will be asked if they have understood the briefing and the contents of this Document, and will be given the opportunity to seek clarification on any points.

#### **C2 Briefing and Briefing Form**

- The Signmasters NW Technician will brief the team at the beginning of the task and prior to commencement of work on site.
- The team will be asked if they have understood the briefing and the content of this document, and will be given the opportunity to seek clarification on any points.
- Operatives will sign the briefing form (Appendix 1) that will be retained by Signmasters NW Limited and the Client for audit purposes.

#### **C3 Changing the Methodology and Adding New Tasks**

It is not envisaged that any changes to planned methodology will be required to these works. However, should change be necessary, ALL SITE WORK IS TO STOP and the On Site Risk Assessment and Method Statement Revision Statement to be completed (Appendix 4) prior to commencement of work.

# SERVICE GRAPHICS NORTH

## UNIT 1 Potters Place, Skelmersdale

### WN8 9PW

#### Appendix 1

#### Risk Assessment

| ID | ACTIVITY                   | HAZARDS                                                        | POTENTIAL CONSEQUENCE            | Probability | Severity | Risk | CONTROL METHODS                                                                                                           | Probability | Severity | Risk |
|----|----------------------------|----------------------------------------------------------------|----------------------------------|-------------|----------|------|---------------------------------------------------------------------------------------------------------------------------|-------------|----------|------|
| 1  | Access/ Egress to Worksite | Other vehicles                                                 | Personal Injury                  | 3           | 3        | 9    | Ensure the vehicles are parked in the designated parking location.                                                        | 2           | 2        | 4    |
| 2  | Manual handling            | Muscular-skeletal injuries. Injuries due to dropping of loads. | Staff being injured due to works | 3           | 3        | 9    | Equipment and materials are of a manageable acceptance, no issues foreseen.                                               | 1           | 3        | 3    |
| 3  | All works                  | Slip, trips and falls                                          | Injury to site staff             | 3           | 3        | 9    | Wear safety boots, be mindful of surroundings, and keep a clear and tidy work space. Good housekeeping                    | 1           | 3        | 3    |
| 4  | Working at height          | Falls from height                                              | Injury to operatives             | 3           | 5        | 15   | Use hierarchy when planning works. Segregate worksite and maintain exclusion zone. Stay behind all handrail, use harness. | 1           | 5        | 5    |
| 5  | Use of paints              | Skin or eye contact                                            | Personal injury                  | 3           | 5        | 15   | Use protective gloves, and protective face mask with goggles. Coshh sheet to be adhered to.                               | 1           | 2        | 2    |

# SERVICE GRAPHICS NORTH

## UNIT 1 Potter Place, Skelmersdale

### WN8 9PW

|                   |                               |
|-------------------|-------------------------------|
| <b>Doc Ref</b>    | <b>Holt Town Tram Station</b> |
| <b>Supervisor</b> |                               |
| <b>Date</b>       |                               |
| <b>Time</b>       |                               |

#### Appendix 2 Supervisor Inspection Sheet

|                                                                                                                                         |                                                                        |                   |    |     |                   |
|-----------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------|-------------------|----|-----|-------------------|
| <b>Project Title</b>                                                                                                                    |                                                                        | <b>Supervisor</b> |    |     | <b>Date</b>       |
| <b>Holt Town Tram Station</b>                                                                                                           |                                                                        | <b>Lee Walker</b> |    |     | <b>20/06/2025</b> |
| The following items need to be checked during the installation of the banner to ensure they are in working order and of good structure: |                                                                        | Yes               | No | N/A | Comments/Action   |
| 1                                                                                                                                       | Is the access to the work area adequate?                               |                   |    |     |                   |
| 2                                                                                                                                       | Has a Lead Technician been nominated?                                  |                   |    |     |                   |
| 3                                                                                                                                       | Have all inductions been delivered and all permits been issued?        |                   |    |     |                   |
| 4                                                                                                                                       | Have all hand tools and been inspected prior to use?                   |                   |    |     |                   |
| 5                                                                                                                                       | Have all the workmen been issued with all relevant PPE?                |                   |    |     |                   |
| 6                                                                                                                                       | Has the parking area been established?                                 |                   |    |     |                   |
| 7                                                                                                                                       | Is the work area clear and cordoned off?                               |                   |    |     |                   |
| 8                                                                                                                                       | Have the rams been understood?                                         |                   |    |     |                   |
| 9                                                                                                                                       | Are there any amendments to the rams required?                         |                   |    |     |                   |
| 10                                                                                                                                      | On completion of works has the working area been cleared of any waste. |                   |    |     |                   |
| 11                                                                                                                                      | Has the Principal contractor signed the job off?                       |                   |    |     |                   |
| Inspected by:                                                                                                                           |                                                                        | Received by:      |    |     | Date:             |

# SERVICE GRAPHICS NORTH

## UNIT 1 Potter Place, Skelmersdale

### WN8 9PW

|                   |                               |
|-------------------|-------------------------------|
| <b>Doc Ref</b>    | <b>Holt Town Tram Station</b> |
| <b>Supervisor</b> |                               |
| <b>Date</b>       |                               |
| <b>Time</b>       |                               |

|                                                                                                              |                  |                 |                                                               |
|--------------------------------------------------------------------------------------------------------------|------------------|-----------------|---------------------------------------------------------------|
| Customer:                                                                                                    |                  | Date:           |                                                               |
| Site:                                                                                                        |                  | Time:           | Hrs                                                           |
| Work Area:                                                                                                   |                  | Page:           | of                                                            |
| Hazard                                                                                                       | Persons Affected | Risk Assessment | Additional Preventative/ control Measures to Method Statement |
|                                                                                                              |                  |                 |                                                               |
|                                                                                                              |                  |                 | Residual Risk Assessment                                      |
| Assess the Risk and Residual Risk Assessment use the following: H- High, M- Medium, L- Low, I- Insignificant |                  |                 |                                                               |

#### Appendix 3

#### On site risk Assessment and Method Statement Revision Form

| Name (Operatives on site) | Signature | Name (Operatives on site) | Signature | Name and Signature |
|---------------------------|-----------|---------------------------|-----------|--------------------|
|                           |           |                           |           |                    |
|                           |           |                           |           | Job Number         |
|                           |           |                           |           |                    |

# SERVICE GRAPHICS NORTH

## UNIT 1 Potter Place, Skelmersdale

### WN8 9PW

|                                                                                                        |                       |
|--------------------------------------------------------------------------------------------------------|-----------------------|
| Distribution: Top Copy(White) – Customer, Middle Copy(Green) – Operatives, Bottom Copy (Yellow) - File | Company Doc Reference |
|--------------------------------------------------------------------------------------------------------|-----------------------|

|                   |                               |
|-------------------|-------------------------------|
| <b>Doc Ref</b>    | <b>Holt Town Tram Station</b> |
| <b>Supervisor</b> |                               |
| <b>Date</b>       |                               |
| <b>Time</b>       |                               |

| Name | Job Title | Signature | Date |
|------|-----------|-----------|------|
|      |           |           |      |
|      |           |           |      |
|      |           |           |      |
|      |           |           |      |
|      |           |           |      |
|      |           |           |      |
|      |           |           |      |
|      |           |           |      |
|      |           |           |      |
|      |           |           |      |
|      |           |           |      |
|      |           |           |      |
|      |           |           |      |

#### Appendix 4

By signing below, I confirm that I have received and understood the contents of this Method Statement and Risk Assessment.