Dan Cuzner Partitioning Ltd
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Dan Cuzner Partitioning Limited
Interior Specialists

Method Statement

1.0 Method Statement Details

1.1 Method Statement Number	1381
1.2 Method Statement Date	16/01/2025
1.3 Method Statement Author	Dan Cuzner
1.4 Project/Contract	All About Foods
1.5 Start Date	07/04/2025
1.6 Expected job duration	6 Weeks
1.7 Client Contact	Connor Wildman
1.8 Description	Strip Out, Partitions, Glazing, Doors, Tea Point, Skirting, Tape and Joint and Plastering
1.9 Site Address	All About Foods Fourways House Hilton Street Manchester M1 2EJ

2.0 Signatures

	Name	Title	Signature	Date
Document Author	Dan Cuzner	Director		16/01/2025

Data protection statement

The information and data provided in this Method Statement applies only to the task, project or contract for which it was written. It shall not be duplicated, disclosed or disseminated by the recipient to any third party other than for the purpose of managing and controlling health and safety in relation to this task, project or contract.

It is the duty of all employees, contractors and agents to observe the provisions of this Method Statement, which has been produced in order to provide a code of good practice and conduct with the object of preventing accidents. At all times employees, contractor and agents must work in a safe manner both to prevent personal injury to themselves or to other personnel.

This Method Statement may contain personal data relating to one or more persons. Such data must not be disclosed to any third party or used for any purpose other than compliance with this Method Statement except with the written consent of the Company or the individual concerned.

3.0 Emergency Contact Details

Name	Dan Cuzner	Emergancy		
Telephone Number	07971 992374	999		

4.0 General Precautions

To be observed by all staff at all times, any deviation from these control procedures must be authorised by the site manager or safety representative.

4.1 Communication with Other Workers on Site.

All staff will complete an on site induction prior to arrival at the site. The site manager will inform staff of any hazards that are present on site. Staff will inform the site manager of the work to be carried out and how it could affect other trades working on the site.
Where necessary notices will be posted advising of any hazards present during the works.
Where contractor activities cross, the senior person must liaise with the other trades to ensure safe operation.

4.2 First Aid

It is the responsibility of the company to ensure adequate First Aid provision for its staff. Adequate means provision of a trained first aider, suitable first aid equipment and/or the provision of an appointed person at the minimum.
A trained First Aider will be a suitable person who has attended an HSE approved course of at least three days duration.
An Appointed Person is a person provided by the employer to take charge of the situation (e.g. to call an ambulance) if a serious injury/illness occurs in the absence of a First Aider. The Appointed Person can render emergency First Aid if trained to do so. All staff when inducted will be made aware of the location of the First Aid kit.

First Aid Contact - Main contractor to provide First Aider

4.3 Manual Handling

All staff and contractors have been instructed on the potential dangers of manual handling, and have received manual handling training and have tool box talk on manual handling to adhere to. Equipment provided to reduce manual handling must be used where provided. Staff and contractors will not lift items of tools or equipment that are beyond their capabilities. Heavy or awkward items will be split into smaller units where possible or dual lifted where this is not possible. Operatives will rotate lifting (bending over) and loading to skip (straight back) to prevent injury. It is the responsibility of the site foreman/employer to identify and control manual handling activities as they occur on site on a day to day basis.

4.4 Material Handling

All materials required for site will be unloaded to a designated unloading and storage area which will be away from the work area as far as is practicable. This area will be kept tidy to minimise trip hazards. Materials as and when required will be collected from the storage area and transfered to the work area. All staff will take care when handling materials and will use mechanical aids wherever possible. When stacking materials particular care must be taken to ensure that the stack is secure and that the product does not get damaged.

4.5 Personal Protective Equipment (PPE)

PPE will be provided as a last form of protection against a hazard. Staff will use the appropriate PPE for the task as identified in the risk assessment.
All site workers will wear Safety boots, Hi Visibility Vests, Hard Hats and protective clothing at all times, other items of PPE such as eye protection, hearing protection and gloves are available to be worn as and when necessary and as determined by the risk assessment. Cut 5 level gloves must be used when using knives.

Were applicable FFP3 dust masks will be worn.

4.6 Preparation & Induction

A risk assessment will be carried out for all tasks which will be discussed with members of staff and the sub contractors, any queries or concerns will be raised with the contract manager who will ensure it is dealt with. Staff and sub contractors will be inducted onto site/working area in order to understand the hazards present on site and the tasks that are to take place. Staff will also be advised of other site activities that could impact on their work and be made aware of any liaison that needs to take place between different trades. Staff will follow all site rules and safety procedures.

4.7 Staff and Training

The task will be carried out by staff from Dan Cuzner Partitioning Ltd, all staff are qualified, experienced, receive ongoing training, and hold suitable qualifications. Apprentices are under constant supervision by experienced members of staff.
Any sub contractors appointed by us have been assessed for their ability and suitability to carry out the tasks allocated to them.

All DCP operatives carry CSCS cards.

DCP operatives also have PASMA/IPAF/Asbestos training etc

Site Manager: DCP Supervisor - SMSTS/SSSTS

4.8 Tools and Electrical Equipment

All tools and equipment will be visually inspected on a regular basis, defective or damaged equipment will be removed from service. Electrical tools will be 110V or battery operated where possible. Sub contractors will not be allowed to bring on to site any damaged or defective tools, the site foreman is responsible for ensuring that all tools and equipment allowed on the site are fit for purpose. Any portable electrical equipment taken on to site must be PAT tested every 3 months when used on construction sites, also 3 monthly

for heavy use activities. Electrics being plugged in will need to be stated on a electrical register. A risk assessment will determine if inspection periods need to be varied.

4.9 Welfare

The principle contractor is responsible for providing adequate washing, toilet, drying and refreshment facilities for staff and sub-contractors, staff and contractors are responsible for ensuring that such welfare facilities are maintained in a clean and wholesome manner. This will be your responsibility when you are the principle contractor, it may be necessary occasionally for your company to identify suitable local amenities.

4.10 Aluminium Tower Scaffold

Towers will be built as per manufacturers handbook. Aluminium tower scaffolds must be used on flat level ground and the stabiliser riggers must be fully deployed and secured prior to working from the tower. Daily and weekly inspections of the scaffold will be carried out. Any adverse weather conditions must be taken into account and it will be the responsibility of the site foreman or senior person to evaluate the situation prior to work starting and throughout the task.

If the full height of the tower is less than 2 mtr in height it will be inspected on erection, after any event that might affect it's stability and at suitable intervals dependant on frequency and condition of use.
Where the tower is above 2 mtrs in height it will be inspected after assembly in any position, after any event liable to have affected its stability; and at intervals not exceeding seven days.
Where towers are to be used in public places: - erect barriers at ground level to prevent people from walking into the tower or work area, minimise the storage of materials and equipment on the working platform, remove or board over access ladders to prevent unauthorised access if it is to remain in position unattended.

4.11 Contractor and Visitor Safety

Dan Cuzner Partitioning Ltd will liaise with other contractors staff on a day to day basis and ensure they are aware of the risks present during the works. Staff and contractors will not leave any area of work in a dangerous condition or with risks to themselves, other contractors, tenants, or visitors, all tools and equipment will be cleared to secure storage at the completion of each shift. Heavy plant, scaffold, ladders and any other access to height will be made inaccessible.

4.12 Emergency Information

Nearest Accident and Emergency: Manchester Royal Hospital

Tel: 999/101

4.13 Glass Handling

All glazing materials required Dan Cuzner Partitioning Ltd for site will be unloaded to a designated unloading and storage area. This area will be kept tidy to minimise trip hazards. Materials as and when required will be collected from the storage area and transferred to the work area. All staff will take care when handling glazing materials including wearing gloves and no short sleeves to prevent cuts and will use mechanical aids wherever possible. When stacking glazing materials particular care must be taken to ensure that the stack is secure and that the product does not get damaged.

4.14 Protection of Goods and Decor

Clients will be requested to remove all ornaments, vases, photographs, furniture etc before work starts. All areas of floor and furniture (that cannot be moved) will be protected with adequate non slip dust sheets and/or plastic sheeting prior to work commencing, all protection will be inspected on a regular basis and renewed or replaced where necessary. Where appropriate staff will either remove outdoor shoes or wear shoe protection to prevent damage to floor coverings.

4.15 Site Access and Egress

The building manager is responsible for providing safe access and egress to the site, a building induction will tae place before work starts, Dan Cuzner Partitioning Ltd staff will ensure safe access and egress is maintained for themselves and other contractors in the area they are working in, good standards of housekeeping will be maintained. Access routes will be sign posted and barriers will be put in place where necessary.

4.16 Tenants Warning and Safety

It will be the responsibility of the principle contractor to inform Tenants of works being carried out, Dan Cuzner Partitioning Ltd staff will liaise with tenants prior to starting and during the works to ensure they are aware of the risks that will be present during the contract. Special attention will be paid where there are elderly, infirm or children present. Safe access and egress for tenants will be erected and maintained. DCP Ltd staff will not leave any area of work in a dangerous condition or with risks to themselves, tenants, and other contractors. DCP Ltd will liaise with other contractors on site for the purpose of exchanging information regarding work schedules and safety.

4.17 Vehicle Safety

All company vehicles are subject to a planned maintenance and inspection program. Staff responsible for vehicles will carry out daily and weekly checks to ensure continued roadworthiness. All drivers will hold the appropriate licence for the vehicle they are driving and they will comply with road traffic regulations and the Highway Code. All loads will be securely fastened to the vehicle by competent persons prior to travel. Drivers will take regular breaks on long journeys. Audible warnings for reversing will be used where fitted and banksmen will be used when reversing.

4.18 Working at Height

All employees and sub contractors have been made aware of the dangers and consequences of falling from height, all working at height will be properly planned, organised and supervised; only competent members of staff will be allowed to work at height and it is the responsibility of the site foreman to ensure conditions are safe before allowing any work at height to take place.

The foreman will carry out a risk assessment before carrying out work at height and put in place equipment and measures to prevent falls occurring.

Where he can not eliminate the risk of a fall he will put in place measures and equipment to minimise the distance and consequences of a fall, should one occur.

All company access equipment will be inspected on a regular basis and any damaged equipment will be withdrawn from service immediately. Sub contractors will follow all safe working procedures and have working at height permits.

5.0 Method Statements

5.1 Soft Strip Out 3

1. Put on PPE including hard hat, safety boots with non slip soles, visibility vest, dust masks and gloves where necesary.
2. Report to site manager and obtain permission to start work and inform anyone on site that may be effected by the project
3. Main contractor to temporally shut down all power supplies and services to subject main clients confirmation
4. Main contractor to disconnect all services to all fittings, and capping off.
5. Remove fixtures and fittings from wall.
6. Remove all existing stud wall using trained manual handling techniques and hand held tools.
7. All timber sections when removed to have any nails pushed flat against the timber
8. Slide vertical aluminium partition posts from top channels and floor shoes and remove self tapping screws.
9. Slide angle brackets from position and remove self tapping screws
10. Using podium access towers to reach suspended ceiling height.
11. Unclip cross tees from main tees and lower to floor.
12. Unwind steel hanging wires from main tees and lower to floor.
13. Remove all plasterboard.
14. Remove doors from frames using trained manual techniques and bettery powered hand held tools.
15. Using manual handling techniques remove all debris to designated waste disposal area.
16. Do not leave tools and equipment unattended at any time.
17. Ensure area is left safe at end of each shift.

5.2 Partition Fixing and Erection (Aluminium Partition) 4

1. Partition boards to be dropped at agreed lay down area.
2. Put on your personal protective equipment of hard hat, protective footwear and visibility vest.
3. Ensure the area to be worked and exit points are clear of obstruction and that safe access and egress is maintained
4. Where required step ladders will be used in confined areas.
5. Pop up scissor lifts to be used where required.
6. Measure the lengths of I stud required and check to ensure lengths are not damaged
7. Cut to size with a abrasive metal cut off saw
8. Stand stud in place, screw in position and check its level
9. Fit galvanised steel top channel to ceiling working from step ladders, ensure company access via scaffold or podium procedure is followed
10. Mark out and fit shoes to floor, fix with proprietary screws
11. Mark out position of doors, openings, glaszed units etc
12. Slide vertical aluminium partition posts into top channels and floor shoes and fix with self tapping screws
13. Slide angle brackets into position and fix with self tapping screws
14. Use minimal plug and screw fixings into concrete soffit to fix metal head track
15. Whilst wearing cutting cut level 5 gloves measure and cut to size plasterboard to fit to partition posts wearing goggles and FFP3 dust masks.
16. Plasterboard to be cut by scoring with sharp knife, bend along cut to break then trim bent over back face to separate wearing goggles
17. Respiratory protection, use local exaust system to control dust or wear suitable face fit mask to EN149 Class FFP 3 if dust cannot be controlled
18. Install mineral fibre insulation prior to fitting plasterboard to other side
19. Remove all debris to designated waste disposal area
20. Do not leave tools and equipment unattended at any time
21. Ensure area is left safe at end of each shift

5.3 Plaster board to ceilings and internal walls 1

1. Put on your personal protective equipment
2. Ensure the area to be worked and exit points are clear of obstruction and that safe access and egress is maintained
3. Measure and cut to size plasterboard to fit to ceiling joists and partition posts
4. Plasterboard to be filed down with a surform and cut with a board stanley knife or saw. Plasterboard to be cut by scoring with sharp knife, bend along cut to break then trim bent over back face to separate
5. Respiratory protection, use local exhaust system to control dust or wear a suitable face fit mask to EN149 Class FFP 2 if dust cannot be controlled
6. Install mineral fibre insulation prior to fitting plasterboard to other side
7. Remove all debris to designated waste disposal area
8. Do not leave tools and equipment unattended at any time
9. Ensure area is left safe at end of each shift

5.4 Plastering - Skim of Walls & Ceilings 1

1. Ensure intensity and direction of lighting is suitable to enable a satisfactory finish
2. Fit the appropriate specified beads to the plasterboard
3. Wearing safety glasses, gloves and dust masks mix hand trowel led gypsum by hand or mechanical paddle using a clean container, ensure all material in a batch is mixed thoroughly
4. Ensure suitable ventilation during mixing, use local exhaust system to control dust or wear a half face mask to EN149 Class

FFP 2s if dust cannot be controlled

5. Apply gypsum finish to a uniform thickness to walls or ceilings
6. Follow all safety procedures when working from ladders
7. For large areas proprietary working platforms should be erected
8. Smooth with a steel trowel
9. Do not attempt to use any mix after initial set, and do not attempt to re-temper, discard all such mix immediately
10. Do not attempt to plaster where extremes of temperature or moisture will affect the finish
11. Make good any damage after completion of second fix and carpentry work
12. Remove all debris to designated area, leave area clean and tidy

5.5 Second Fix Joinery (Doors, Architrave & Skirting Boards) 3

FITTING INTERNAL DOORS

1. Wearing correct PPE, hard hat, protective footwear, visibility vest, glasses and cut gloves.
2. Cutting to be done in specified cutting room/area with dust extraction.
3. Cut off the horns
4. Dry test the door in the casing and mark where trimming is needed
5. Trim the door to size, allow a clearance
6. Wedge the door in place and mark out the hinges and lock position
7. Chop out and fit the hinges to the frame either by hand or router
8. Chop out the door hinges by hand or router
9. Hang the door and check for plumb and correct clearance
10. Drill & chop out the door before fitting the lock
11. Fit the handles
12. Mark out the frame and fit the striking plate
13. Test the door for correct operation

FITTING THE ARCHITRAVE

1. Wearing correct PPE, hard hat, protective footwear and visibility vest.
2. Measure the lengths of architrave required
3. Check to ensure lengths are not bowed or twisted
4. Cut to size with a mitre using the chop saw
5. Fix the architrave to the door frame using the nail gun or pin gun.
6. Check mitre joints ensure top moulding is level

FITTING SKIRTING BOARDS

1. Wearing correct PPE, hard hat, protective footwear and visibility vest.
2. Measure the length of skirting required
3. Check to ensure lengths are not bowed or twisted
4. Dry test fit and cut/plane to size if required
5. Fix to the wall by nail gun / screw & plug / paslode pin gun (battery and gas) or instant grip adhesive as required
6. Cut scribed joint or mitred joint as required
7. Check all joints and fixings

5.6 Taping & Jointing on Dry Lining

1. Put on your PPE
2. Identify appropriate power / lighting supply
3. Ensure working area is clear and free of debris
4. Mix the jointing compound by mechanical paddle using a clean container as per manufacturers instructions
5. Ensure all material in a batch is mixed thoroughly.
6. When mixing dry powder ensure all operatives wear suitable dust masks
7. Use appropriate method of access i.e. MEWP/ Tower scaffold/stilts to gain access to height
8. Affix 50mm self adhesive fibre scrim to all joints
9. Apply first application quick set low shrinkage filler using knives /trowels/hawks
10. Allow first coat to dry
11. Apply second coat
12. Allow second coat to dry
13. If necessary apply third coat
14. Allow third coat to dry
15. Apply the edge bead and ensure a good fixing and a clean, sharp edge
16. Ensure all screws are sunk below the surface before filling
17. All works are sanded to achieve a smooth finish in preparation for decorating

5.7 Tea Point Installation

1. Fit new pre assembled kitchen unit carcasses and appliances as per contract drawings.
2. Ensure the units and carcasses are level and plumb
3. Fit new unit doors and surfaces
4. Large and/or awkward items to be tandem lifted
5. Installation work shall only be carried out when the circuit[s] or appliance is DEAD i.e. isolated from the electrical supply.

Before commencing work suitably checks must be undertaken to ensure that the system/appliance is dead
6. Carry out appliance test to ensure suitability of operation and safety
7. Turn on services and check all appliances for safety and correct operation

5.8 Door/Window /Frames & Architrave (Fitting)

1. Put on your personal protective equipment
2. Drive timber plugs into the vertical brick work 150mm from bottom and top and central in between (In new build properties these pads should be fitted at brick laying stage
3. Fit door casing/window frame and fix to timber plugs or drill and fix through to brickwork with proprietary fixings where no timber plugs exist
4. Level and plumb frames and pack to suit
5. Measure and cut architrave to fit
6. Fix architrave to frames
7. Ensure mitre joints are joined correctly
8. Fit door furniture and check for correct operation
9. Remove any debris, all tools and equipment.
10. Check that the doors and/or windows operate as intended.

5.9 Doors - Fitting (Internal)

1. Drill and chisel out fixing points for door furniture
2. Fit hinges to the door in the corresponding positions
3. Fit door catch and handles
4. Lift doors into position and fix to vertical aluminium/wood door posts
5. Fit door furniture to doors and check for operation
6. Remove all debris, tools and equipment from the area.

5.10 Glass Installation (DCP) 2

1. Only DCP Ltd personnel or duly appointed contractors are to fit, move or in any way handle glass.
2. All personnel are to sign in and out in the site contractors register and attend any inductions required by the management.
3. Put on appropriate personal protective equipment and wear whilst on site. Gloves, hard hat, viability vest and protective footwear.
4. A DCP Ltd supervisor inspect the job site prior to work commencing.
5. Each day a planned safe working practice must be developed prior to undertaking task, any change in conditions must be noted and communicated to all operatives.
6. Any signage and barriers as agreed must be in position.
7. Delivery vehicle driver to take direction from site personnel as to access and vehicle movements on site.
8. Glass will be manually taken off delivery vehicle and carried onto site.
9. The glass will be carried to correct floor via walkways and stairs as instructed by site supervisor.
10. Glass to be manhandled to work area ready for erection by experienced fitters.
11. Fitters tools and fixings will be taken to works area prior to glass arriving at work area.
12. Tools: Glass manual handling equipment, power suckers, stanley knife, hacksaw,nylon hammer,glass cleaning equipment, cut resistant gloves.
13. Site operatives are to be made aware of site fire precautions and the location and operation of fire protective equipment.
14. Site operatives to be made aware of fire assembly points.
15. Upon completeion of glass install glass will be cleaned using proprietary cleaning materials.
16. When working from stepladders the company working at height procedure must be followed
17. Remove all waste and debris from site to designated area, site will be left clean and tidy at the end of each shift

5.11 Glazing Partition Fixing and Erection (Aluminium Channels) 2

1. Put on your personal protective equipment including gloves, hard hat, protective footwear and visability vest.
2. Ensure the area to be worked and exit points are clear of obstruction and that safe access and egress is maintained
3. Fit galvanized steel top channel to ceiling working from step ladders, ensure company access via scaffold or podium procedure is followed
4. Mark out and fit shoes to floor, fix with proprietary screws
5. Mark out position of doors, openings, glazed units etc
6. Slide vertical aluminum partition posts into top channels and floor shoes and fix with self tapping screws
7. Slide angle brackets into position and fix with self tapping screws or appropriate frame fixings
8. Remove all debris to designated waste disposal area
9. Do not leave tools and equipment unattended at any time
10. Ensure area is left safe at end of each shift

5.12 Glazing Strip Out

1. Put on your personal protective equipment including gloves.
2. Ensure the area to be worked and exit points are clear of obstruction and that safe access and egress is maintained.
3. Remove angle brackets from position and unscrew self tapping screws or appropriate frame fixings.
4. Slide vertical aluminium partition posts out of top channels.

5. **Remove galvanised steel top channel from ceiling working from step ladders/scaffold, ensure company ladder procedure is followed.**
6. **Remove all debris to designated waste disposal area.**
7. **Do not leave tools and equipment unattended at any time.**
8. **Ensure area is left safe at end of each shift.**

5.13 Glazing Dismantle and Erection - Heritage Site

Methodology of the dismantling of existing glazed partitions

- Safely remove gaskets and dry joints and place glass in a safe storage area ready to be removed from site

- Remove screws from glazing tracks and store in a safe area ready to be removed from site.

- Plasterboard bulkhead above glazing to stay in situ.

- Any fixing holes to be made good following recommendations from the main contractor (CGI)

Methodology of the erection of new glazing and plasterboard partitions

- New glazing tracks to be cut and fixed into correct positions ready for glass to be installed.

- Fixing points to be confirmed by main contractor (CGI)

- When fixing into masonry DCP to use RAW plugs and wood screws. When fixing into metal stud and plasterboard partition DCP to use Drywall screws. When fixing into timber DCP will use wood screws.

Sign Off Sheet

I have read and understood the contents of this Method Statement.

Anything I did not understand has been explained to me to my satisfaction.

I agree to follow the Method Statement and understand that any instructions are provided for my safety and the safety of others.

Print Name	Signed	Date