



Express Building Demise Metal Stud Installation Method Statement

Project
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24-007

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Hazards

Hazards Associated With Activity

- Use of Hand Tools
- Use of Portable Electrical Equipment
- Use of Ladders
- Use of Tower Scaffolding
- COSHH
- Manual Handling
- Handling Sharp Materials
- Work at Heights

Site Specific Hazards

- Occupied Building
- Working with Other Trades on site

Work Procedure & Control Measures

All works to be carried out in accordance to the risk assessments, construction phase plan in place and other H&S management documents in place.



Identification of any conflicts of other working groups or work activities operating within the same area and specify communication and liaison arrangements to control additional risks.

Work area to be securely cordoned off to prevent unauthorised access.

PPE to be worn at all times on site.

Training

Only qualified, certified or otherwise competent personnel will be permitted to undertake the work.

All operatives are to receive training on manual handling techniques, asbestos awareness, and work at height.

All workers to undertake site induction prior to commencing work.

Toolbox talks will be carried out at weekly intervals during the works to raise awareness of relevant H&S issues.

Access

Work at height will be eliminated where possible, through changing work procedures or using alternative equipment.

Stepladder and ladders are only to be used for access and short duration work, and only when there is no suitable alternative such as full access scaffolding, tower scaffold or MEWP. Tower scaffolds to be erected by PASMA trained operatives. MEWPS to be used by suitably trained operatives (e.g. IPAF).

Access equipment will be securely stored at the end of each shift to prevent unauthorised use.

Exclusion zones will be established in the area below any overhead works, using suitable barriers and signage, to protect people below from the risk of any falling tools or materials.

Delivery & Storage

All required materials are to be delivered to the site before works commence.



All equipment and materials delivered to the site will be labelled and stored at a designated location following the manufacturer's instructions and any applicable COSHH assessments.

Materials will be stored safely away from access routes.

All materials unloaded using mechanical aids with sufficient safe working loads.

Materials stacked no higher than 2 pallets in a safe manner on level ground within the site boundary.

Materials to be stored within storage units or otherwise protected from weather conditions.

Preparation

Site dimensions will be measured on the site prior to commencement and any discrepancies found to the proposed layout to be discussed and agreed upon.

Cutting stud work and plasterboards to be done in a well-ventilated area.

Gloves to be worn when handling materials.

Eye protection and face masks to be worn when cutting or drilling.

Use hazardous substances in accordance with manufacturer's instruction, material data sheets and COSHH assessments.

All jointing materials to be mixed with clean water in a well-ventilated area.

Installation

Metal stud partitions will be set out according to layout drawings and/or other client instructions and in accordance with the manufacturer's recommendations and specifications.

Layout for floor and ceiling channels checked for wires and pipes to ensure contact with fixings is prevented.

Floor and ceiling channels to be fitted to the proposed layout. Checks made to ensure channels are plumb.

As required fire and acoustic seals/sealants are to be fitted during the installation of the perimeter sections in continuous strip leaving no gaps.



Head channel secured to ceiling joists or supporting structure at maximum 600mm centres.

Partitions to be fixed to suspended ceilings may require special provisions in the ceiling construction or have appropriate supports fixed along the line of the partition between the ceiling grid and the structural soffit.

Partitions installed on raised access floors or platforms should be carefully designed and located with consideration for maximum loadings recommended by the floor system supplier or have additional supports included in the design.

All vertical sections to be fixed plumb in both planes in line with each other. Special attention should be paid to the fixing of verticals adjacent to door frames.

Horizontal members should be set out level and in line with each other, after ensuring prior to fixing that each member is cut square.

Plasterboard panels fitted to one side of the partition prior to installation of service and cable runs.

Plasterboards will be screw fixed in accordance with the manufacturer's instructions.

Boards to be lined level and plumb with straight edges.

After installation of cables and pipework (first fix) by others, the second face is boarded.

Stagger joints to give additional strength to the partition wall.

All joint materials are to be mixed with clean water in a well-ventilated area.

Jointing to be carried out by experienced operatives using jointing machines and hand tools. Tools include taping knives, snips, hawks and towels.

Operatives to wear gloves and dust masks during mixing operations.

Beads and corner tapes to be cut to length and fixed to external corners with joint filler.

Beads to be coated with joint cement left to dry and sanded ready for decoration.

Joints to plasterboard will be taped and filled.



When dry joints will be sanded ready for decoration.

Door frames to be fixed plumb within designated openings, fitted tight and flush, set out to suit the height of the door.

Where glazing is to be fitted, gloves should be worn and care is taken when handling and fitting glazed elements.

All horizontal and vertical glazing beads to be cut and fitted in accordance with manufacturer instructions.

All required partition trims to be fixed in accordance with manufacturers instructions.

Care should be taken to avoid damaging the partition when handling, storing and installing components. Where heavy loads are to be fitted to the wall, a supporting framework should be installed within the partition.

Housekeeping

All good practice guidelines regarding housekeeping in the workplace will be observed.

All spillages will be immediately cleaned up to prevent any slip hazards.

All work equipment, chemicals and substances will be properly secured when they are not in use, to prevent any unauthorised usage or accidental contact.

During the works, the area will, so far as is reasonably practicable, be kept clean and tidy with clear walkways as appropriate.

Workspace

All good practice guidelines regarding the provision of sufficient clear working space will be observed.

Before the commencement of any works, sufficient clear working space (taking into account the nature of the work, the location in which the work is to be undertaken and the needs of any other building/site occupants) will be made available, so far as is reasonably practicable.

Suitable warning signage and barriers (as appropriate) shall be positioned around the work area, to restrict other persons from entering the area.



During the works, attention will be paid at all times to the maintenance of clear working space.

If during the works, the maintenance of clear working space is impracticable, the person undertaking the work will liaise with the site management / principal contractor to resolve the issue.

Work Equipment

All current legislation and codes of practice regarding work equipment usage will be complied with.

Only those persons who have received suitable and sufficient instruction and training will be permitted to use work equipment.

All work equipment to operate on 110v.

Any mains powered 240v work equipment will operate, via a transformer or other power reducing device, at a reduced voltage of no more than 110v.

Before using any item of work equipment, it will be inspected to ensure that it is in good condition and unlikely to cause injury or harm to any person as a result of its correct usage. Equipment guards to be correctly fitted before use.

All personnel are advised to check tools before each use and to take unsafe equipment out of service immediately, for repair or replacement.

Periodic testing and maintenance of all equipment carried out following regulations and manufacturer's instructions.

When not required for immediate use, all items of work equipment will be securely stored to prevent any unauthorised use or accidental contact with any sharp/rotating blades.

Work at Height

All current legislation and codes of practice regarding working at height will be complied with.

Suitable access equipment will be selected to provide a safe working platform (taking into account the task, the duration of the platform use and the location in



which the platform is to be used) shall be employed whilst undertaking any work at height and will be subject to inspection before and during its use.

Any fragile materials, structures or areas to be protected and covered to prevent falls through materials, with barriers and safety netting to be fitted as required.

Suitable access shall be provided to the working platform and will be subject to inspection before and during its use.

All working platforms are to be correctly fitted with guardrails and toeboards before use.

If there is still a risk of people falling from the platform a harness with a short work restraint lanyard must be secured to a suitable manufacturer provided anchorage point within the basket to stop the wearer from getting into a position where they could fall from the carrier.

Suitable barrier edge protection shall be employed where necessary.

Suitable warning signage and barriers (as appropriate) shall be positioned around the work platform base or danger area, to prevent unauthorised access.

Only those persons who have received suitable instruction shall be permitted to undertake work at height.

Manual Handling

All manual handling will be minimised through the provision of mechanical aids where practicable.

Where possible materials will be supplied in loads under 25kg. Operatives are not expected to handle loads or items weighing more than 25kg on the site without assistance.

If items above 25kg are to be lifted, or unusual, unstable or hazardous items, the supervisor/site manager will determine a safe method of handling through completing a risk assessment and by specifically instructing nominated individuals.

Any items or loads above 25kg are to be handled through mechanical aids or team lifting.



The following manual handling general precautions will be taken:

Deliveries and materials handling will be planned to minimise the extent of manual handling of materials.

Routes by which materials have to be carried by hand will be checked for and kept free of obstructions.

Appropriate PPE will be worn to make sure that materials can be handled safely, e.g. gloves and safety footwear.

Two or more operatives will carry larger or heavier items.

Harmful Substances

All current legislation and codes of practice regarding chemical/substance usage will be complied with.

Where possible, any hazardous substances are substituted for alternative non-hazardous substances.

COSHH assessments are completed before the use of hazardous substances.

Only those persons who are fully conversant with a chemical/substance will be permitted to use the chemical/substance.

Adequate ventilation will be maintained at all times where hazardous chemicals/substances are used.

When not required for immediate use, chemicals/substances will be kept in suitable closed containers in a secure location, to prevent their unauthorised use.

If during the works, the provision/maintenance of a well-vented workplace is impracticable, the person undertaking the work will liaise with the site management / principal contractor to resolve the issue.

If any unmarked containers, unusual or odorous solids (including discoloured soil), asbestos or asbestos-like materials, unidentified fluids or gasses are discovered then works should cease in the area such that subsequent work will not disturb the material found. The Client / Clients Representative will be



informed immediately. Work should not re-commence until resolved and safe to do so.

Waste Disposal

All current legislation regarding the prevention of environmental contamination (including waste disposal) will be complied with.

Any contaminated or hazardous waste created as a result of works carried out will be properly contained and disposed of with a specialist company.

Waste must be transferred using a waste transfer note.

Cleaning

After completing the work the area will be left in a clean and tidy condition, and all associated waste shall be removed and properly disposed of.

Management Arrangements

Monitoring Arrangements

Monitoring of this activity will be carried out using a variety of different means such as: inspections, checklists, meetings, audits, reviews, and employee consultation. The supervisor will carry out regular inspections of the works and highlight any concerns.

First Aid Provision

- Nominated First Aider(s)
- First Aid Kit
- Accident Book

Welfare Provision

Welfare facilities will be provided within close proximity to the work area.

Personnel must not eat, drink or smoke in the work area.



Welfare facilities, including rest areas and toilet facilities, will be left as they were found in a clean and tidy manner, and operatives are to ensure that they are reasonably clean and tidy before entering premises.

Emergency Procedures

In the event of an accident notify the first aider immediately, for a major injury call 999 or if in doubt call 111.

In the event of a fire sound the alarm and exit the site by the nearest exit, to not attempt to tackle the fire unless you have been trained to do so and it is safe to do so.

In the event of discovering a material that you suspect could be asbestos containing, stop work immediately and notify the site manager/supervisor for further instructions.