METHOD STATEMENT

JOINERY WORKS

AJ Developments

LOCATION OF WORKS
Neptune Mill Manchester

This method statement is implemented to provide a safe system of work for AJ Developments Ltd employees engaged in the operation of **joinery operations.**

It is to be read in conjunction with AJ Developments Ltd company policy for Health and Safety together with any other documents referred to therein. Any deviation from this document has to have written authorisation from manager responsible for the project.

All personnel employed by AJ Developments Ltd have received suitable induction and training for the work upon which they are engaged and are aware of their responsibilities under the Health and Safety at Work act. AJ Developments employees and sub-contractors will abide by the site rules.

1. HAZARDS AND ASSOCIATED RISKS

The following hazards and risks have been identified which could cause harm to site operatives and the public, but the residual risk is considered **medium** to **low** if the controls identified by this method statement and the attached risk assessments are put in place

Additional assessments may be required by sub-contractors required to assist, assessments are to be reviewed prior to works commencement. Assessments to be retained in Site health & safety File. Relevant risk, manual handling and COSHH assessments follow. The findings of these assessments are communicated to operatives affected by those operations

2. PERSONNEL INVOLVED

Fully Trained Joiners

3. TOOLS

Associated hand tools

4. PLANT & EQUIPMENT

- Electrical hand held drills
- Battery drills
- Transformers
- Extension leads
- Electrical saws bench and hand held
- Cartridge operated nail guns

5. P.P.E

Hardhat, safety boots, overalls and hi visibility top to be worn at all times, Eye protection, ear defenders, dust masks and gloves to be worn.

6. MATERIALS REQUIRED

- Various woods

AJ Developments

- Various fixings
- Various glues

7. SAFETY CHECKS

On uncovering what looks like asbestos works are to cease immediately, a specialist contractor will be engaged to carry out investigations his findings will determine what is to be done so works can proceed.

All electrical equipment will be 110 volt driven and will carry a PAT test certificate prior to use on site. All transformers will be plugged into a portable circuit breaker.

All personnel working will be competent and in most cases will be trained to do so.

All ladders will be put away at the end of each shift to prevent access by trespassers.

All personnel will wear the correct PPE. Hard hats and safety foot wear is mandatory.

Any works not covered in this method statement will be backed with further statements and attached or included to this.

Only trained operatives are to use machinery / tools that they have been trained to use.

8.0 METHOD

Roofing Timber Works

Cut out all defective roof timbers and replace with new

Cut up all new roofing members to the desired lengths

Install new timber spars onto sound existing roof timbers and fix in place with screws or bolts

Install timber spars in between the roof members to support the Velux roof lights

Working at Height.

Work to higher lifts of Joinery shall only be carried out off suitable working platforms such as scaffolding, mobile towers or MEWPs driven by an experienced operator. Access to scaffolds and towers which must be erected by competent persons, shall be gained by using suitable ladders of the appropriate length securely fixed and set at the correct angle. Operatives are not permitted to climb up any structure, only access equipment fit for purpose shall be used.

Edge protection, such as handrails, guardrails and toe boards, is to be provided where a person could fall for a distance of 1metre or more.

Surplus materials shall be lowered to the ground from working platforms using skip, hoist or chute and not otherwise discharged over the side.

AJ Developments

Safety harnesses will need to be worn if identified by a risk assessment for a specific job.

The work is organised so that the possibility of falls from height is minimised.

8.11 Completion.

Upon completion of works all surplus materials will be disposed of as agreed and the work area left in a clean and tidy condition. Suitable material will be de-nailed as necessary, cleaned and repaired as required and stacked for re-use. Proprietary systems, support, props etc. will be thoroughly cleaned and returned to the supplier.

As built information will be recorded and handed over to the Client's Site Manager for inclusion in the Health and Safety File.

Materials testing will be carried out as required and copies of the results forwarded.

9. SUBCONTRACTOR METHOD STATEMENT

(If applicable designate at which point the do subcontractors method statements & operations enter and leave this method procedure? Ensure contractor has read and understood this procedure by gaining signature at Section 19 of this document).

10. EMERGENCY EQUIPMENT / FACILITIES

Fire Extinguishers and first aid kits are located in the site office.

11. CLOSE OUT / COMPLETION CHECKS

12. ADDITIONAL RELEVANT INFORMATION

Not Applicable

13. WASTE DISPOSAL *(What was disposed and where etc?)*

14. SYSTEM OR EQUIPMENT ISOLATIONS REQUIRED *(Sources of energy or fluid flow etc)*

15. AUTHORISED BY: Jake Greenhalgh

16. CONTACTS: *(Key personnel within the project)*

Director **Jake Greenhalgh** Mobile 07817-109122

17. AUTHORISING SIGNATURE

Jake Greenhalgh

18. DATE 11/02/2024

19. METHOD STATEMENT ACCEPTANCE SIGNATURES

AJ Developments

NAME	SIGNATURE	DATE	COMPANY
I have read and fully understood the above method statement and associated documentation.			

AJ Developments