

Method Statement Information

**Disclaimer please delete before use**

**The details provided in this example method statement are intended as a guide only, the hazards and control procedures listed are not a comprehensive list. You must ensure that you carry out a risk assessment to determine and control the significant hazards that will be present in your particular circumstance. All information and advice is given in good faith. We cannot accept any responsibility for your subsequent acts or omissions. If you have any doubts, queries or concerns, you should refer to the relevant regulations and take further professional advice.**

**Please delete all red text prior to use.**

|  |  |
| --- | --- |
| Project / Contract | **Fettling of castings** |
| Client |  |
| Site Address |  |
| Expected Duration |  |
| Projected Completion Date |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | Name | Title | Signature | Date |
| Document Author |  |  |  |  |
| Authorised By |  |  |  |  |
| Authorised By |  |  |  |  |
| Authorised By  (for Client) |  |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Emergency Contact Details | | | |
| Contact |  |  |  |
| Tel |  |  |  |
| Mobile |  |  |  |

**Data Protection Statement**

The information and data provided herein shall not be duplicated, disclosed or disseminated by the recipient, in whole or in part, for any purpose whatsoever without the prior written permission from YOUR COMPANY

**Use this page to highlight the significant hazards your staff and others will be exposed to; also highlight the most important preventative/control measures that must be taken, HAZARDS and CONTROL MEASURES will be taken from your RISK ASSESSMENT. You can also highlight quality and environmental issues. The following are examples; please delete/enter your own**

**Staff Information Sheet**

The following method statement has been developed to provide a safe system of work and must be adhered to at all times; any significant deviation from this system must first be authorised by your manager or safety representative. **Please read the entire sheet before beginning the procedure, if you have any questions please contact your manager or safety representative.**

**Note: All installations will be carried out in accordance with The Confederation of Aerial Industries guidance documents “Guidelines on Safe Operating Procedures for the Aerial and Satellite Industry” and “Health & Safety in the Aerial & Satellite Industry”**

**The main hazards to your safety and health are: (add or remove as required)**

1. Injury from incorrect Manual handling.
2. Injury from slips trips and falls.
3. Injury from machine hazards.
4. Noise.
5. Vibration.
6. Flying debris.

**Preventative Measures you must take: (add or remove as required)**

1. You must be competent to carry out the task.
2. Barriers and/or warning signs must be placed around the work area, where risk assessment has deemed necessary.
3. Visitors and other members of staff are prohibited from entry unless accompanied by a competent person, all visitors will be issued with personal protective equipment where appropriate.
4. You must be trained and competent to use hand tools, mains voltage and battery power tools.
5. You must not lift beyond your capabilities, get help if necessary.
6. You must follow all directions given by the manager or his agents.
7. Noise control area established, hearing protection must be worn.

**Personal Protective Equipment you must wear: (add or remove as required)**

1. Hard Hat (at all times)
2. Safety Boots (at all times)
3. Eye Protection (at all times)
4. Hearing Protection (at all times)
5. Overalls
6. Face mask to FFP2 as a minimum

**Environmental Protection Measures you must take:**

1. You must dispose of waste and packaging to the designated area or skip provided for waste.
2. Ensure that extraction is working properly.

**Quality Control:**

1. Adhere strictly to the following procedure to ensure quality of service.
2. If in doubt, contact your manager for clarification before proceeding.

**Add in other relevant sections such as the items listed below. Your risk assessment will tell you which control procedures must be in place (remove any that do not apply to you).**

**General Precautions**

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

**PPE**

All site workers will wear hard hats, safety boots and protective clothing at all times; other items of PPE such as eye protection, hi-visibility vests and gloves are available to be worn as and when necessary.

**Preparation & Induction**

A risk assessment will be prepared for each task which will be discussed with members of staff, any queries or concerns will be dealt with prior to starting work. Staff will be inducted on to site and will follow all company rules and safety procedures.

**Manual Handling**

All staff have been instructed on the potential dangers of manual handling and staff will not lift items of equipment beyond their capabilities. Heavy or awkward items will be broken down into smaller units or dual lifted where this is not possible. It is the responsibility of the site foreman to assess every situation that requires manual handling and enforce control procedures where he deems necessary.

Please also download [Getting to Grips with Manual Handling](http://www.hsdirect.co.uk/documents/guidance/indg143_Getting_to_Grips_With_Manual_Handling.pdf), a short guide from the HSE.

**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 approved course of at least 3 days training repeated every 3 years and a refresher course every year in between.

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. Often principal contractors will ensure sufficient first aid cover for sites under their control

**Access & Egress**

On construction sites, the principal contractor is responsible for providing safe access and egress to the site; YOUR COMPANY staff will ensure safe access and egress is maintained for themselves and other contractors/members of the public in the area they are working in, good standards of housekeeping will be maintained by all staff. Warning notices and barriers will be deployed as required. Debris will be cleared away on a regular basis and the site left clean and tidy at the end of a shift or task. YOUR COMPANY will be responsible for safe access and egress when you are the principal contractor.

**Contractor/Visitor Safety**

YOUR COMPANY 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. Scaffold, ladders and any other access to height will be made inaccessible.

**Tools and Electrical Equipment**

All items of 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 where possible. Subcontractors will not be allowed to bring on to site any damaged or defective tools; the site foreman is responsible for ensuring all tools and equipment brought on the site are fit for purpose. Battery operated tools will be used wherever practical.

**Vibration**

Hand arm vibration syndrome is a widespread industrial disease affecting many workers.  The most common form of Hand Arm vibration Syndrome is Vibration White Finger.

If during your work you come into contact with hand held power tools or other sources of vibration, then you may develop the condition.

Works will be carried out using low vibration output. Equipment will be checked for good condition. Exposure will be reduced by task sharing to minimise individual exposure. Anti-vibration gloves will be provided for additional protection. Tool box talks will be carried out to ensure all personnel are aware of the need for protection and prevention of exposure

Further Information

HSE Guidance Free Downloads

**Method Statements**

**Describe the task or process you are writing about:**

**Task Description:** This method statement describes the work process for the fettling of steel castings

**Describe in detail step by step, the tasks or process someone must follow in order to complete the task safely. Delete any that do not apply to your situation.**

**Step by step process**

1. Ensure that the casting is secure and stable prior to starting work.
2. Ensure that the work area is clear of obvious hazards.
3. Check tools and equipment to make sure that they are right for the job, tested and in a good condition.
4. Ensure that the dust extraction is on and functioning properly.
5. Ensure all guards and screens are in place and in good working order.
6. Ensure the correct PPE is worn to carry out the task safely.
7. Rotate/ shift change task if daily vibration exposure limit has been reached.
8. When working on large castings where there is a need to work at height. Ensure there is a safe working platform to carry out the task safely i.e. scaffolding etc.