

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 | Schools Caretaker – Grounds maintenance |
| 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. Disease from standing/stagnant water.
4. Injury from machine hazards
5. Noise
6. Vibration

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

1. You must be “competent” to carry out the task.
2. You must NOT carry out this task alone
3. Barriers erected at entrances and around the work area if deemed necessary by the foreman or safety officer to protect others.
4. You must not lift beyond your capabilities, get help if necessary.
5. Visitors and other members of staff are prohibited from entry to the work area.
6. Do not use machinery at times when the grounds are planned to be in use.

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

1. Safety Glasses
2. Dust mask
3. Hearing protection
4. Gloves
5. Safety boots

**Environmental Protection Measures you must take:**

1. You must dispose of waste and spoil to the designated area or skip provided for waste.

**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.**

**Staff & Training (Example text)**

The tasks will be carried out by staff from YOUR COMPANY. All members of staff are experienced and hold the following qualifications; List Qualifications. Training will be provided and operatives must not use equipment or materials for which they have not received training.

**PPE (Example text)**

All operatives will wear Safety boots, Hi Visibility Vests, hearing protection, gloves, eye protection and a type 2 face mask at all times during the task, other items of PPE such as overalls are available to be worn as and when necessary.

**Preparation & Induction (Example text)**

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 management who will ensure it is dealt with. Staff and sub contractors will receive induction training and will follow all site rules and safety procedures.

**Welfare (Example text)**

Adequate washing, toilet, drying and refreshment facilities for staff and sub-contractors will be made available, staff and contractors are responsible for ensuring that such welfare facilities are maintained in a clean and wholesome manner.

**First Aid (Example text)**

A trained first aider will be a suitable person who has attended an approved course of at least three days' duration and he/she will re-train at least annually on a course of not less than one day. A trained first aider must be present on the premises when this task is taking place.

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.

**Contractors** (Example text)

Anyone working without supervision provided by the school must hold a current Disclosure and Barring Service (DBS) check and provide evidence of that check to the school before work starts.

**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

**Other headings for the aspects of the task and your company may include;**

**Permits to work**

**Machinery shutdown and lock off procedures**

**Site Access and Egress**

**Welfare and first aid**

**Safety of other contractors and members of the public**

**For all the above titles enter what control procedures you either have in place or will put in place to ensure the safety of workers, visitors and anyone else who is affected by your operations.**

**Method Statements**

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

**(Example, please delete) Grounds maintenance**

**Step by step procedure**

Preparation

1. Works to be planned, where possible outside site opening hours.
2. Management to inform appropriate personnel that the task is about to be carried out.
3. Place signs and barriers around work area to warn others of work that is being undertaken and check work area carefully and identify any hazards that may hinder you in the task you are performing. (Remember to leave enough space within the enclosed area to work).
4. If working on uneven ground consideration should be given if using access equipment.
5. Consider the ground surface and decide if it is slippery or unstable.

* Is the surface wet?
* Is the surface covered in algae?
* Is the surface hard and level?

Take the necessary steps to ensure you work safely.

1. High winds and poor general weather need to be considered when working outside. Outdoor work in poor weather is to be confined to essential (emergency) tasks only.
2. When using power tools you need to consider the noise levels for both yourself as the user and for those around you.
3. Where safety guidelines specify PPE, then you must comply.
4. Consider the noise levels which those working around you are also exposed to and either only proceed with the work when the area is cleared of others or ensure that others are also wearing hearing protection.
5. Use barriers and signs to control access to the area.
6. Occasionally the noise levels may be such that neighbours are also exposed to excessive noise levels. If this is the case supervisor must decide on actions to be taken.
7. If there is a risk of dust, sand or other debris becoming airborne the use of good housekeeping techniques should be followed to minimise exposure. Wear the appropriate PPE (dust mask and goggles).
8. Additional screens may be required to protect others who may be in close proximity to the work zone (Consider public and in particular children.)
9. When operating machinery and equipment the appropriate PPE should be worn. Operator must be deemed competent
10. Be aware that surfaces of machinery and equipment may be excessively hot. This may be from:- design, fault or as a result of excessive work being done. Check carefully before handling. Use PPE to prevent injury. Do not leave machinery or equipment in locations accessible to unauthorised others.
11. Machinery and equipment must be isolated prior to cleaning, refueling or making adjustments.
12. Guarding must always be used if provided. It should only be removed for cleaning or maintenance by a competent person after isolation and replaced prior to re-energising.
13. Only trained and competent persons should work with any machinery or equipment. This means that familiarisation training and assessment is required.
14. Before using any chemicals or substances consult the relevant COSHH Assessment as this will tell you how to store, handle and work safely with these items. You must follow the instructions given. You must wear the correct PPE and use good housekeeping techniques to minimise the risk of accidents.
15. On completion of works, all tools, equipment, debris and unused materials must be cleared from the work site.
16. Notify management that the work is completed. Where necessary obtain approval of works completed.
17. Surfaces must be clean and safe prior to removing barriers and signage and the area re-instated for normal use.