



**SAFEcontractor**

The contractor accreditation scheme for business  
"Helping you make an assured choice"



CONTRACTORS HEALTH & SAFETY ASSESSMENT SCHEME  
Accredited Contractor

**beaverfloorcare**  
Clean Maintain Restore

## METHOD STATEMENT

<b>Process :</b>	<b>MAINTENANCE TO TRAVERTINE FLOORING</b>		
<b>Site :</b>	<b>KPMG , 15 CANADA SQUARE</b>		
<u>Operations Director</u> :	Thomas Campton	<u>Site Supervisor</u> :	Mark Brockington
<u>Originator</u> :	D Campton	<u>Position</u> : Director Health & Safety	<u>Date</u> : 17 <sup>th</sup> October 2017
<b>This method statement is critical to the health and safety of the activity it relates to. It is to be strictly adhered to. Any deviation must first be authorised by the Site Supervisor.</b>			
<b>Specified Area :</b>	<b>All specified areas of Travertine</b>		
<b>Access :</b>	During weekends at pre-arranged times		
<b>Working Environment and Restrictions:</b>	Health & Safety, Security & Fire Regulations in accordance with our policies and site requirements		
<b>Protection of Others :</b>	Work to be undertaken at times requested by client . Areas to be isolated & cordoned off as required		
<b>Emergency Procedures :</b>	Emergency procedures in accordance with site requirements		
<b>Personal Protective Equipment :</b>	Safety footwear, Safety Glasses, Gloves, Masks, Ear Plugs Barrier cream , Protective Coveralls		
<b>Plant and Equipment:</b>	Specialised Rotary Floor Machines , Klindex Levighator; Fein Machine, Scrubber Drier ( Battery), Wet Extractor, Tub Vacuums . Sundry cleaning items IBC Settlement Tank 1000L  All equipment PAT Tested, maintained regularly & used with RCD's.		
<b>Materials Handling/Storage and Safety Information:</b>	No special procedures required Disposal in accordance with MSDS		
<b>Stages:</b> ( to be undertaken in correct sequence) :			
<ol style="list-style-type: none"> <li>1. Make contact with Security and Site Representative</li> <li>2. Cordon off access points as required e.g. stairs to restrict access to basement / mall &amp; areas as required. Position Hazard Warning Signage/ Barriers, barrier tape appropriately.</li> <li>3. Stairways , Lifts &amp; Lift Lobbies to be made safe , cordoned off &amp; taken out of operation as required &amp; by prior agreement . Barriers, tapes &amp; extensive use of Hazard Warning Signage.</li> </ol>			



4. Mask areas as required – e.g. skirtings, carpeted areas etc protector /polythene /masking tape
5. Sweep & Clean area prior to filling.
6. Vacuum with particular attention to removal of dust /grit from pitted areas.
7. Apply epoxy resin to ensure smooth finish
8. Removal of excess filling agents & deep clean
9. Powder polish - Vitrification Process using KP92 powder , water, steel wool pads & rotary action floor machines .
10. Rinse using water & mopping action. Allow to dry
11. Check all areas -remove masking , wipe as required.
12. Advise site contact when works completed for day
13. Remove all equipment, products and calcium deposits from site.
14. Return passes & sign out of site

**N.B. Adequate Ventilation required when epoxy resin is in use**  
**Access to a water supply is vital to enable works to proceed**  
**Waste water sedimentation tanks with additional filtration in use.**  
**Stairways & Lift Lobbies to be taken out of operation & made safe whilst being restored**  
**Fire Alarms & Smoke Alarms to be isolated in areas in which Technicians working**