

HS 011 - Method Statement

This document sets out our method of work for the project. It must be read in conjunction with our risk assessments and any site-specific rules and procedures.	
Method Statement No:	MS 154 RevA
Description of Works:	Partitioning, Plaster boarding and Tape and jointing
Client:	TanRo
Location:	Beauchamp Business Park, Kibworth, LE8 0RX
Start Date:	08 January 2024
Duration of Works:	As per program
Approved by:	Tom Preece

Key Contacts		
Title:	Name:	Contact number:
TanRo Project Manager:	Carl Wilcox	07540 860451
TanRo Site Manager:		
DCD contracts Manager:	Tom Preece	07444 712056
DCD Site Supervisor:	Daniel Ross	07538 918872
Health & Safety Advisor	Jonathan Williams CMIOSH	07506 230365

Hazards Identified from Risk Assessment(s)
<ul style="list-style-type: none"> Falls from height (Podiums, Scaffold towers and MEWPS) Falling materials Deliveries to site Falls from height (raised access floor panels) Injuries from use of hand tools Injuries from use of power tools Noise and vibration harmful to health emitted from power tools Slips, trips, and falls due to poor housekeeping, spilt materials, poor cable management, waste/debris, and equipment left lying around. Contact with harmful substances i.e., dusts, adhesives etc. Manual handling injuries - movement of materials and equipment Repetitive tasks causing work related upper limb disorders Contact with hidden services, live electric cables, soil pipes etc. Loading/unloading materials/equipment from vehicles Use of nail guns Dust exposure from sanding. Exposure to insulation fibres.

Resources and Training
<p>All operatives must be inducted on site by the TanRo Site team before work commences. As a minimum, copies of trade specific CSCS cards any other equipment training will be provided (IPAF, PASMA etc.)</p> <p>We will have a full time Site Supervisor on the Project who will be trained to CITB SSSTS standards. The Site Supervisor will be 'none working' and will ensure health & safety tours are carried out throughout the day to ensure compliance with these RAMS.</p>

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Should we need to change or cover the nominated Supervisor in the event of planned leave, sickness etc. then there will be a documented hand over, so the covering Supervisor is fully aware of all aspects of the Project and any ongoing Health & Safety issues.

All operatives must be talked through the RA/MS applicable to their works.

Only use work equipment if you have been trained to do so.

All operatives must be face fit tested and be equipped with a suitable P3 or FFP3 respirator.

Work Equipment Required (Tools, equipment, mobile plant):

- Hand tools
- Hand saw
- Pad saw
- Armorguard cutting station
- Starke Arvid Lift Truck
- Starke Arvid board trolley
- Starke Arvid Trestles
- Board knife
- Battery operated drill/screwdriver
- Tin Snips
- Circular saw
- Chop saw
- Hammer
- Tape measure
- Stanley Knife
- Insulation knife
- Guide board for cutting insulation
- Spirit Level
- Pencil & Chalk Line
- Hawk & Trowel/Float
- Spirit Level
- Clean up tools – M or H Class Vacuum
- Water spray (no dry sweeping) and for wetting down
- Spit P370/P800 nail guns
- Sanders for taped joints
- Laser levels
- Hammer drills
- Collated screw guns

Specific Safety Equipment Required (Fencing, signage, rescue equipment etc.):

Loading bays will be installed by TanRo and maintained/inspected. They will be equipped with full edge protection and cantilever gates.

Access equipment:

- Tower Scaffold

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- MEWP/Scissor Lift suitable for working environment and task
- 600mm x 600mm Hop-Ups
- Podium Steps
- Stepladders (Under permit only from TanRo)

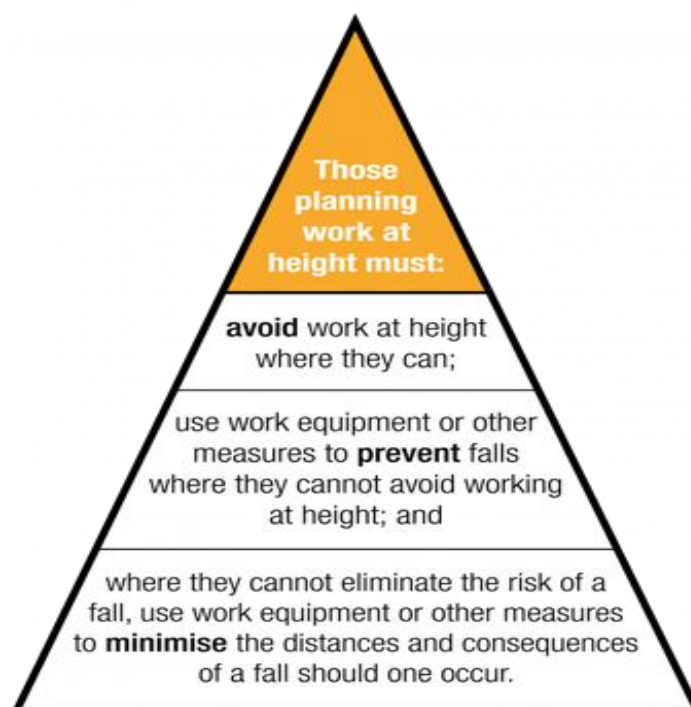
These items of equipment will be Scaff tagged and inspected at least weekly.

- Barriers, around holes created by removal of raised access floor panels.
- Task lighting, where required.
- First aid kit, including eye washes.

Work at Height

Wherever practical as much work as possible will be undertaken from the ground.

We will adopt the HSE Hierarchy when planning work at height.



For this project we will use the following access equipment:

- Scissor lifts, 600x600 hop ups, temporary access towers, podium steps (Steps where safe to do so and there is no safer alternative.

Use of Scissor Lifts and Mobile Elevating Work Platforms (MEWP's)

- The MEWP will be serviced in accordance with manufacturers recommendations and subject to 6 monthly Thorough Examinations.
- Only IPAF qualified workers will use the MEWP.
- Only use MEWP's on flat, level ground.
- The MEWP will be subject to a documented visual pre-use inspection.
- The MEWP will only be used on flat stable ground where there are no overhead hazards.

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- The MEWP will be cordoned off when in use to reduce the risk of falling objects to adjacent workers.
- The MEWP will be isolated in a safe position if left unattended.
- The MEWP will not be used to lift heavy items such as large quantities of plasterboard.
- Harnesses and restraints will be used in accordance with IPAF training and guidance.
- A rescue plan will be documented for the MEWP.
- Tools will be tethered when working at height.

Stepladders (LAST RESORT and under permit only)

- Stepladders will only be used where they are safe and there is no reasonably practical safer alternative – wherever practical we will use a MEWP or for lower level work podium steps or 600x600 hop ups.
- Only use steps on flat, level ground.
- Stepladders will be Industrial Class, logged and inspected before use.
- Stepladders will only be used for light work and short periods as detailed in HSE Guidance INDG 405 Safe Use of Ladders and Stepladders.
- All operatives will be trained in the safe use of stepladders.
- Stepladders will be of suitable height and construction to carry out the work safely.
- 3 points of contact will be maintained at all times.
- DO NOT use the top 3 steps of a stepladder.
- DO NOT use defective steps.

Podium Steps

- Ensure podiums are of adequate strength and height.
- Only use on podiums on flat, level ground.
- Ensure podiums are inspected by competent person before use and DO NOT use defective podiums.
- Ensure employees are trained and competent in use of equipment.
- Ensure employees are wearing suitable safety boots.
- Ensure podiums are clean and free from jointing material/paint/grease etc.
- Ensure equipment is not used in roads or pathways without suitable protective barriers.
- Ensure gate is always closed when on the platform.
- Ensure brakes/outriggers are always used.
- DO NOT climb on rails to gain extra height.
- DO NOT lean out of the side of the podiums.

Use of Temporary Access Scaffolds

- The Temporary Access Scaffold will be suitable and fit for purpose.
- Only PASMA qualified operatives will erect, use, and dismantle the Temporary Access Scaffold.
- The Temporary Access Scaffold will be subject to a documented inspections weekly and a visual pre-use inspection.
- The Temporary Access Scaffold will only be used on flat stable ground where possible. When installing partitions for first fix, two legs need be adjusted to slab level

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and two legs adjusted for the raised access flooring level (tiered). This will ensure scaffold towers are unable to be erected close to a open edge.

- There must be no overhead hazards
- All stabilisers will be used as per manufacturer's instructions.
- All components will be used including safety critical items such as handrails, mid rails, toe boards, internal ladder, and trap door.
- The Temporary Access Scaffold will be cordoned off when in use to reduce the risk of falling objects to adjacent workers.
- Tools will be tethered when working at height.

Personnel Protective Equipment to be Worn for this Task								
	 <small>High visibility clothing must be worn in this area</small>							
Hard Hat	Hi-Vis	Safety Boots	Glasses or Goggles	Ear Defenders	Gloves	Dust Masks	Respirator	Face Shield
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> Safety glasses to EN166 with 'A' rating for high impact protection.	<input checked="" type="checkbox"/> When using power tools	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/> When required for task	<input checked="" type="checkbox"/> P3/FFP3 Type – Face fit tested	<input type="checkbox"/>	<input type="checkbox"/>

Parking Arrangements:

- There are parking facilities on site for contractors.
- Parking is limited in the area, and we will park safely nearby.
- Parked vehicles must not impede emergency services.
- Lock all vehicles and do not leave materials, tools, or personal items in sight.

Site storage arrangements and deliveries:

- Bulk material i.e., plaster board may be left on site in a designated area agreed with the Site Manager. There are limited storage areas so we will plan a 'just in time' protocol to limit the need to store bulk materials on site.
- All other materials will be transported to site by contracted vehicles.
- Keep equipment and material secure at all times, in site containers/ compound.
- At the end of each day all work equipment will be removed from site or stored appropriately.
- At no time will paths, pavements, or stairs be blocked.
- Deliveries will be made via main entrance to beauchamp business park using rigid lorries from our supplier.
- TanRo will be responsible for loading out materials to the required floor for horizontal distribution.
- DCD Plastering Ltd's Supervisor will meet deliveries.
- A designated area will be identified.
- Materials will then be loaded into designated areas.

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- We will not take part in the unloading process and ensure we are away from unloading activities.

Waste Disposal:

- All work areas must be kept clear and tidy at all times.
- All waste should be properly bagged up and any sharp edges will be wrapped to prevent injury.
- Waste will be placed into designated skips on site. Ensure plasterboard is always placed in the designated skip.
- All areas will be cleared of waste materials and any excess dust will be vacuumed using an M or H Class vacuum as opposed to sweeping.
- All skips will be kept in the project compound.

Welfare Facilities Required: (Toilets, washing facilities, canteen)

DCD Plastering Ltd will be afforded the use of the TanRo welfare facilities at all times to include as a minimum.

- Drinking water, Toilet, Hot and Cold Water for Hand Washing, Drying Room, Facility to prepare and eat hot meals drinks, and a fridge.
- Keep welfare facilities clean and tidy. Dispose of food waste properly, do not encourage vermin!
- Smoking is not permitted in the Work Areas.



Manual Handling:

- All workers will be trained in manual handling techniques.
- All bulk materials will be loaded out to each floor by TanRo using tele handling equipment.
- We will utilise board Trolleys for distributing plasterboard from the loading bay to the work areas.



- Operatives will be trained in the safe use of the handling equipment and the trolleys will have a pre-use inspection.
- Boards will be stored on waist height trestles to limit the need for bending down and lifting boards from the floor.

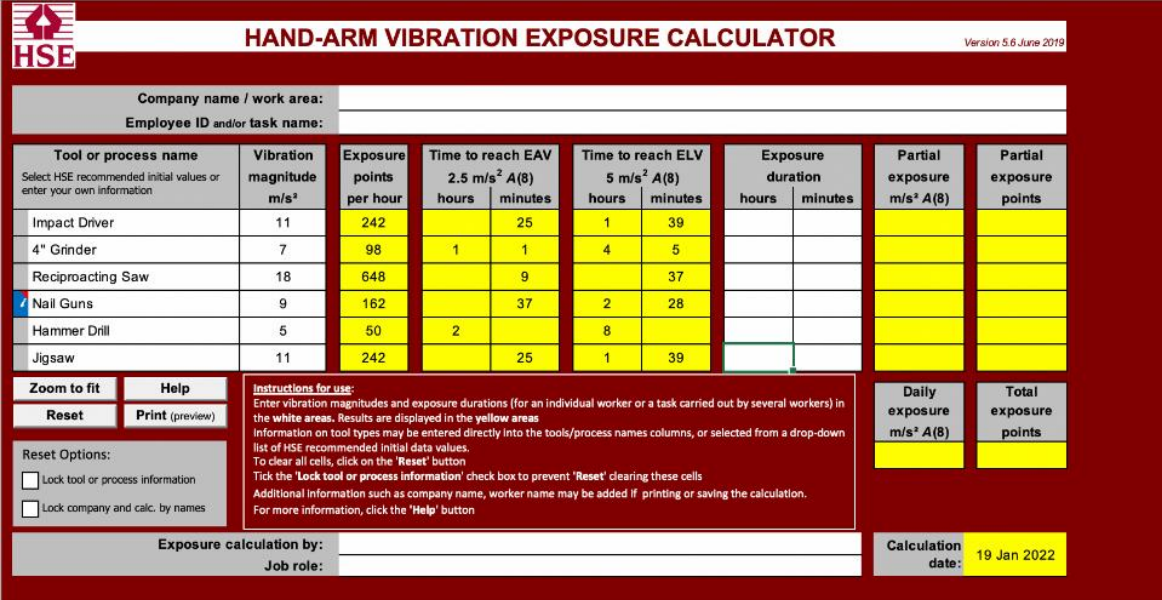
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- Only one board at a time will be carried out and two operatives will perform the task.

Hand Arm Vibration (HAVS):

- Due to the nature of our works we have to use power tools that may emit vibration that will need to be controlled.
- We will adopt a strict policy of purchasing or hiring vibration damped equipment wherever possible/available.
- All Employees will be trained and issued with HSE Document <https://www.hse.gov.uk/pubns/indg296.pdf>
- We will adopt a principal of job rotation to reduce exposure.
- The following will be used as a guide for usage times.



HSE HAND-ARM VIBRATION EXPOSURE CALCULATOR Version 5.6 June 2019

Company name / work area: _____
 Employee ID and/or task name: _____

Tool or process name <small>Select HSE recommended initial values or enter your own information</small>	Vibration magnitude m/s ²	Exposure points per hour	Time to reach EAV 2.5 m/s ² A(8)		Time to reach ELV 5 m/s ² A(8)		Exposure duration		Partial exposure m/s ² A(8)	Partial exposure points
			hours	minutes	hours	minutes	hours	minutes		
Impact Driver	11	242		25	1	39				
4" Grinder	7	98	1	1	4	5				
Reciprocating Saw	18	648		9		37				
Nail Guns	9	162		37	2	28				
Hammer Drill	5	50	2		8					
Jigsaw	11	242		25	1	39				

Zoom to fit **Help**
Reset **Print (preview)**

Reset Options:
☐ Lock tool or process information
☐ Lock company and calc. by names

Instructions for use:
 Enter vibration magnitudes and exposure durations (for an individual worker or a task carried out by several workers) in the white areas. Results are displayed in the yellow areas.
 Information on tool types may be entered directly into the tools/process names columns, or selected from a drop-down list of HSE recommended initial data values.
 To clear all cells, click on the 'Reset' button.
 Tick the 'Lock tool or process information' check box to prevent 'Reset' clearing these cells.
 Additional information such as company name, worker name may be added if printing or saving the calculation.
 For more information, click the 'Help' button.

Daily exposure m/s² A(8) **Total exposure points**

Exposure calculation by: _____
 Job role: _____

Calculation date: 19 Jan 2022

- We will ensure workers carry out trigger time surveys to monitor usage times or use an approved monitoring system such as HAVI meter.
- All tools will be well maintained and serviced.

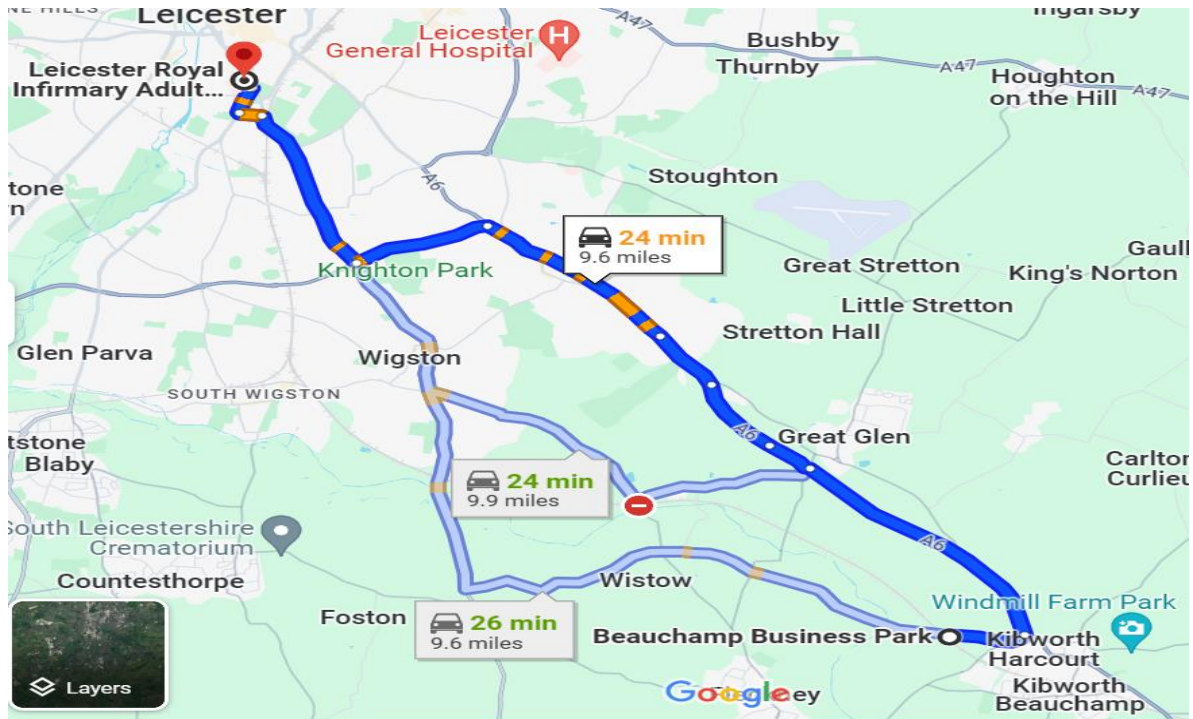
Emergency Procedures

- Fire evacuation, accident reporting and emergency procedures will be explained at the Induction.
- In addition to TanRo requirements all accidents and near misses must be reported to DCD Management immediately.
- Fire exits and escape routes will be kept clear at all times.

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Nearest A&E Department:

Leicester Royal Infirmary A&E department
 Infirmary square, Leicester, LE1 5WW
 Tel: 0300 303 1573



Health Surveillance:

- All operatives must complete a post-employment health questionnaire.
- All operatives will be issued with the following forms every 6 months; HS031a – Lung Function Questionnaire, HS031b – Skin Condition Questionnaire, HS031c – Hearing Function Questionnaire.
- Should any operatives highlight any issues we will ensure they are referred to their GP or our nominated Occupational Health Provider.

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Site Set-Up:

- Ensure any hazards and risks not addressed are documented on a site-specific risk assessment and method statement.
- Ensure adequate labour is available (Minimum two persons) and suitable tools and equipment is available or hired to complete the works.
- Ensure all operatives are suitably trained and competent.
- All operatives must undergo a full induction by the Principal Contractor before being set to work.
- Ensure that all tools and equipment are subject to a visual check prior to starting work.
- Obtain job specification/drawings/plans etc. from the Site Manager and any necessary documentation from the Site Manager.
- Attend specific induction and briefing.
- Deliver the content of these RAMS to the workforce in a toolbox talk and ensure operatives sign to confirm understanding of the documents.
- Traffic management plans are to be viewed and operatives instructed to keep to designated walkways.
- Ensure vans are parked as close to the site as possible to limit manual handling.
- With the Site Manager, identify a suitable location to store equipment and materials and a suitable area to use as a material cutting area (Cutting station to be used).
- Ensure safety data sheets are available for all substances and employees are trained.
- Operatives will be fully briefed on the works and checks will be made on all work equipment and all PPE must be available, in good condition and properly worn before works commence.
- Signage will be clearly displayed highlighting the fact that works are being carried out and to take necessary precautions.
- All tools must be visually checked, and all appliances must be PAT tested within the last 3 months.
- All access equipment must be suitable for the works, logged, and visually inspected.
- Service plans must be obtained where available to ensure cable and pipe runs can be identified and isolated before work commences.
- Signage should be used where required
- Ensure that barriers and door guards are used to protect other site users from hazardous or dusty works.
- Individual plasterboards will be handled manually using grips.

Sequence of Works and Safety Critical Measures:

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Metal Stud Walling

- Operatives will ensure they put on the required PPE, steel toe boots, gloves, hardhat and eye protection, and ensure that the PPE is in good condition and clean.
- The floor will be marked out where the stud walls are to be erected, using the datum supplied.
- A minimum amount of raised access floor panels will be removed where the wall is to be erected.
- Barriers will be placed around the working area to protect persons from falling off the raised floor into the working area.
- The tracks for the ceiling and floor will be cut to length, using tin snips or circular saw.
- The floor track will be fixed into the floor slab with specified spit fixings or metal knockins.
- Nail guns will only be operated by trained and competent personnel.
- Signs will be displayed at the entrance to rooms where nail guns are being used.
- Nail guns will be visually inspected prior to use and guards must be fitted and operational.
- Defective equipment must not be used.
- Cartridges must be removed from site at the end of the shift and taken back to the office for suitable disposal.
- The ceiling track will be plumbed and fixed into the ceiling using specified spit fixings or metal knockins.
- The vertical studs will be placed at approx. 400mm centres and cut to length using tin snips.
- The studs will be screwed into the tracks, using self-drilling, pan head screws.
- Openings will be formed in the same manner.
- Wooden batons will cut to length using a circular saw and then placed on the path of vertical cable runs.
- They will be fixed into position using self-drilling, pan head screws.

Plaster boarding

- Plasterboard will be marked, hand scored, cut, and fixed to the studwork frame using a powered driver and self-tapping drywall screws.
- Two persons will be available at all times to assist with manual handling the boards.
- Any off cuts and waste will be removed from the work area and disposed of in the correct skip.
- Fixings should be spaced every 200mm along edges (where two sheets meet on a stud) and 300mm on centres located elsewhere.
- Insert rock wool insulation in between batons, Siniat metal framework and plasterboard.
- This process will be repeated until all plasterboard has been fixed and tape and jointed.

Cutting/fitting Cavity Wall Insulation

- Level 5 cut resistant gloves to be worn when handling and cutting insulation.
- Cutting to be done in an open area away from other workers.
- Cut along a wide timber board as a guide keeping your hand away from the blade.
- Approved product knife to be used (Not Stanley type blade). Cutting must be on flat stable floor or workbench.

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- Face fitted FFP3/P3 respirator to be used when cutting.
- Disposable paper overalls to be worn whilst cutting.
- Remove offcuts to designated bins as soon as practical.
- Exclude non-essential workers from area.
- Tight fitting goggles to be worn when cutting.

Sanding Taped Joints

- Ensure you use the most appropriate sander (Low vibration where available).
- Ensure the correct grade sanding pads are selected and properly fitted.
- Ensure the sander is connected to a suitable on-tool extraction system (M or H Class vacuum type).
- Visually check the tool, vacuum, extraction hose and connections.
- Ensure minimum sanding to reduce dust and vibration.
- Do not exceed specified time on the sander – ensure job rotation is utilised so as not to approach the vibration action level.
- Ensure safety goggles and a P3 face fit tested respirator is used.

End of Shift

At the end of each day or when the work is completed, all materials to be cleared away, placed in the appropriate skips, or returned to the designated site storage area.

All dust to be vacuumed using an M or H class vacuum.

Remove access equipment, barriers, all tools, and handover area.

Any gaps in flooring around doorways to be filled by TanRo with plyboard or similar.

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