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| **Surveying** | |
| **Project** |  |
| **Date** | 4/1/23 (use replace function to change both dates) |
| **Duration** |  |
| **Contract Manager** | Anthony Rose |

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| **Organisation and planning** | | |
| The following people are responsible for planning, procurement and supervision of this project; | | |
| **Name** | **Responsibility** | **Telephone** |
| Anthony Rose | Director | 07584 901 900 |
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| **Nature of works** |
| Surveying duties prior to operatives commencing installation of architectural film and associated work. |

| **Planned sequence of work** |
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| The following is the planned sequence of work;   * Identify current work area. * Inform site/occupants of work taking place that day. * Set out with appropriate safety warning signs and barriers if required. * Prepare access equipment for use, i.e. ladders. * Inspection of area undertaken. * Measuring up of surfaces where film will be installed. * A scan of the walls will be completed. * Operative to advise client once complete. |

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| **Site set up** |
| * Ensure welfare facilities available (client allows use of on-site facilities – providing kept clean). * Office for this project supplied by client on site e.g. facilities manager suite. * Confirm storage area with site authority. Area required for materials e.g. architectural film, ladders and equipment. * Ensure parking arrangements for company vehicles and arrangements for loading and unloading for operatives carrying out installation.   **Daily**   * Identify current work area – set out with appropriate safety warning signs. * Set up access equipment as required from compound (ladders as required). * Inform occupants of work taking place that day. |

| **Prohibitions and restrictions** |
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| * **Asbestos Containing Materials (ACM)** – These may be present in buildings built before the year 2000. No work is to commence until a formal clearance is issued confirming that no ACM is present or will not be disturbed by the work. * **Lone working** – As per procedure and risk assessment. |

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| **Work equipment** |
| The following items of work equipment may be required to carry out and progress the work;   * All general surveying tools such as tape measure, laser measuring tool, scanner. * Access equipment: ladders, steps, trestles. |

| **Personal protective equipment** | | | | | |
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| Personal protective equipment must be worn according to what is required by the procedures, permits to work and risk & COSHH assessments, being used for the tasks associated, for this method statement. | | | | | |

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| **Materials** |
| No materials required during the surveying process. |

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| **Access & egress** |
| Access for workforce/materials to the site (include routes and arrangements for off-loading & site storage);   * Access to site roads. All operatives booking in and out as required by site security. * All operatives will go through the safety and security induction if required by site/premises. |

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| **Isolations, terminations and special measures** |
| All operatives & visitors to attend site induction. |

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| **Housekeeping and waste removal** |
| Site to be kept tidy throughout survey with escape routes free from tools and equipment. |

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| **Welfare** |
| We will provide/construct the following welfare facilities in accordance to the CDM Regulations 2015;   * Toilet and washing facilities; as agreed. * Changing facilities; as required. * Canteen facilities; as required. * Office facilities; as agreed.   All operatives are expected to respect any facilities provided for their use, keep them clean and not abuse them. |

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| **First aid** |
| * First Aid box on site with eye wash bottle (site office). * First Aid box also carried on vehicles. * Nominated person for First Aid to be advised by site/premises. * Serious injuries to be treated at local hospital. * All injuries to be reported and recorded in site accident book as well as the company accident report and accident book. |

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| **Fire and emergency** |
| * All operatives/visitors inducted on site into the local emergency procedures and advised of assembly point. * Fire point(s) provided for this project. * Emergency escape routes as advised at induction – all works are external. There is plenty of ‘safe’ space on this site. * All accidents reported immediately on 07584 901 900. |

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| **Procedures** |
| Refer to relevant procedures available in the HSE Management System. |

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| **Risk assessments** |
| All assessments are site specific – see attached.   * Fire * Hand Held Tools (use of) * Housekeeping & general activities * Lone working * Manual handling * Pedestrians (and the public) * Vehicles (use of) * Work at height (ladders, steps & podiums)   All contractors will be required to provide the appropriate RAMS for their particular works. Where they do not have these, they will be required to follow our RAMS. |

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| **COSHH** |
| A COSHH assessment will be undertaken for all hazardous substances & materials used and will be available on site and at head office. Copies can be made available upon request. |

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| **Comments** |
| All operatives will be briefed on any special requirements of the site. |

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| **Copies issued to** | | |
| **PLEASE SEE PRE-WORKS SIGN OFF SHEET FOR SAME PROJECT ON DOCUSIGN** | Site File – Yes / No | Client – Yes / No |
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| **Checked and accepted by** | Anthony Rose | **Position** | Director |
| **Signed** |  | **Date** | 4/1/23 |

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| This method statement is part of a safe system of work and has been explained to the following individuals.  I the undersigned attest that I have read (or had explained to me) the method statement and the risk & COSHH assessments relevant to the works.  I confirm that I understand the responsibilities and duties required for health and safety at work; and acknowledge that I must work in accordance with the safety instructions and I agree to be bound by and act in accordance with them.  I will report any unsafe situation or event to my Supervisor immediately. | | | |
| **Date** | **Name** | **Employer (if contractor)** | **Signature** |
|  | **PLEASE SEE PRE-WORKS SIGN OFF SHEET FOR SAME PROJECT ON DOCUSIGN** | **PLEASE SEE PRE-WORKS SIGN OFF SHEET FOR SAME PROJECT ON DOCUSIGN** |  |
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