

Interior Refurbishment Method Statement

Guidance Note 20

Jan 14



accreditation

www.santia.co.uk/accreditation

Santia Accreditation, Santia House,
Parc Nantgarw, Cardiff CF15 7QX

Interior Refurbishment Method Statement

A Basic Guide to preparation

Introduction

This Guidance Note gives practical information about creating a method statement.

A completed sample template has been included in Appendix 1 and a blank template in Appendix 2. If you wish to use the template in Appendix 2 to construct your own documents, you must ensure that all references to **Santia Accreditation** have been removed and the final documents are clearly incorporated into your existing safety management system.

A method statement is an ideal way of recording the hazards involved in a specific work activity and communicating the risk and precautions required to all those involved in the work, including those undertaking the work and their immediate managers.

A method statement should be developed in conjunction with a risk assessment and together these demonstrate a safe system of work. The method statement needs to be clear, no longer than necessary, and not over complicated. The document should avoid ambiguities or generalisations, which could lead to confusion, and layout a step-by-step sequence of work to describe how the activity is to be carried out safely.

Format

The actual format is dependent on the work being undertaken and the organisational arrangements in place but generally the following headings should be present:

- Organisation/company in control of the operation
- Named individual responsible for the activity and its safety
- Name of method statement originator and authorisation date
- Arrangements for changing/deviating from method statement
- General description of activity
- Location of activity including access and restrictions
- General working environment considerations, e.g. temperature and wind speed
- Protection of others, e.g. members of the public
- Emergency procedures, including location of emergency equipment
- Identity of operatives (and any specific training or certification required)
- Requirements for Personal Protective Equipment
- Plant and equipment used, including safety precautions and restrictions
- Materials information e.g. hazard information and storage/transport requirements
- Work sequence, including associated risks and required control measures for each stage
- Safety checks/clearances at specific stages
- Final clearance that activity is completed to specification
- Any other additional information that may be relevant.

The list above is not exhaustive and a method statement may or may not include each and every item. However, as a minimum it must achieve the following objectives:

- It should be up to date, identifiable and its source accountable.
- It should contain the sequence of works.
- It should identify the associated risks and control measures.
- It should state actions/authorisation required to deviate from method statement.

Appendix 1 is a sample method statement. It can be as simple or as detailed as the job/risk requires, so long as it meets the four main objectives.

Appendix 1

Interior Refurbishment Method Statement

| | | |
|---|------------------------------|------------------|
| Contract Manager: Joe Bloggs | Site Supervisor: David Jones | |
| Originator: Joe Bloggs | Position: Contracts Manager | Date: 01/11/2013 |
| <p>Strict adherence to this method statement is critical to the health and safety of all engaged in the work.</p> <p>Any deviation must first be authorised by the Site Supervisor.</p> | | |
| <p>Planned Task/Activity Description: Formation of Stud Wall.</p> | | |
| <p>Location and Access: (attached plan as appropriate) Ground Floor, Santia House, Access via side entrance.</p> | | |
| <p>Working Environment & Restrictions: Office environment, restricted access to work area for none construction employees.</p> | | |
| <p>Protection of others: Corridor to work area restricted by barrier and signed no entry.</p> | | |
| <p>Emergency Procedures: Normal evacuation procedure applies.</p> | | |
| <p>Operatives/Competence: Two skilled tradesmen with attendance of electrical and plumbing sub-contractors.</p> | | |
| <p>Personal Protective Equipment: Safety Footwear, Hard Hats, General Protective Gloves, Safety Goggles.</p> | | |
| <p>Plant & Equipment: Podium steps, 12 volt cordless drill, cordless screw gun, Tin Snips, Crimping Tool, Hammer.</p> | | |
| <p>Materials Handling/Storage & Safety Information: All transported from vehicle to work area via roll cage.</p> | | |

Critical Stages: (must be undertaken in correct sequence)

1. Site contact made on arrival and site induction undertaken
2. Delivery of materials to work area
3. Mark floor for new partition
4. Plumb up from this marking to get wall marking for each wall
5. Join top of lines together at wall head to get ceiling line
6. Fit top and bottom rail and screw fix to ceiling and to floor
7. Measure for vertical studs and cut with tin snips
8. Fit studs into top and bottom channel at 600mm centres and secure with crimping tool
9. Form metal studding around door frame as above allowing for fitting of new timber door frame
10. Fit perimeter secondary frame to metal stud ready to accept new door frame
11. Fit door frame to secondary timber frame secured with 50mm long gauge steel screws
12. Allow electrical and plumbing sub-contractor to install first fix wiring and piping within new wall area prior to sheeting same
13. Fit door to new frame
14. Fit door facings and door stops
15. Fit skirtings to base of partitions
16. Fit ironmongery to door consisting
17. Tidy up debris on completion

Final Clearance: (Work/Activity completed to satisfaction).

Name

Position:

Date:

Appendix 2

Blank Method Statement Template

| | | |
|---|-----------|------------------|
| Contract Manager: | | Site Supervisor: |
| Originator: | Position: | Date: |
| <p>Strict adherence to this method statement is critical to the health and safety of all engaged in the work.</p> <p>Any deviation must first be authorised by the Site Supervisor.</p> | | |
| Planned Task/Activity Description: | | |
| Location and Access: (attached plan as appropriate) | | |
| Working Environment & Restrictions: | | |
| Protection of others: | | |
| Emergency Procedures: | | |
| Operatives/Competence: | | |
| Personal Protective Equipment: | | |
| Plant & Equipment: | | |
| Materials Handling/Storage & Safety Information: | | |
| Critical Stages: (must be undertaken in correct sequence) | | |
| Final Clearance: (Work/Activity completed to satisfaction). | | |
| Name | Position: | Date: |

© Copyright Santia 2014

This publication may be freely reproduced, except for advertising, endorsement or commercial purposes