



PROJECT DETAILS

Project Title	Finlock Gutter removal & uPVC Fascia & Aluminium Gutter replacement
Specification	Adjoining Properties
Project Start Date	02.03.2015
Customer Names	Removed due to Data Protection
Customer Address	2 Properties removed due to Data Protection
On site Contact	Removed due to Data Protection
TLG On site Contact	Lance Mckenzie (Site Supervisor)

METHOD STATEMENT

All employees will comply with the requirements of the Health and Safety at Work Act 1974 and all other relevant health and safety legislation; our own safety policy, risk assessments and method statement, together with any specified site rules where applicable from the client concerned.

This method statement covers the day-to-day details of carrying out work as a Finlock Gutters removal and uPVC replacement operator, and assumes that the operator is working as a principle contractor for the client.

However, due to the varied nature of the site conditions, the type of work and materials to be used must be considered prior to the work commencing. A risk assessment of the site specific conditions must be conducted, and if found to be different from those included in this statement, a supplement to this statement may be added.

1. Description of Work

Removal of concrete cast guttering (Finlock Gutters) and replacement of these with uPVC. Fascia and aluminium gutters, complete with down pipes.

2. Access

Professional scaffold will be erected by a subcontractor to the client's specification. Safety rails and kick boards will be fitted to prevent items from falling from the scaffolding at height. The scaffolder used will be subject to that on the TLG approved Scaffolder list.



2.1. Removal of Finlock Gutters

The cutting 'diamond saw' (abrasive wheel) is to have all its guards in place and the 'safe system of work' for this machinery will be followed. Safety fittings are to be to the manufacturers' specifications. Breathing apparatus is to be used when cutting away the original finlock material, and this apparatus will be renewed every 28 days. Records of use and renewal are kept in the on-site works vehicle. Ear Muffs are to be used when using the 'diamond cutter' (abrasive wheel), in line with the Noise at Work Regulations. All concrete removed with the 'diamond cutter' (abrasive wheel) will be dropped into a net enclosed skip through a chute attached to the scaffolding platform. A skip will be placed on site for the waste materials to be contained and removed when the job is completed

2.2. uPVC Replacement Fitting

Fitters are trained by ARP (Aluminium Roofline Products) in all safety requirements. uPVC Fascia and Aluminium Gutters are passed from the ground to the fitter on the scaffolding and fitted as per their Standard Operating Procedure. Two trestles (with 600mm walkways) are to be erected with fitted safety rails, for the fitting of the down pipes. The down pipe will be screwed into the wall with brackets.

3. Supervision, control and monitoring

All work on site will be controlled by the on-site supervisor (Lance Mckenzie), who will ensure that all the safe systems of work as outlined in this method statement are complied with, and that all equipment and work platforms are inspected prior to use. The on-site supervisor will liaise with the client regarding any additional health and safety issues arising whilst on the job. At any time deemed necessary, the on-site supervisor has the right to cease work immediately, should the site be subject to any unsatisfactory working conditions. Work may commence again once the site supervisor has completed a satisfactory site survey and given his consent for work to continue.

4. Operator training

All operators will comply with any site specific safety inductions as laid out by the client. All operators at TLG are deemed competent in the tasks they conduct through training and through previous experience. No trainees will be allowed to operate on this particular site. All electrical equipment will be CE marked, and visually checked prior to being used. Scaffolding will also be checked for wear and tear and used only where deemed to be of certified standard.

5. Safety of third parties

All employees of TLG will be made aware during the site induction of any risks their work may impose on others in the vicinity they are to conduct the work. Adequate controls will be put in place prior to the commencement of work, to ensure adequate protection to the health, safety and welfare of others. The client must abide by these instructions, otherwise work may cease until such time as the area is completely safe to commence work again. TLG Fitters are to follow SSOW for before Work commences and on Completion of Work.



6. Environmental Controls

Where reasonably possible, every effort will be made by TLG to ensure that noise, dust and waste levels are kept to a minimum and do not cause a hazard or become a nuisance to others. The work area will be tidied regularly and waste will be removed from the site following completion of the work. The waste removal company will be selected and used based on the arrangements for waste supplier selection and use by TLG. The waste company will be legally compliant (verified by provision of a current up to date Waste Licence & Liability Insurance). All waste collection notes will be held at TLG offices as required.

7. Emergency Procedures

Operators will always work in pairs to ensure that the buddy system is in place in the event of an emergency. All operators are aware of the emergency number to contact in the event of an accident, and all near misses and first aid incidents will be called through to the owner/manager of TLG as soon as is reasonably possible. These will also be recorded in the accident book, or the near miss/close call forms that are held in the work vehicle. The first aid kit is available within each operator vehicle. Additional First Aid/emergency requirement may be organised at the clients' request.

As an operator on this site, I have read and understood the contents of this method statement, and confirm that my actions and responsibilities herein will be adhered to:

Name	Position	Signature	Date
Lance Mckenzie	Site Supervisor		30.01.2015
Andrew Baker	Fitter		30.01.2015

Audit & Review Details

	Name	Signature	Date
Created By	Tony Knopp		23.01.2015
Reviewed By	Lance Mckenzie		26.01.2015
Approved By	Ashleigh Lewis		29.01.2015