

<b>Safe Method of Work Statement</b>					
<b>Contract location</b>				<b>Date</b>	
<b>Activity / situation</b>					
<b>Start Date</b>					
<b>Duration</b>					
<b>Formulated by</b>	Mr P Kent	<b>Signature</b>	Mr P Kent	<b>Position</b>	Safety Consultant
<b>THIS SAFE METHOD OF WORK STATEMENT MUST BE BROUGHT TO THE NOTICE OF THE FOLLOWING PERSONNEL. TICK THE BOXES WHEN THIS HAS BEEN CARRIED OUT</b>					
<b>Senior Management</b>		<b>Supervisor</b>	✓	<b>Safety Officer</b>	✓
<b>Register on the rear of this Statement, the persons names</b>					
<b>1</b>	This Safe Method of Work Statement covers the important safety issues for carrying out work on this contract. There may be situations where additional specific precautionary measures may need to be included. If they are minor, they can be included in the comment section on this Safe Method of Work Statement. Where major changes are needed, a separate specific Safe Method of Work Statement should be produced, with particular regard to sub-contracting works and special Client requirements.				
<b>2</b>	<b>INDUCTION</b> No persons are allowed to work on the site until they have received Site Safety Induction by xxxx. Induction to include the following:- Emergency Evacuation Procedures, Fire Prevention and Site Rules, the Client's Safety Rules and Policy, the Risk Assessment and Safe Method of Work Statement for the job. All personnel have CSCS cards, showing various NVQ level. XXXX also has SSSTS card, XXXXX CPCS forklift card and slinger signaller card. XXXX pre-enrolment will be completed on site prior to site induction, computer to be provided by Ferguson Construction, All operatives to receive site orientation briefing and site tour prior to commencing works				
<b>3</b>	<b>INFORMATION</b> Service drawings, engineering calculations and other information is to be studied by XXXX and operatives who will be carrying out the work, before commencement.				
<b>4</b>	<b>ASSESSMENT OF RISKS</b> A Risk Assessment has been produced to ensure that all risks are fully evaluated and appropriate precautionary measures to minimise risks are incorporated into the Method of Work. The Risk Assessment considers all persons who could be at potential risk from the works, i.e., employees, sub-contractors, Client's employees, occupiers and the general public.				
<b>5</b>	<b>CDM REGULATIONS</b> In accordance with these Regulations, Ferguson Construction Limited will support XXXX in providing safety information for inclusion in their Health and Safety Plan as and when requested. Information for the Safety File will be maintained by the Willmott Dixon Project Team and handed over to the Client at the end of the Contract with all relevant Health and Safety information that may be useful to the end user.				
<b>6</b>	<b>SAFETY MANAGEMENT</b> The site works are planned to be audited by the Principal Contractors Health & Safety Consultants on a regular basis. If the safety standards prove to be inadequate, the frequency of visits will be increased to ensure standards are maintained to an acceptable level. The daily safety management of work is the responsibility of the Site Manage Mr Neil Carpenter.				
<b>7</b>	<b>PHASING AND SCHEDULING OF THE WORKS</b> Considerations and adequate provisions are to be given in the overall programme for the phasing of the works to avoid or minimise foreseeable risks that have been identified. Programme segregation and				

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	<p>timing of trades are to be considered where necessary, to prevent cross contamination of risks. The Principal Contractors Project Team is to submit a detailed schedule for the work to include the phasing of design and other matters associated with planning the works for inclusion in the Safety Plan where required.</p>
<b>8</b>	<p><b>1 SEQUENCE OF WORKS</b></p> <p>2 On arrival to site Ferguson Construction Personnel will contact XXXXX Site Manager; XXXX will arrange a Site Safety Induction.</p> <p>3 Ferguson Construction Foreman XXXXXX will ensure that all personnel are briefed on the content of the work Risk Assessment, COSHH Assessments &amp; Safe Method of Work Statement prior to the commencement of the works. Personnel will sign the attendance sheet attached to this statement (copy to be forwarded to Brendan Hinds.)</p> <p>4 XXX shall designate Personnel into work parties and to areas of work throughout the site.</p> <p>5 Drawings shall be provided for Charge-Hand Bricklayers and discussion of the job in hand before work commences as to ascertain what the task ahead is.</p> <p>6 Materials shall be stored at designated points on site. The site Manager shall advise on areas of storage.</p> <p>7 Materials shall be transported around site by forklift and CPCS qualified driver with full driving licence on each site supplied 2 nr by XXXX and one number by FCL with ignition key on a bungee and service certificates supplied. Site speed limit of 5 mph will be adhered to and beacon on at all times. Wheel wash and Wheel Wash operative to be supplied by XXXXXn. Should a Banksman be required XXXXX are to supply.</p> <p>8 Daily check sheet to be submitted weekly to the office.</p> <p>9 Pallets of materials and tubs of mortar will be loaded onto designated loading bays and transported around the scaffold by wheelbarrow.</p> <p>10 Ferguson Construction shall supply trolley jacks suitable for carrying horizontal loads across concrete floors.</p> <p>11 Ferguson Construction Operatives shall ensure the pathway from loading areas to the work site are clear of obstructions and shall jack up the loads with the trolley jack and move them across concrete floors.</p> <p>12 . <b>NOTE:</b> Depending on the weight of the load Operatives must use a minimum of two persons to transport the load across the floor. Larger loads may require more Personnel.</p> <p>13 The loads shall consist of a mixture of bricks, concrete blocks, mortar, tools, saws and other materials for the construction of walls.</p> <p>14 Operatives shall pay attention to the setting out of the works, and lay masonry work in level courses, allowing of the amount of plumbing points appropriate to the length of the walls.</p> <p>15 All corners, door reveals will be made plumbing points. Any masonry accessories ties, cramps, lintels etc will be built in as the walls progress. All mortars will include any specified ad-mixes and batched to any written specification. Mortar will be mixed off site and delivered in tubs for superstructures and site mixed for sub structures. All spoils of mortars and excess water from cleaning the tubs will be cleaned and cleared regularly after use so as to keep a safe and non hazards area for mortar operation.</p> <p>16 Walls will be built with all due consideration to line level, bond and plumb. Operatives will pay all</p>

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	<p>appropriate attention to any datum levels fixed on site providing they are in accessible positions.</p> <p>17 Walls shall be built in 1.8 metre stages with specified insulation and cavity ties, which will be backed up. These methods shall be repeated lift by lift.</p> <p>18 All work sites shall be kept clear of slip, trip and fall hazards. It shall be every ones responsibility to keep their worksite tidy.</p> <p>19 At the end of each day the work area shall be cleared and all materials and tools stored away safely.</p> <p>20 Diesel will be kept in drums sat in a trough/bund with 110% capacity, to prevent ground contaminated</p>
<b>9</b>	<p><b>WORKING ON SCAFFOLDING WORKING PLATFORMS</b></p> <p>a) Safe Working Loads. The scaffolding working platforms and loading bays Safe Working Load specifications will be complied with at all times. Platform and loading bay Safe Working Loads requirements will be considered in detail by Mr Neil Carpenter who will inform Ferguson Construction Limited Site Team in advance of the works of the loading bay safe working load requirements.</p> <p>b) Safe use of scaffold. Site Safety Induction and Safety Tool Box Talks will be given to the users of scaffolds prior to starting work on the site and on a regular basis to ensure that they are aware of the safety precautions. It will be the responsibility of Ferguson Construction Site Supervisor XXXX to arrange necessary Induction and Tool Box Talks with the Site Designated Safety Advisor as and when required.</p> <p>c) General scaffold safety requirements. Only scaffolding in good working order will be used by site operatives. WD will ensure that all working platforms are in good order before they are put into use. All scaffolds will be in 3m floor to floor lifts free of all cross bracing for safe access for works activities and fire escape risk. An intermittent lift will be fixed and removed as work progresses for hop up lift.</p> <p>d) All scaffold and loading bays will be raised in 1.5m lifts progressively for brickwork.</p> <p>Safe Stand System will be erected by a trained competent person. No other operatives will be permitted to erect or alter the system. Weekly inspection of the safestand will be carried out.</p>
<b>10</b>	<p><b>PORTABLE ELECTRIC TOOLS AND EQUIPMENT</b></p> <p>All portable electric tools and equipment will be 110v and will be supplied to site with a current PAT Test Certificate (within three months from previous PAT Test Certificate). Ferguson Construction Limited Supervisor will check that the equipment is in good condition prior to commencing work. Ferguson Construction Limited Operatives, at the commencement of each work shift, will carry out a pre use check to ensure that the equipment is still in good condition i.e. check conditions of leads, plugs and casing. All plant to be inspected and recorded in the weekly inspections.</p>
<b>11</b>	<p><b>C.O.S.H.H</b></p> <p>Ferguson Construction Limited Management will ensure that personnel have been briefed on the COSHH requirements of cements, acids etc and to include handling.</p>
<b>12</b>	<p><b>WORK AT HEIGHT</b></p> <p>There is a fixed independent scaffold to the exterior of the building along with internal independent scaffolding Mainly the works will be conducted from these scaffolding or from an internal step-up to reach the higher levels.</p>

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<b>13</b>	<p><b>OPERATIVES PERSONAL PROTECTIVE EQUIPMENT</b></p> <p>a) All Site personnel will wear approved protective clothing and equipment as and when required.</p> <p>b) Site specific standard PPE requirements to be worn at all times:-                      Safety footwear with steel cap toe protection.                      Hi visibility clothing.                      Safety helmets.                      Gloves  <b>Job specific protection:-</b>                      Goggles when working with bench saws or disc cutters.                      Operatives carrying out cutting must be Face Fitted tested and be trained on abrasive Wheels, all Certificates must be given to WDC.                      Operatives carrying out cutting activities must wear Test to Press Mask, eye protection and ear defenders.                      Operatives in and around the cutting area must also wear appropriate PPE                      Dust Water Suppression Kit must be used and appropriate PPE.</p>		
<b>14</b>	<p><b>MANUAL HANDLING</b></p> <p>Manual handling will be kept to the reasonably practicable minimum and where large or heavy quantities of materials are required to be lifted or positioned; mechanical aids will be used wherever possible. Where mechanical aids cannot be used to assist in lifting items, team lifting will be employed to carry out the lifting operation (team lifting to be at a ratio of no more than 25kg per person). Ferguson Construction Limited Site Supervision will ensure that personnel are appropriately instructed on safe manual handling techniques and be suitably fit for carrying out manual handling duties.</p>		
<b>15</b>	<p><b>MATERIAL DELIVERIES</b></p> <p>XXXX will be advised in advance of deliveries so site logistics can be planned. All deliveries must comply with policies to include Fall Protection when loading off materials.</p>		
<b>16</b>	<table border="0" style="width: 100%;"> <tr> <td style="width: 50%; vertical-align: top;"> <p><b>GENERAL SAFETY PRECAUTIONS &amp; SITE RULES</b></p> <p>All site operatives will sign in and out of the site with security or make their presence known.                      Safety footwear, Hi-visibility vest and safety helmets will be worn at all times.                      The general public and other site personnel's safety must be maintained at all times.                      Use the right tools for the job.                      Plant and equipment to be kept in good order and not misused.                      Report any safety defects to Site Supervision.                      No smoking, no naked flames in areas at risk from fire and explosions.</p> </td> <td style="width: 50%; vertical-align: top;"> <p>Check the working environment for hazards before working.                      Ensure instructions are fully understood before working.                      Maintain personal hygiene.                      Be aware of others safety – do not create hazards.                      Always take precautions to prevent materials and tools etc., from falling.                      Ensure that debris does not accumulate unsafely.                      Do not obstruct access ways unsafely.                      Do not carry loads that cannot be lifted comfortably.                      Report all accidents and dangerous occurrences immediately to Site Manager.</p> </td> </tr> </table>	<p><b>GENERAL SAFETY PRECAUTIONS &amp; SITE RULES</b></p> <p>All site operatives will sign in and out of the site with security or make their presence known.                      Safety footwear, Hi-visibility vest and safety helmets will be worn at all times.                      The general public and other site personnel's safety must be maintained at all times.                      Use the right tools for the job.                      Plant and equipment to be kept in good order and not misused.                      Report any safety defects to Site Supervision.                      No smoking, no naked flames in areas at risk from fire and explosions.</p>	<p>Check the working environment for hazards before working.                      Ensure instructions are fully understood before working.                      Maintain personal hygiene.                      Be aware of others safety – do not create hazards.                      Always take precautions to prevent materials and tools etc., from falling.                      Ensure that debris does not accumulate unsafely.                      Do not obstruct access ways unsafely.                      Do not carry loads that cannot be lifted comfortably.                      Report all accidents and dangerous occurrences immediately to Site Manager.</p>
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<b>17</b>	<p><b>OTHERS AT RISK</b></p> <p>During work on the contract it has been considered that others may be at risk from the work being carried out by our employees. Other contractors, visitors to site and the general public may be at risk. Our nominated Site Supervisor will discuss any risks/hazards with the client and other contractors on site on a daily basis to ensure safe control measures are adopted and adhered to. Where visitors attend site work will stop if it is deemed that there is an immediate risk to any ones safety. Security arrangements will be implemented by the client and will be adhered to by Ferguson Construction. Specific security arrangements are detailed in section 18.</p>
<b>18</b>	<p><b>SECURITY</b></p> <p>Ferguson Construction will adhere to all security arrangements provided by the client. In addition we will ensure that the buildings windows and doors are locked when the premises are not being worked in and that fencing is kept in good secure order and that yard gates are securely locked when the premises are not being worked in. All Ferguson Construction equipment and plant will be kept secure and not left unattended during the working day. Prior to leaving the site all plant and equipment will be placed in a secure place to ensure no unauthorized access to it is available.</p>
<b>19</b>	<p><b>TRAINING</b></p> <p>All employees working for Ferguson Construction will have suitable and sufficient training and be deemed 'Competent' for the work being carried out. Specialized training for individuals for the use of a forklift truck will be carried out and certification made available. When working off scaffolding the arrangements for the erection of the scaffolding will be made by the client. It will be the client's duty to ensure safe contractors who are suitably trained erect and maintain the scaffolding.</p>
<b>20</b>	<p><b>EMERGENCY ARRANGEMENTS</b></p> <p>In the event of an emergency Ferguson Construction will adhere to any arrangements made and provided for by the client. Should an employee of Ferguson Construction have an accident they will report to the site office and to their head office to ensure the accident and injury is suitable recorded and reported. First Aid provision will be provided by the client.</p> <p>In the event of an employee being injured on a scaffolding platform and being unable to move to a safer place a first aider will be requested to attend to the injured person, they will be made safe and the emergency services will be contacted. On their arrival instruction will be taken from them.</p> <p>In the unlikely event of any spillage of a dangerous substance the spill will be contained in accordance with the substances' COSHH Assessment. The client will be informed immediately. Should any substance enter any drain or water course the local authority will also be informed. It will then be cleaned up in a safe manner to ensure no harm comes to any employee, contractor or other personnel.</p>
	<p><b>AUDITS, INSPECTION AND MONITORING</b></p> <p>The Ferguson Construction Site Supervisor will carry out daily visual inspections of the workplace to ensure all risks are controlled and the method of working is in line with this method statement. Should the site supervisor be concerned that work is not being carried out in the correct manner work will stop immediately. The site supervisor will carry out any additional training/toolbox talk to ensure the employees fully understand their responsibilities to adhere to the written instructions of the method statement.</p> <p>Written inspection reports will be carried out on request and submitted to the client. External audits by Ferguson Constructions' Health &amp; Safety Advisors can be arranged on request.</p>

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<b>21</b>	<p><b>REVIEW AND UPDATE</b></p> <p>The method statement and risk assessment will be provided to the client with the site supervisor also retaining a copy, along with a copy being retained at Ferguson Construction head office. During the contract should the working arrangements need to be amended significantly to a point where the method statement and/or risk assessment is no longer deemed valid then work will stop immediately. The client will be informed of the proposed changes and the method statement and risk assessment will be reviewed and updated accordingly and approved before work commences.</p>

Revision of Method Statement

Revision Number	Date Submitted	Comments
0		







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Sample