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| **Project / Contract** |  |
| **Contractor** |  |
| **Site Address** |  |
| **Project Start Date** |  |
| **Expected Duration** |  |
| **Projected Completed Date** |  |

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|  | **Name** | **Title** | **Signature** | **Date** |
| **Document Author** |  |  |  |  |

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| **Emergency Contact Details** |
| **Contact** |  |  |  |
| **Tel** |  |  |  |
| **Mobile** |  |  |  |

**Data Protection Statement**

The information and data provided herein shall not be duplicated, disclosed or disseminated by the recipient in whole or in part for any purpose whatsoever without the prior written permission from **J&D GUTTERS LIMITED**

**Staff Information Sheet**

Please read the entire sheet before beginning the procedure, if you have any questions please contact your manager or safety representative.

**The main hazards to your safety and health are:**

 1. Falling from height

 2. Injury from incorrect manual handling

 3. Injury from slips, trips and falls

 4. Working with hazardous substances

 5. Vehicle hazards

 6. Injury to other staff or members of the public

 7. Inclement weather

 8. Asbestos

**Preventative measures you must take:**

 1. You must be competent to carry out the task.

 2. You must be competent and have received training to work at height.

 3. Barriers and/or warning signs must be placed around the work area, where risk assessment has deemed necessary.

 4. Visitors and other members of staff are prohibited from entry unless accompanied by a competent person; all visitors will be issued with personal protective equipment where appropriate.

 5. You must be trained and competent to use hand tools, mains voltage and battery power tools.

 6. You must not lift beyond your capabilities, get help if necessary.

 7. You must follow all directions given by the manager or his agents.

 8. Identify and segregate any asbestos waste.

**Personal protective equipment you must wear:**

 1. Hard hats

 2. Hi-visibility vests

 3. Dust Masks FFP3 (where necessary)

 4. Safety glasses

 5. Overalls Type 5 (where necessary)

 6. Gloves

 7. Safety boots

**Environmental protection measures you must take:**

 1. You must dispose of waste and packaging to the designated area provided for waste.

 2. Hazardous substances and packaging must be disposed of in compliance with manufacturer and local authority guidance.

 3. Consideration must be given to potential for exposure to asbestos in buildings constructed before 2000.

**Quality Control**

 1. Adhere strictly to the following procedure to ensure quality of service

 2. If in doubt contact your manager for clarification before proceeding.

**Add in other relevant sections such as the items listed below. Your risk assessment will tell you which control procedures must be in place (remove any that do not apply to you).**

**General Precautions**

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**Staff and Training**

The works will be carried out by staff from**J&D GUTTERS LIMITED**. All members of staff are experienced and have been deemed competent to carry out tasks requested of them. List your staff qualifications; e.g. CSCS, PASMA, PAL / IPAF, City and Guilds etc. A responsible person will be appointed to each job who will supervise all works and be responsible for quality and safety. Apprentices and young workers will be supervised at all times and are not allowed to carry out tasks for which they have not been trained.

**Vehicle Safety**

All company vehicles are subject to a planned maintenance and inspection program. Staff responsible for vehicles will carry out daily and weekly checks to ensure continued roadworthiness. All drivers will comply with road traffic regulations and the Highway Code. All loads will be securely fastened to the vehicle by competent persons prior to travel. Drivers will take planned breaks on long journeys.

**PPE**

All site workers will wear hard hats, safety boots and hi-visibility vests at all times; other items of PPE such as dust masks, eye protection, ear protection, overalls and gloves are available to be worn as and when necessary.

**Preparation and Induction**

A risk assessment will be prepared for each task which will be discussed with members of staff, any queries or concerns will be dealt with prior to starting work. Staff will be inducted on to site and will be expected to follow all rules and safety procedures.

**Manual Handling**

All members of staff have been instructed on the potential dangers of manual handling and staff will not lift items or equipment beyond their capabilities. Heavy or awkward items will be broken down into smaller units or dual lifted where this is not possible. It is the responsibility of the site foreman to assess every situation that requires manual handling and enforce control procedures where he/she deems necessary; where practical, mechanical aids should be available and used.

Please also download **http://www.hse.gov.uk/pubns/indg143.pdf** Manual Handling at Work a short guide from the HSE

**First Aid**

It is the responsibility of the company to ensure adequate first aid provision for its staff. Adequate means provision of a trained first aider, suitable first aid equipment and/or the provision of an appointed person at the minimum.

A trained first aider will be a suitable person who has attended a recognised course and attends a refresher course every year and a full course every 3 years.

An Appointed Person is a person provided by the employer to take charge of the situation (e.g. to call an ambulance) if a serious injury/illness occurs in the absence of a first aider. Often Principal Contractors will ensure sufficient first aid cover for sites under their control.

**Access and Egress**

On construction sites, the Principal Contractor is responsible for providing safe access and egress to the site; **YOUR COMPANY** staff will ensure safe access and egress is maintained for themselves and other contractors/members of the public in the area they are working in. Good standards of housekeeping will be maintained by all staff. Warning notices and barriers will be deployed as required. Debris will be cleared away on a regular basis and the site left clean and tidy at the end of a shift or task.

**Tenants Warning and Safety**

**YOUR COMPANY** will consult with tenants on a day to day basis and ensure they are aware of the risks present during the works; extra care will be taken when children are present. Staff will not leave any area of work in a dangerous condition or with risks to themselves or tenants, all tools and equipment will be cleared to secure storage at the completion of each shift. Scaffold will be made inaccessible.

**Contractor/Visitor Safety**

**YOUR COMPANY** will liaise with other contractors' staff on a day to day basis and ensure they are aware of the risks present during the works. Staff and contractors will not leave any area of work in a dangerous condition or with risks to themselves, other contractors, tenants, or visitors; all tools and equipment will be cleared to secure storage at the completion of each shift. Scaffold, ladders and any other access to height will be made inaccessible.

**Working at Height**

Falls from height remain the single biggest cause of work-related death in the UK.

Due to the nature of this work falls from height are an obvious and ever present risk. All employees have been made aware of the dangers and consequences of falling from height; therefore, all working at height will be properly planned, organised and supervised. Only competent members of staff will be allowed to work at height and it is the responsibility of the site foreman/senior person to ensure conditions are safe before allowing any work at height to take place.

The foreman/senior person will carry out a risk assessment before allowing work at height and put in place equipment and measures to prevent falls occurring. Where he/she cannot eliminate the risk of a fall, he/she will put in place measures and equipment to minimise the distance and consequences of a fall, should one occur.

**Guidelines on Safe Operating Procedures**

Operatives are trained and competent in ladder use; ladders will only be used without fall protection where the work is light and of short duration AND where the operative can complete his task by maintaining 3 points of contact on the ladder i.e. both feet and at least one hand.

Ladders must be Class 1 or EN 131 Industrial grade and be in good condition, and located properly prior to use, i.e. the foot of the ladder should rest on a firm, level, non-slippery surface, and should be footed or tied on the stiles to prevent slipping. Proprietary stabilisers and other equipment could be used where there is a risk of ladders slipping, or if it is uneven ground. Ladder stand offs could be used where access to the roof is required, and the ladder will extend a minimum of 1.05 metres above the gutter. Ladders should be set at a base to height ratio of 1:4.

All staff and subcontractors are required to read and understand HSE leaflet http:// Safe use of Ladders and Step Ladders

**Scaffold**

Where required, scaffold will be provided and erected by a competent erector or an approved contractor; the hand rail will extend a minimum 0.95 metre above the working area and a mid rail max 0.47 metre gap will also be in place. The site foreman will ensure a handover certificate is received from the contractor prior to allowing access to the scaffold. During the works access to the scaffold will be via ladder which will be tied off at the top; ladders will be removed or boarded off at the end of each shift to prevent unauthorised access.

**Mobile Elevating Work Platforms (MEWPs)**; to include cherry pickers, scissor lifts, self-propelled booms, vehicle-mounted platforms etc.

MEWPS will be supplied by a competent company. The site foreman/senior person will ensure that only competent staff members are allowed to use the MEWP; competent means someone with the necessary knowledge, training and experience to operate the MEWP safely and without risk to himself or others, i.e. PAL / IPAF card holders. Where specified, a safety harness and attached lanyard will be worn whilst working in the MEWP. All staff will be trained to operate the MEWP from the ground controls.

**Aluminium Tower Scaffold**

The site foreman will ensure that aluminium tower scaffolds are erected in compliance with manufacturer instruction by a competent person. Aluminium tower scaffolds must be used on flat level ground and the stabiliser riggers must be fully deployed and secured prior to working from the tower.

Daily visual checks will be carried out by the competent senior person on all the above items and defects reported immediately. Any equipment suspected of being unsafe for whatever reason will be withdrawn from service for repair or replacement.

**Tools and Electrical Equipment**

All items of tools and equipment will be visually inspected on a regular basis and, prior to use, defective or damaged equipment will be removed from service. Electrical tools will be 110V maximum, battery powered tools will be used where possible. Subcontractors will not be allowed to bring on to site any damaged or defective tools; the site foreman is responsible for ensuring all tools and equipment brought on the site is fit for purpose.

**Task Description**

Supply, removal and installation of soffits, fascias and gutters

**Describe in detail the step by step tasks or process to be followed in order to complete the task safely. Delete any that do not apply to your situation.**

**Step by Step Process**

**Preparation**

 1. Load all equipment required for job.

 2. Carry out vehicle safety checks.

 3. Transport equipment and installers to site.

 4. Report to site foreman and receive permit to work (where required).

 5. Put on personal protective equipment.

 6. Inform all other contractors/tenants in the area at start of works.

 7. Liaise with the Principal Contractor and other contractors to ensure safe operation.

 8. Cordon off work area, if practical and necessary to do so.

 9. Ensure the area to be worked and exit points are clear of obstruction, and safe access and egress is maintained.

**Fit Soffit, Fascia, Guttering and Down Pipes**

 1. Put on necessary PPE.

 2. Ensure that the scaffold or access platform is safe to work on.

 3. Repair and make good any damage to the working area.

 4. Fit new UPVC fascia and soffit boards.

 5. Locate and fit outlet for down pipe(s).

 6. Fit new gutter support brackets by drilling and screwing into the UPVC facia ensuring correct flow direction.

 7. Clip the guttering into position and secure.

 8. Drill the brickwork for the down pipe clips.

 9. Fit the down pipe(s) and secure.

 10. All work should be carried out from the scaffolding or access platform.

 11. Check for quality of finish and water tightness.

 12. Wipe/polish the fascia, soffits and guttering as required.

 13. Check no materials are left in the gutter.

**Test and Handover**

 1. Test all equipment for successful operation.

 2. Snagging works will be carried out to client satisfaction.

 3. Remove all tools and equipment.

 4. Clean area.

 5. Ensure waste is disposed of in accordance with local authority requirements.

 6. Remove all waste and recycle wherever possible.

 7. Handover to client.

 8. Sign out if applicable.

**Sign Off Sheet**

I have read and understood the contents of this Method Statement. Anything I did not understand has been explained to me to my satisfaction. I agree to follow the Method Statement and understand that any instructions are provided for my safety and the safety of others.

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| **Print Name** | **Signed** | **Date** |
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