

## Health & Safety Plan / Method Statement

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**Preliminaries: Site Involvement**

Client Name: Anderson

Site Address: 12 Thurloe Square, London, SW7 2TA

Site Contacts: TBC

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## **Section 1: Management of Health & Safety at Work**

### **1 SELECTION PROCEDURES**

#### **1.1 OPERATIVES**

Only time-served tradesmen and competent experienced manual operatives are employed on-site by Vale Garden Houses Ltd.

#### **1.2 SUB-CONTRACTORS**

Only time served sub-contractors will be appointed on this contract. All orders issued to sub-contractors will be conditional on their acceptance of their obligations under the Health & Safety Regulations (Compliance Certification) and proof of adequate insurance cover.

#### **1.3 PLANT AND MACHINERY AND EQUIPMENT**

All plant and machinery will be subject to maintenance certification on supply or pre-site use. Use of plant will be supervised and monitored. Only trained and certificated operatives will be permitted to operate plant and machinery.

### **2 MONITORING AND REVIEW**

2.1 The SHEQ department will carry out regular safety audits and inspections of site and supervision of documentation, methods and procedures.

2.2 Specific attention is given by all management to compliance with legal requirements.

2.3 The site management responsibilities are:

- Compliance to site rules.
- The implementation of the Health & Safety plan.
- All risk assessment requirements.
- Initial site briefing procedures for all operatives, contractors and subcontractors prior to any involved in site operations.

2.4 The SHEQ department is responsible for all accident/incident investigation reporting procedures based on detailed information provided by site management, operatives, material evidence and any external source involved.

2.5 Performance appraisal and feedback may require change. Immediate emergency action is the responsibility of Site Foremen. Non-urgent procedure/operating sequence matters are to be discussed with appropriate management. Health & Safety changes are to be reviewed at meetings attended by the Planning Supervisor, Site Manager and Health & Safety Officer (plus Sub-Contractor representation if appropriate). Findings and changes must be directed / notified in writing and available for all as a notice.

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## **Section 2: Management of Health & Safety - Rules**

### **1 PRE-WORKS**

- 1.1 No site works by Vale will take place without the main contractor's specific site Safety Plan being on site, welfare facilities being in place and signage, access routing, fencing, security, storage etc. being available.
- 1.2 All Vale site operatives must be briefed and familiarised about the site.
- 1.3 All Vale operatives will sign that they have read and they are familiar with the main contractors Safety Plan and its contents.
- 1.4 All Vale operatives and sub-contractors are to have been interviewed to ascertain competence and awareness of Health & Safety Legislation in respect of the proposed works. During all stages of the project and as part of general company policy all personal are to comply with the relevant health and safety legislation and particular attention is paid to the following:
  - Health and Safety at Work etc Act 1974
  - The Construction (Design and Management) Regulations 2007 (CDM)
  - The Control of Noise at Work Regulations 2005
  - Personnel protective equipment at work Regulations 1992 (as amended) 2005
  - The Control of Substances Hazardous to Health Regulations 2002 (as amended)
  - Electricity at work regulations 1989 (as amended) 2013

### **2 ON-SITE WORKS**

- 2.1 No work of any nature will be started without an examination of potential hazards and subsequent risk assessments being undertaken and if necessary recorded.
- 2.2 No work will be started without all equipment/materials, plant and/or machinery, personal accessories / tools being on site and in a serviceable condition.
- 2.3 All operatives will be checked to ensure correct work wear is worn for the job in hand and special clothing if required.
- 2.4 No shortcuts are to be taken which reduce the application of Health & Safety requirements.
- 2.5 Concurrent works must be assessed, co-ordinated and everyone concerned briefed about the application of risk assessments.
- 2.6 On site any operations such as welding; lifting of heavy or dangerous materials must be ceased on the arrival of third parties.
- 2.7 **Additional information:**

### **3 ON-SITE MANAGEMENT**

- 3.1 Vale's site manager is responsible for ensuring the application of the general Health & Safety rules above.
- 3.2 The site manager is responsible for ensuring all delivery vehicles are safely managed and materials handled and deposited safely within the builders compound.

### **4 OFF-SITE MANAGEMENT**

- 4.1 Regular discussions with the site manager by site operations coordinator and director will check the management of the site and the implementation of the above rules.

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## 5 MAIN CONTRACTORS UNDERTAKINGS

- 5.1 The construction site is defined, fenced and out-of-bounds to non-construction personnel.
- 5.2 Access and site perimeter have been defined and all construction traffic is to follow the access routes as set out by the main contractor.
- 5.3 Non construction operatives are not permitted to enter site unless specifically authorised by the main contractor and that correct work wear inside the buildings is worn by all personnel.
- 5.4 Welfare facilities to be provided by the main contractor throughout the contract.
- 5.5 Site mess accommodation to be provided by the main contractor for use of site personnel.
- 5.6 Storage area for any materials requiring specific storage under COSHH regulations.
- 5.7 The main contractor is to provide and maintain first aid and emergency equipment on site throughout the duration of the contract.
- 5.8 Main contractor to have implemented a fire policy with any necessary fire fighting equipment available for use.
- 5.9 Main contractor will need to provide safe electrical supply for the use of power tools and lighting.

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## SECTION 3: SITE WORKS METHOD STATEMENT

### 1 GENERAL

- 1.1 The clauses of this statement must be read in conjunction with the working drawings.

### 2 LOCATION

- 2.1 The works are the erection of a conservatory at:  
12 Thurloe Square, London, SW7 2TA
- 2.2 For the purposes of documentation, all works described relate to the site as described in the documentation and drawings issued for construction.

### 3 SITE PLANS

- The working drawings as issued at time of manufacture will apply.
- 3.1 Access arrangements:  
TBC

### 4 MANAGEMENT OF WORKS

- 4.1 SUPERVISION AND MONITORING
- It is the responsibility of Vale's site manager to daily monitor on-site work progress and the application of safe working practices. If any deviation from the procedures laid down in this Method Statement is/are necessary, such actions are to be recorded for management discussion. This applies to all site operatives who must consult with their immediate management BEFORE changing any sequencing / actions or procedures that are currently specified and included in this document. (see Sections 1 & 2 for Management Standing Instructions and other personnel responsibilities).
- 4.2 WORKS SCHEDULING
- The schedule discussed for the works is estimated. Start date is \*\*TBC\*\*. The works are scheduled for completion in approximately \*\*TBC\*\*, subject to the completion of all other work being completed and clear access available. Scheduling of works is to be co-ordinated on and off site. Adverse weather may affect the works schedule and must be accepted if safe working procedures are to be achieved.

### 5 SITE INSTALLATION - METHOD STATEMENT

- 5.1 The site team which will consist of two who will be briefed by the site manager about:
- Relevant stage of works
  - The site with a briefing about access routes protected areas, storage areas, facilities, parking etc.
  - Emergency procedures and assembly areas
  - All hazards which may exist at the time
  - Rules for the site
  - Welfare facilities
  - Site restrictions and security responsibilities
  - Use of safety equipment/accessories and their location
  - The Site Foreman will arrange for an induction for Vales' site team before commencement of works
- 5.2 The conservatory is delivered on a 7.5 ton lorry in kit form and offloaded on site by the fitting team and the driver, into the designated lay down area, ensuring extra labour is provided for heavy lifting. Access is limited and all the items will have to be man handled through a limited access door way.

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- 5.3 The team leader monitors the issue of the following safety equipment:
- Safety helmets
  - Eye protection when using relevant tools
  - Hearing protection when using relevant tools
  - Gloves for lead work
  - Masks for lead work
  - Arm and hand protection when handling glazed units
- 5.4 A second load may be required, and this will be delivered as needed on site this load would normally have the roof glass and side panels which would be off-loaded into adequate racking in the lay down area.
- 5.5 The team leader will check all materials and will note and order any further materials required.
- 5.6 Components are sorted and stacked neatly in order of use and moved to the work area as needed.
- 5.7 The frames will be erected first.
- The two fitters will carry the frames which will be in several separate units and place them on the low wall base construction.
  - The frames are screwed together once sealant has been applied to the frame end posts. The frames are then packed to the right level with aluminium packers and plumbed up.
  - Once level and plumb they are bolted into place.
  - A tower scaffold maybe erected and used in conjunction with ladders.
- 5.8 Once the frames are in place:
- The aluminium riggers or ladder beams will then be hoisted bolted together and fixed into place.
  - The ladder beams are then lined with pre cut sterling board.
  - The aluminium box gutters lay down onto the sterling board.
  - The gutters are also in sections and will be joined by using properly sealed and bolted swage joints.
- 5.9 The rainwater down pipes are then positioned plumbed up and fixed into position with down pipe brackets screwed into the wall or frame. The down pipes will be in-serted into the drainage system provided by the builder. Once the gutters are in place:
- The roof structure which is also in sections is hoisted into place and bolted to-gether. The sections are made up of aluminium extruded sections and although light are extremely strong.
  - Working off the scaffolding all the required bolts and seals are fitted to the roof-ing structure.
  - It is then screwed into place through the hardwood tilting fillet which is bolted onto the head of the frame.
- 5.10 The metal section of the roofing structure such as the glaze bars and ridge extrusions are then trimmed out with timber sections which have all been pre-cut in the works. This is done off the scaffold from below the trims are screwed into place the screw holes are filled and touched up.
- 5.11 The roof is then glazed.
- Once again the scaffold is positioned below where the double glazed units are to go in.
  - One man on the scaffold will receive the unit which is passed up by the other man from the ground.
  - He then positions the unit in the aperture and drops it into place ensuring that it is centrally positioned.
  - Once all the glass is in place they are sealed in from above and the glaze bar caps which have self-adhesive sealing strips attached to them are screwed into position.

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- 5.12 The lead flashings
- The head wall flashing and roof vent surround flashing are then installed by two lead workers.
  - All grinding out to walls where the flashings are to be inserted is done first with a 9" grinder.
  - The grinding line is marked out and a chalk line is struck to ensure an accurate cut.
  - The groove cut is 75 to 80 mm deep.
  - The operator is to ensure that all safety precautions are taken as per risk assessment.
  - The made up flashing is then inserted, properly wedged, tabbed and sealed.
  - This is done to the external perimeter of the box gutter where it abuts the wall.
  - The flashings are made up at the factory and the materials are transported to site on pallets which are cling wrapped.
  - They will be hoisted up to roof level using the Genie lift.
  - No heat or lead welding is done as this has all been done at the factory.
  - The lead fitters position the made up flashings and dress them into place, working off crawler boards that run from the ridge into the box gutter.
  - The end laps are sealed with lead sealant.
  - All work to be conducted according to safety and quality practices as laid down by the Lead Sheet Association guide lines.
- 5.13 A lead work team leader has the responsibility on site to monitor Health and Safety as well as the production and quality. The team leader furthermore monitors the issue of the following safety equipment:
- Harnesses if required
  - Safety helmets
  - Eye protection when using relevant tools
  - Hearing protection when using relevant tools
  - Gloves for lead work
  - Masks for lead work
  - All lead is then cleaned down and coated with patination oil.
- 5.14 The opening vents are fitted:
- Once again using the scaffold from below with one man on the scaffold and one man on the roof working off a crawler board to position the vent canopy and bolt it into place.
  - The electric vent opening motors are then fitted into place and the cable is run behind the opening vent trim to where the control unit is to be positioned to be connected at a later stage by the electrician.
  - The motors are tested to ensure proper working and any adjustments are made.
  - The timber trims are fitted around the vent aperture and pinned into place with a Paslode gun.
  - All holes are filled and painted.
- 5.15 The fixed and opening side panels are now fitted.
- The opening windows are hung and the ironmongery is screwed into place.
  - All windows are pre-hung in the factory so it is a matter of screwing the hinges into place and making finer adjustments.
  - The fixed panels are sealed and then caulked from the outside.
- 5.16 The doors are hung and the door furniture fitted.
- Again the doors are pre hung in the factory so it is a matter of screwing the hinges into place and making finer adjustments.
  - All the hinges and locks have been chopped in the factory. The locks, rebate kit and handles are fitted and adjusted.

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- 5.17 External columns:
- These are screwed into place from the inside by one fitter whilst the other is on the outside, having applied sealants and positioning the column.
  - The columns are corked up from the outside.
  - Once the column is firmly fixed the internal fitter pins a cover board and beading over the aperture which is filled with Celotex insulation.
  - The scaffold is used when working at height.
- 5.18 End post scribe trims:
- The scribe trims are scribed to the walls and fitted into place, pinned and sealed to the wall with a mastic bead.
- 5.19 All filling sanding and touch up is now done and the fitters do a preliminary snag and rectify any obvious defects.
- 5.20 The site manager visits site and conducts a snag inspection and lists the areas that require attention.
- 5.21 Any snag items are rectified and again inspected by the site manager.
- 5.22 The site is cleared. All scaffolding, excess materials and refuse are removed.
- 5.23 The site manager hands the construction over to the contractor / client.

## **6 MATERIALS**

- 6.1 No blocking of planned or existing access routing to or within the site is permitted and the builders compound area is to have clear routes leading to the site for material de-liveries and storage.
- 6.2 Any deliveries of material will be scheduled.
- 6.3 Off-loading is undertaken as per current regulations and directives, with clear space and visibility all-round the selected loading / unloading area.
- 6.4 All materials will be laid out in safely accessible areas prepared for same and according to the types of materials and load on site.
- 6.5 Operatives involved in off-loading of materials must ensure safe handling procedures are followed, any plant or vehicle movement is directed and controlled and manhandling weights per person are not exceeded without assistance or mechanical equipment.
- 6.6 Designated areas for any COSHH materials must be adhered to within the builder's compound.

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- 6.7 Materials that will be used are made up as follows:
- Frames – Treated and painted Douglas Fir.
  - Doors - Treated and painted Douglas Fir.
  - Panels - Treated and painted Douglas Fir.
  - Timber roof lights - Treated and painted Douglas Fir.
  - Timber columns - Treated and painted Douglas Fir
  - Glaze bar caps – Extruded aluminium powder coated
  - Glaze bars – Extruded aluminium
  - Extruded eaves gutters – 3mm aluminium
  - Celotex
  - Down pipes – 3” aluminium with cast aluminium fittings painted
  - Brass ironmongery
  - Double glazed roof units 6/16/6.4 Low ‘E’
  - Double glazed side units 4/6/4 Toughened Low ‘E’
  - Lead flashing
  - Patination oil
  - Sudal SMX505
  - Geocel 480 acrylic sealant
  - GeC gun foam & cleaner
  - Lead and gutter sealant
  - Mitre fast
  - Dacrylate touch up paint
  - EverbuildPV40 sealant, Everbuild pink grip
- 6.8 Waste disposal and environmental issues are controlled by the factory and site managers who liaise with the relevant authorities. Any site or factory worker with a query should address them with their manager. Site waste must be placed in either pre-designated site waste containers or returned to the factory for disposal. Waste or surplus material is to be removed from site when no longer required, daily for litter and not later than site completion for serviceable materials. Disposal of materials must be in accordance with statutory obligations for its type and classification.
- 7 CONSTRUCTION CHECKS**
- 7.1 Check any machinery to be certificated and used by a trained and/or competent operator. The operator must always be aware of any other operatives in the vicinity or assisting with directing of operations. No operative is to be immediately adjacent to any plant or equipment during loading or off-loading of materials, but must remain at a safe distance directed by the site foreman or driver of the plant.
- 7.2 Check for those working from height for edge protection materials consisting of scaffold and hand railing and that safety nets are fitted if required.
- 7.3 Personal protection equipment and safety accessories for operatives consisting of:
- Safety helmets
  - Eye protection when using relevant tools
  - Hearing protection when using relevant tools
  - Gloves for relevant works
  - Masks for relevant works
- 7.4 Ensure the site is cleared of slip and trip hazards and the areas underneath the works are kept clear at all times overhead operations are effective.
- 7.5 Check for any unforeseen site-specific hazards; daily assess risks and / or their minimising or their removal.
- 7.6 Check that all operatives are briefed for work to begin.

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- 7.7 Ensure that the weather is suitable for working at height and the handling of materials.
- 7.8 Mechanical equipment to be available for lifting of heavy materials into position.
- 7.9 Fire extinguishers to be available and on hand during any heat processes or use of flammable materials.

## **8 SAFETY PRECAUTIONS**

### **8.1 RISK ASSESSMENTS**

Document 4 devotes detail to relevant assessments of standard construction site risks from likely hazards for this site contract and that all operatives and sub-contractors are to be made aware of. However, some detail of general management of potential hazards and risks are outlined below. At this stage it must be made clear that before ANY task takes place it is the responsibility of the individual and or his/her immediate management to:

- Determine Hazards
- Assess Risks
- Determine appropriate action
- Eliminate or minimise risks by appropriate action
- Record action taken in the site log

- 8.2 As a Standing Operating Procedure the Site Foreman is responsible for Daily Risk Assessments and site checks before work commences and at any other time he may deem such action necessary.

### **8.3 SURROUNDING LAND/BUILDING USES AND RESTRICTIONS**

The works are related in and around 12 Thurloe Square, London.  
No storage of materials or parking of vehicles shall take place outside defined areas.

### **8.4 EXISTING SERVICES**

There are no major overhead services on the site. All known underground services in the vicinity of the site and those which may affect works external to the site are well out of the way and will not affect the conservatory installation.

### **8.5 TRAFFIC SYSTEMS MANAGEMENT**

Vehicular access is available to a designated parking area, vehicles have to be park in the parking area at all times. Delivery of the conservatory – The delivery vehicle can back up virtually to the site where the conservatory is to be erected, the materials are to be off-loaded into the conservatory area and the vehicle is to move off site.

### **8.6 PERSONAL PROTECTIVE EQUIPMENT**

It is a requirement of the site to wear hard hats and safety boots at all times. Further eye and ear protection must be worn as required when operating certain pieces of plant, equipment and machinery.

### **8.7 PLANT AND EQUIPMENT**

The tools plant and equipment that will be used to install the conservatory will be:

- 8.7.1 Tower scaffolding with the necessary bracing, ladders, staging boards, handrails, toe boards etc.
- 8.7.2 Genie lift SLA15 to hoist items into place manually operated.

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8.7.3 Electrical equipment:

- Drills x 2
- Screw guns x 2
- Cut off saw
- 9" Grinder
- Paslode gun
- Extension cables
- Transformers
- Plainer
- Circular saw
- Router

8.7.4 Hand tools:

- Chisels, hammers, planes, rebate planes, levels, site level, sealant guns, mobile work bench, ladders, cross cut saw etc.

**9 BRIEFING**

**9.1 STAFF AND NOMINATED SUB-CONTRACTORS**

Only trained/experienced/competent operatives and sub-contractors are to be employed on site. Before commencing any work on site all Vale operatives are to be fully briefed as follows:

- Relevant stage of works explained to all
- Tour site with briefing about access routes protected areas, storage areas, facilities, stage of works, parking etc.
- Emergency procedures and assembly areas explained
- All hazards which may exist at the time to be pointed out
- Rules for the site explained
- Welfare facilities explained
- Site restrictions and security responsibilities explained
- Use of safety equipment/accessories and their location explained

**10 EMERGENCY PROCEDURES**

**10.1 ACCIDENTS AND INJURY**

- Employees and Subcontractors should report all accidents IMMEDIATELY to Management who will ensure that necessary first aid or medical care is available. Care should be taken to prevent a recurrence and ensure that the accident is recorded in the Accident Book.

- Employees and Subcontractors should report all accidents - i.e. an accident not resulting in injury - to Management.

- In case of injury, notify the management and use first aid equipment available for minor injuries.

- In case of serious injury, call the emergency service, dial 999 and ask for ambulance. If in doubt, do not move the victim as this can cause further unnecessary injury.

**10.2 FIRE**

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- Employees and Subcontractors should be aware of the positions of fire extinguishers within the area where they are working and of the type of extinguishers used.
- Paper or wood fires may be extinguished using water extinguishers.
- Other fires, including chemical and electrical should be extinguished using CO2 or powder extinguishers.
- Keep combustible materials away from ignition sources.
- Sawdust shavings and paper should be cleared immediately from any area where grinding or welding is taking place.
- Site operators should have portable extinguishers at close hand at all times.
- In case of fire, the following procedure should be adopted –
- If the fire is small alert all persons adjacent to the fire and then operate the nearest available extinguisher. DO NOT ENDANGER YOURSELF.
- If the fire is large alert all persons as quickly as possible, call the fire brigade - Dial 999 and ask for Fire Service. Vacate premises/site in a quiet and orderly manner to the designated assembly area.

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## **SECTION 4: TRAINING - GENERAL COMPANY POLICY STATEMENT**

### **1 GENERAL POLICY**

It is the policy of this Company that all employees are provided with opportunity for training and development to improve their potential employment skills and to confirm their employed skills status is commensurate with the interests of the Company, other employees and its clients.

### **2 QUALIFICATIONS**

Staff with externally recognised qualifications obtained through training cannot automatically assume that they will be deemed as competent until they have proven their ability to undertake satisfactory work using such qualifications. This is therefore subject to a personal on-going assessment before they are considered competent and or authorised to fulfil company work.

### **3 PLANT AND MACHINERY AND EQUIPMENT**

All plant and machinery will be subject to maintenance certification on supply or pre-site use. Use of plant will be supervised and monitored. Only trained and certificated operatives will be permitted to operate plant and machinery.

### **4 EXISTING EMPLOYEE TRAINING**

All employees and sub-contractors are required to undertake training, either external or internal, under the following circumstances:

- Any corporate changes to staffing requirements
- New types of plant/vehicle/machinery/equipment provision
- New procedures or legislation to improve Health & Safety
- The personal development of employees
- The advancement of selected employees
- All external training (industry approved or otherwise) will be recorded on records.

### **5 STATUTORY TRAINING REQUIREMENTS**

The construction industry and Health & Safety legislation require that certain types of training are mandatory and have certification to imply qualifications or periodic upgrading requirements. The Company undertake to ensure that all such employment training requirements are met and that all operations take place with management and operatives who satisfy statutory requirements.

### **6 SITE TRAINING**

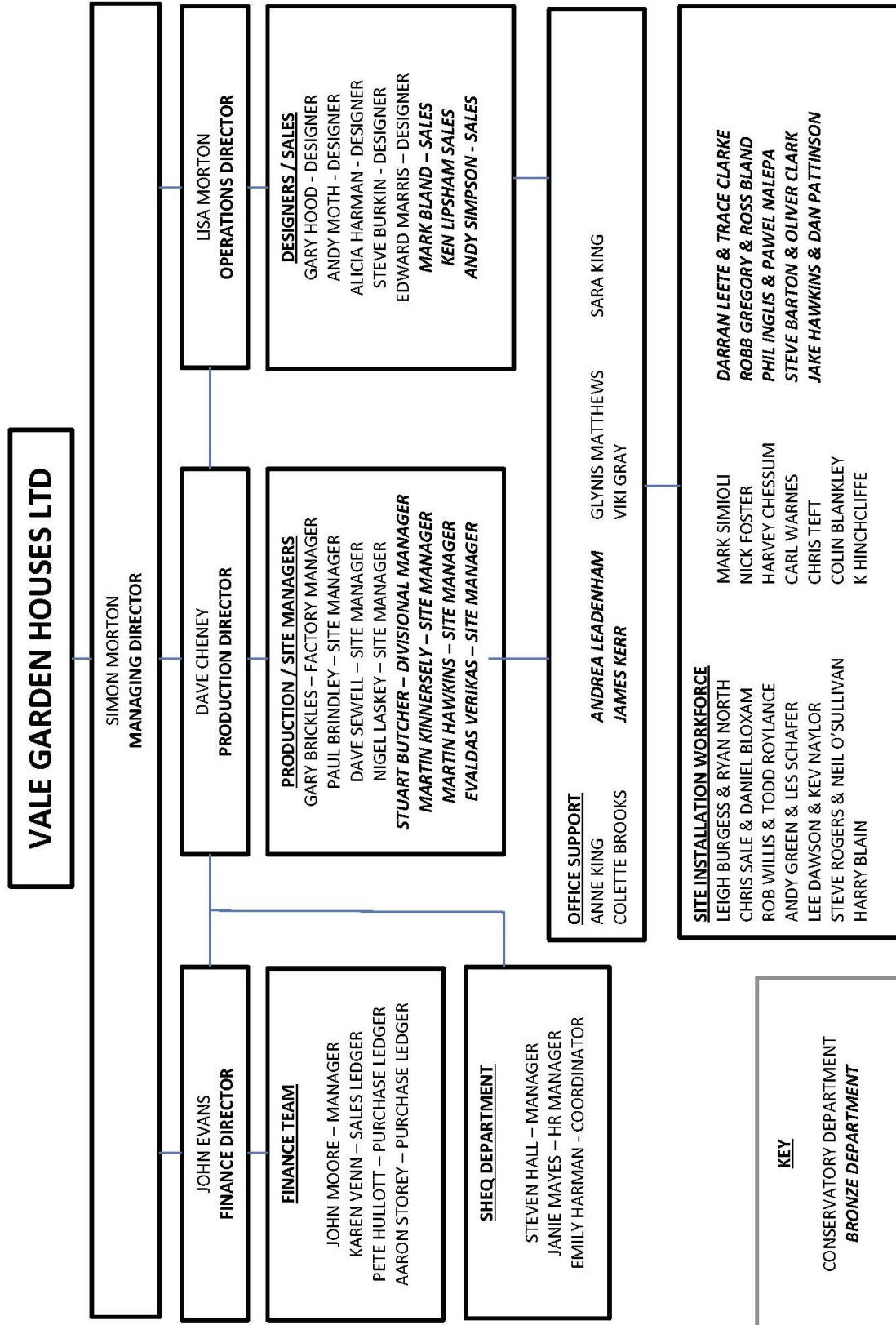
Every employee of the company learns daily from work experience. It is the responsibility of all managers or appointed 'mentors' to make any learning experience, formal or informal, a worthwhile sense of achievement or fulfilment of personal development.

### **7 SUGGESTIONS**

The company is always open to employee suggestions about requirements for additional training within its operational requirements. Approaches by employees and sub-contractors are recorded for consideration and future appropriate action.

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## SECTION 5: PROJECT ORGANISATION SITE PERSONNEL



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## SECTION 6: SAFETY AND RISK ASSESSMENT DETAIL

### 1 THE LAW

- 1.1 Duties are placed on every employee and sub-contractor to exercise reasonable care for the Health & Safety of himself and others who may be affected by any act or omission when at work.
- 1.2 The employee and sub-contractor is to co-operate with the employer as far as may be necessary to enable him to carry out his legal duties in Health & Safety matters.
- 1.3 The employee and sub-contractor is not to intentionally or recklessly interfere with any thing provided at the workplace in the interest of health, safety and welfare.

### 2 RULES FOR WORK CARRIED OUT ON SITE

- 2.1 It is the responsibility of every person on site to constantly note potential hazards and to draw attention to any matter which may require a Risk Assessment.
- Look for the hazards
  - Decide who might be harmed and why
  - Evaluate risks and decide whether existing precautions are adequate or need new action
  - Draw management attention to record your findings
  - Review and revise your assessment if necessary
- 2.2 Always assess your work for hazards BEFORE you start any action. Note examples on the pages that follow and action to be taken to minimize hazards.
- 2.3 Hard hats to be worn when instructed by the foreman or at any time the interests of health and safety require. At no time any person working above two meters is to be without a connected safety line even on scaffolding or inside a safety cage. Do not 'over-reach' from scaffolding or safety cages - re-position if necessary.
- 2.4 Personal protective equipment/clothing to be worn and used correctly and any accessories to be returned to stores with any defects being reported to the site foreman. Note COSHH/Risk Assessment sheet for Mineral Fibre Materials.
- 2.5 Machinery and plant equipment are to be operated only by qualified personnel. Care with hand tools and any training power leads to be planned.
- 2.6 Plant, tools and equipment defects are to be immediately reported to the site foreman.
- 2.7 Scaffolding or any part thereof must not be erected/removed/dismantled by unauthorized persons.
- 2.8 Adequate safety footwear is to be worn on site at all times. Trainer type/style footwear is not permitted unless authorized for specialized tasks.
- 2.9 Smoking is NOT PERMITTED ON SITE, only at a site designated area.
- 2.10 Accidents or potential dangerous occurrences must be reported and registered as appropriate by the site foreman. Note actions for Accidents/Fire.
- 2.11 No drugs of any kind (including alcohol) may be brought to site, consumed on site, nor is any consumption of such items permitted within at least twelve hours prior to attending the site for work. Any person under the influence of drugs or alcohol at the site is committing a dismissal offence.
- 2.12 In the event of a power cut, all machinery and tools should be switched off and where possible, materials removed from tools and machinery. Before switching on again, make sure all guards, guides etc. are in their correct positions.
- 2.13 The risk assessments on following pages are for compliance and to be supplemented by daily on-site risk assessments and site notice information.

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## Section 7: Method Statement Register

Date Method Statement Explained:

Method Statement Explained By:

I hereby declare that the Method Statement and associated Risk Assessments where appropriate relating to **\*\*PROJECT\*\*** have been discussed and agreed as workable and I fully understand how the work is to be carried out.

[illegible]

**Those persons who may not have an understanding of the written word shall have the method explained.**

Additional comments:

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