

5.5 SAFETY, WORK METHOD STATEMENT

Q - WHAT IS A METHOD STATEMENT?

A - It is a clear, concise description of what you are going to do and how you are going to do it.

To assist you in successful tendering and complying with your health and safety responsibilities you should consider preparing specific work method statements for all potentially complex or hazardous activities on site.

Contractors must define in detail the risks involved in the proposed operation and the system(s) to be adopted for controlling, as far as is reasonably practicable, those risks.

When entering into a contractual agreement with others, the Principal Contractor is legally required to ensure that each Contractor (including Client nominated or preferred contractors) produces a work method statement, when necessary, and that it is specific in detail to the particular task to be undertaken by that Contractor.

All contractors are legally required by CDM to liaise and cooperate with each other in such matters, especially where non-involved operatives and members of the public could be put at risk by their activities; the Principal Contractor having the overall onus of responsibility.

The work method statement contents and application must always be discussed and ratified by the Principal Contractor before the relevant work commences.

Preparing a written work method statement after carrying out a general risk assessment has proven to be an effective way of identifying the health and safety measures that should be taken. It is possible that a straightforward, comprehensive and specific method statement can be produced that takes account of and is supported by all the assessments.

In many cases method statements could be closely linked with or even form part of the Company's Health and Safety Policies and Procedures.

The Safety Work Method Statement may form part of the project's Health and Safety Plan and, in certain instances (e.g. when affecting future work activities such as structural extension, maintenance, refurbishment and cleaning, after the handover stage), part of the Health and Safety File.

SAFE WORK METHOD STATEMENT FORMAT

There is no format in the Regulations defining the structure and layout of the statement.

Where the Client or Principal Contractor specifies a format and its contents, clearly you should comply with it. Otherwise you should create your own, observing certain, basic principles to ensure it is sufficiently comprehensive.

A typical statement should have:

- | | |
|--|--|
| 1. Title page | <i>Nature of the work.</i> |
| 2. Contents page | <i>Listing all the sections in the document including appendices.</i> |
| 3. Reference/Source Documentation | <i>Risk assessments, data sheets, HSE Guidance Notes, Approved Codes of Practice, Safe Working Guidance.</i> |
| 4. Safety | <i>Reference your safety policy/management control system.</i>
<i>✓ Organisation</i>
<i>✓ Arrangements</i>
<i>✓ Safe Working Procedures</i>
<i>✓ Training/Competence.</i> |
| 5. Equipment | <i>Identify relevant to the work to be carried out:</i>
<i>✓ Tools</i>
<i>✓ Machinery/Plant</i>
<i>✓ Safety Equipment</i>
<i>✓ Personal Protective Equipment.</i> |
| 6. Method of Work | <p><i>This is the key part of the document where you must clearly establish the step-by-step detailed procedure for carrying out the work e.g.</i></p> <ul style="list-style-type: none"> <i>✓ Pre-installation work programme.</i> <i>✓ Post-installation work programme.</i> <i>✓ Access requirements.</i> <i>✓ Special handling requirements.</i> <i>✓ Other contractors, service suppliers.</i> <i>✓ Special instructions/training for all workers.</i> <p><i>Clear cross referencing to the appropriate risk assessments will be necessary and will assist in completing the statement.</i></p> |
| 7. Appendices | <i>Reference documents identified throughout the previous sections e.g. risk assessments, data sheets, drawings, training records etc.</i> |

I
M
P
O
R
T
A
N
T

The following is a comprehensive example of a Safe Working Method Statement for Roofing Operations - particularly the Method of Work.

Each of your statements will not be as detailed (it will depend on the extent complexity and degree of risk associated with the activity).

However, it will give you an insight into the approach.

SAFE WORK METHOD STATEMENT

MESSRS. P. WILSON (ROOFING) LTD.,
142, STATION ROAD,
BELLINGHAM,
YORKSHIRE.

15 MARCH 1996

ROOFING OPERATIONS

Nature of Work: Supply and fix roof decking sheets and vertical cladding side elevations to new industrial unit located on commercial estate.

1.0 Site Particulars:

1.1 Principal Contractor: *XYZ Ltd.,
Thorne Road,
Doncaster,
South Yorkshire.*

1.2 Staff: *P.D. Holmes Contracts Manager
C. Wayne Site Agent
A. Bellamy Senior Surveyor
I.D. Canter Project Surveyor*

2.0 Roofing Contractor: *P. Wilson (Roofing) Ltd.,
142, Station Road,
Bellingham,
Yorkshire.*

2.1 Staff: *J. Wilkes - Contracts Manager - Tel: 01532-825473
A. Metcalf - Safety Advisor - Tel: 01532-825473
A. Smith - Site Supervisor (On Site)
W. Addison - Leading Sheeter (On Site)*

DESCRIPTION OF WORK

The roofing contract comprises of:

- (a) Flat roofing to main areas of building.*
- (b) Metal liner and cladding to the mansard structural feature.*
- (c) Vertical cladding from mid-height wall elevations and to rear of mansard roof.*

PROGRAMME

- ✓ *State of on-site work at commencement of installation.*

Areas of steel frame will be complete and a perimeter access scaffold will be provided by the Principal Contractor. An access ladder will be provided to a corner of the flat roof.

APPROXIMATE DATES FOR CARRYING OUT THE WORKS

The main Contract dates are:

Start 15.3.96
Handover 15.6.96

Period of Roofing work are:

<i>Commence</i>	<i>i)</i>	<i>Flat Roofing</i>	<i>14.4.96</i>
	<i>ii)</i>	<i>Mansard</i>	<i>20.4.96</i>
	<i>iii)</i>	<i>Vertical Cladding</i>	<i>20.4.96</i>
<i>Completion</i>	<i>i)</i>	<i>Flat Roofing</i>	<i>1.5.96</i>
	<i>ii)</i>	<i>Mansard</i>	<i>8.5.96</i>
	<i>iii)</i>	<i>Vertical Cladding</i>	<i>8.5.96</i>
<i>Duration</i>	<i>i)</i>	<i>17 days</i>	
	<i>ii)</i>	<i>19 days</i>	
	<i>iii)</i>	<i>19 days</i>	

Off site works: None

PREPARATION AND PROVISION OF WORKING DRAWINGS

These will be provided well before the commencement of site work - but under no circumstances later than 10th March 1996. Drawings will be issued by the architect (Mr. A. Dawson) by way of the Principal Contractor to the Roofing Contractor. However, the site agent will provide site drawings detailing the fixing of timber supports if required.

GENERAL ATTENDANCES

Working hours on site are 7.30 a.m. to 5.00 p.m., 5 days per week.

Prior arrangement for overtime working must be obtained from the Principal Contractor.

WELFARE

The Principal Contractor will provide shared welfare facilities consisting of:

- (a) Messing Facilities.*
- (b) Washing Facilities.*
- (c) Sanitary Conveniences*

MAIN DANGERS WHEN WORKING ON ROOFS

The main dangers of roof working are:

- ✓ *Falls from or through the roof's fabric.*
- ✓ *Falls from roof edges, breaks or openings.*
- ✓ *Falls through roof lights or their openings.*
- ✓ *Inclement weather: wind, rain, frost, snow or inadequate natural lighting.*
- ✓ *Falls of tools, materials or debris onto persons at ground level.*
- ✓ *Unsecured ladder access to in-situ scaffolding, the pitched or flat roof, or the eaves.*
- ✓ *Contact with overhead electrical (and usually) uninsulated conductor cables.*

GENERAL MATTERS

1. Competence of Workmen

Our safe method of working is based on the employment of competent, trained and experienced persons. The workforce on this project will be so and will fix each decking sheet as it is laid out ahead of them.

2. Use of Mobile, Elevator Work Platforms

The mobile work platform will be provided for the use of roofing and vertical cladding activities by the Principal Contractor. Mr. A. Smith, our Site Supervisor, will be nominated to operate this appliance being experienced in the operation and handling qualities of this particular model and type of machine. He has a current certificate of training achievement for safety awareness and will use the equipment within conditions in the manufacturer's instruction manual - Certificate in Appendix.

No other member of our workforce will be permitted to operate the work platform without written authority.

HEALTH AND SAFETY POLICY AND DOCUMENTATION

A copy of P. Wilson (Roofing) Ltd. Health and Safety Policy and documentation has been sent to the Principal Contractor, has been vetted and accepted by them and the relevant sections recorded in the Health and Safety Plan and the Health and Safety File for the project.

CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH (COSHH)

Copies of all relevant manufacturer's data sheets and assessments for substances and materials which will be used by our workers during the roofing process are available - see Appendix.

Whenever we supply a substance or material to the work location, we will supply two copies of each of the following:

- ✓ *The manufacturer's current materials safety data sheet.*
- ✓ *The assessment carried out in respect of the product and its application on the project.*

One copy of each document shall be submitted to the Principal Contractor and the other retained on site by Mr. A. Smith, Site Supervisor.

FIRE PRECAUTIONS AND EMERGENCY EVACUATION PROCEDURES

These aspects are covered and recorded during our induction training of personnel and are included in the Principal Contractor's site rules - see Appendix. Details of these have been provided to all roofers who will be engaged on this project.

UNLOADING/DISTRIBUTION OF MATERIALS

We have the responsibility for unloading and distribution of materials.

- (a) *The Principal Contractor will provide a mobile telescopic crane, and an operator, for the loading out of sheeting bundles and equipment onto the roof locations. The appliance will be under our direction at these times.*
- (b) *The Principal Contractor will provide a mobile elevating work platform for the roofing Contractor when undertaking vertical sheet cladding activities to sides of mansard roof and main wall elevations. This appliance will be under the direction, control and use of our own operatives during this work.*
- (c) *All statutory documentation for the proof testing, thorough examination, results of inspections (and the certificate of training achievement for the operator) for the mobile crane and the mobile elevating work platform will be provided by the Principal Contractor for your perusal, information and record before any physical work commences. All such documentation must be current.*

SCAFFOLDING AND LOADING TOWER(S)

- ✓ *Standing scaffolding and platforms to eaves height of the periphery of the building will be provided by the Principal Contractor. Also, all temporary handrails required at any roof openings, edges or breaks where it would be possible for individuals to fall in excess of 2 metres, will be provided and fitted by the Principal Contractor by arrangement with ourselves.*
- ✓ *Standing loading towers for the storage and transfer of materials onto the roof will be provided by the Principal Contractor.*
- ✓ *Any additional items or equipment will be provided by us, the roofing Contractor, for carrying out all installations.*

STORAGE OF MATERIALS ON SITE

Location of stored materials:

- i) *Containers to be provided by ourselves for the storage of smaller items.*
- ii) *It will be necessary for Mr. A. Smith (Site Supervisor) to liaise with Mr. C. Wayne (Site Agent) and agree the location of roofing materials stored on site, together with the frequency and sequencing of deliveries to co-ordinate with the Principal Contractor's work programme.*

SETTING OUT OF THE WORK

We will be responsible for obtaining such site dimensions as are required for such work. The Principal Contractor will provide level datums and basic grid-line references.

ROOFING DEBRIS

All site rubbish and materials debris will be kept under strict control. At the end of each shift, or more frequently if necessary, all waste materials will be disposed of in the skips provided by the Principal Contractor.

ACCESS/PARKING/TRANSPORT VEHICLES

We note that roofer's company and private vehicles can be parked on site although as general work progresses the parking areas will need to be re-sited to other locations.

DESIGN ELEMENT

P. Wilson (Roofing) Ltd. will provide no design input to this contract. All design drawings and features will be provided by the appointed designer(s), in conjunction with the Principal Contractor.

COMMUNICATIONS BETWEEN PARTIES OF THE ROOFING WORK

All communication concerning any aspect of the work, particularly health and safety, will be notified immediately by our site supervision to the Principal Contractor.

SITE SAFETY MEETINGS

An accountable representative will be available for safety meetings.

VARIATIONS AND DEVIATIONS

No variations or deviations to the planned work sequence contained in this work method statement will be permitted without consultation with the Principal Contractor; through the following channels:

The site agent, who in turn will consult the relevant contracts manager. All agreed variations shall be confirmed in writing by the Principal Contractor's contracts manager, the method statement amended accordingly and our involved roofing workforce together with other independent workforces (e.g. other contractors) who may be affected by the amendment(s) shall be notified accordingly before revised methods are effected.

ACCESS TO METHOD STATEMENT

The labour employed on roofing activities will be competent and each gang led by a full time leading sheeter, who will have direct access to the work method statement at all times during each shift. The leading sheeter is also responsible for ensuring that this method statement is put into practice.

CLADDING SITE SUPERVISOR

The cladding site foreman, Mr. A. Smith, is in overall control of the roofing activities in the absence of the contracts manager, Mr. J. Russell. He will hold the master copy of the work method statement and COSHH information for the workforce and its activities. He will also be responsible for liaison with the Principal Contractor and provide any information (e.g. health and safety or otherwise) to the Principal Contractor and operatives required.

DESIGNATION OF A SAFE WORKING AREA

We note that the Principal Contractor will ensure that all other site personnel not involved in the erection and installation of sheeting/cladding are excluded from the working zone and provide such notices or barriers as may be necessary.

ACCESS REQUIREMENTS AND GROUND CONDITIONS

Our materials will be delivered by articulated lorry and off-loaded in positions around the building, ready for hoisting onto the roof and loading tower(s) by mobile cranes.

Specific Locations

Phase 1 will be loaded from grid lines 9, 15 and 16 and inside the building.

Phase 2 will be loaded from grid lines 7 and 10.

Phase 3 will be loaded from grid lines 1a and from inside the building.

The vertical sheets/cladding will be delivered and stored on trailers adjacent to the building, to enable them to be moved to the elevations being worked around the contract.

We note that the Principal Contractor will ensure ground conditions are suitable to enable vehicles to unload and for the crane to gain access to these areas.

SAFETY EQUIPMENT AND ACCESS EQUIPMENT

We note that the Principal Contractor will supply and provide a fitted handrail on the exposed edges of the roof perimeter; access to the lower levels of the roof will be gained by a tied ladder. This ladder will progress periodically with the leading edge being worked to minimise the distance between the ladder and the work point.

Leading edge work to the mansard roof will be by means of a "Spandek" unit (platform), which will be fitted with integral toe board system and handrail.

FINISHED ROOF CAPACITY

Once the lining trays are fixed, with supporting bars etc. it is a non-fragile structure.

We note that platforms and handrails will be erected by the Principal Contractor the week preceding our start date.

ELECTRIC POWER SUPPLY FOR TOOLS, LIGHTING ETC.

We note that the Principal Contractor will provide mobile generators to supply hand tools etc. If power supply is not stepped down to 110 volts, capacity transformers will be provided and used depending on the source output.

Under no circumstances will hand tools and equipment in excess of 110 volts be used by our workforce on site and it is forbidden for operatives to bring personally owned electric hand tools on site for use on company activities.

INSPECTION OF FINISHED WORK (BY THE CLIENT)

The roof will be sheeted from grid line 15 towards grid line 1. The Principal Contractor will be requested to take handover of completed roof prior to protective handrails being struck. If inspections are required after this date, then whoever requires the inspection will be responsible for re-erecting the handrails or providing some other form of protection. Due to an extremely short work programme, the roof will be cleared and the handrail stripped as the roof is completed.

VERTICAL CLADDING : ACCESS

A mobile, elevated work platform, as detailed elsewhere in this statement, will provide vertical access to vertical cladding locations and for erection and fixing operations. Ground conditions must be suitable to accommodate the manoeuvring and load bearing surfaces and to provide ease of movement of the appliance(s) - additional consideration of ground areas to be used may be required at some locations. The work sequence of vertical cladding operations will commence at grid line 15 and then progress along lines A, H and T towards the gable of grid line 1.

GUTTER AND RAIN WATER PIPES

Linings to wall gutters and internal rain water pipes will be worked off the Principal Contractor's main peripheral scaffold platform serving the building. The exact sequence of this work is not yet known to us and will depend on the elevations being released by the Principal Contractor. However, it will not be possible for guttering etc. to be undertaken before the concrete floor bays are laid and are sufficiently cured to permit the required load bearing qualities.

Once the information is available, it will need to be assessed for health and safety purposes and this method statement amended accordingly and approved by the Principal Contractor.

SAFE WORKING PROCEDURES

- ✓ *The steelwork to which the decking has to be fixed must have edge protection, whenever there is a risk of members of the workforce falling in excess of 2 metres, enclosing the area to be decked/ sheeted.*

- ✓ *The decking sheet should normally be loaded onto the roof at a point as close to the roof access as is possible.*
- ✓ *Due to loading/weight factors, it will be necessary to place bundles of decking sheets equally distributed onto the roof steelwork. Each bundle should have sufficient decking sheets to enable the operatives, when fixing, to reach the next bundle to ensure continuity of the sheeting process.*
- ✓ *Each bundle will be hoisted by a telescopic mobile crane of adequate loading capacity.*
- ✓ *When bundles are being hoisted to roof level, an operative wearing a safety harness and line will work from a secured ladder to unhook the crane slings from the pack of decking sheets, whilst being secured to the steelwork by the harness. The areas for loading out the steelwork with decking sheet bundles and equipment, and the maximum weights permitted, are to be designated by the Principal Contractor.*
- ✓ *The decking is then fixed from one corner of the roof, progressing uninterrupted until the whole roof surface is completed and fixed. Each sheet must be thoroughly fixed before the next sheet is placed in position.*
- ✓ *The work should then progress in such a way as to have only one leading edge which will progress along as the decking sheets are laid.*
- ✓ *Wherever possible the decking must be laid towards the leading edge. If it is not possible, due to the design features, then all other edges must be protected as the work progresses.*
- ✓ *Under no circumstances shall unauthorised persons (e.g. individuals not involved in the roofing process) be permitted on the roof areas whilst roofing or side cladding work is in progress. Written permission from the Principal Contractor must be obtained, authorising access onto the roof before permission by our supervisor(s) will be granted.*
- ✓ *Such visitors/operatives as are given approval to ascend to the roof area must have suitable footwear which will reduce the risk of slipping and the potential of damaging fixed sheeting when standing or walking on it.*

SAFE METHOD OF WORK TO THE VERTICAL AREA (E.G. SIDE ELEVATIONS)

- ✓ *The Principal Contractor will provide a fixed horizontal guard-rails around the perimeter to afford protection whilst the main area is being clad with sheets etc.*
- ✓ *Short sections of horizontal guard-rails will be removed to afford access to the vertical cladding area which will be fixed by operatives using an elevated platform supplied by the Principal Contractor.*
- ✓ *The open edge of the main area, whilst vertical decking is being fixed, will be protected by temporary barriers provided by the Principal Contractor.*

THE SAFE METHOD OF WORKING TO THE SLOPED AREAS

- ✓ *The Principal Contractor will supply and fix a full scaffold and platform (including a loading bay) on each elevation. Sheets will be loaded onto the loading bay by equipment provided and operated by the Principal Contractor.*

- ✓ *A double width of ("Spandek" system) wooden staging platforms, fitted with component guard-rails and bearers, will be positioned on the roof pitch. The operatives will be secured to the "Spandek" unit guard-rail by means of a safety rope and full harness.*
- ✓ *The roof sheets to be fitted will then be offered up through the roof void, from the main scaffold platform, and fixed by operative(s) on the "Spandek" unit.*

Safety Helmets

Head protection will be worn at all times by our workforce whilst operating on site. This aspect is a condition within the contract terms. Disciplinary action will be taken against any individual who contravenes this condition.

Safety Footwear

Industrial safety footwear, suitable for roofing activities, will be worn by all members of our workforce whilst on site.

INCIDENT REPORTING REQUIREMENTS

- ✓ *Any incident resulting in:*
 - *injury to an individual or illness;*
 - *damage to plant or equipment;*
 - *damage to property;*
 - *a dangerous occurrence;*

shall be reported to either Mr. A. Smith the Site Supervisor or Mr. W. Addison, without delay. Messrs. Smith and Addison will then report the circumstances of such incidents as soon as is practicable.

In certain circumstances, and as determined by our management or that of the Principal Contractor, a formal incident investigation may be required. The appointed investigator shall be given the full co-operation of all concerned.

- ✓ *All such events will be reported to the Principal Contractor by our Supervisor and all details recorded in the site accident book. It may be necessary, due to the circumstances of the incident, for the occurrence to be recorded in the accident books of both the Principal Contractor and this Company.*

Where an individual returns to work following a bout of illness, an appropriate "signing off" medical certificate will be required.

FIRST AID

- ✓ *In the event of an accident or injury at work, first aid treatment will be obtained on site from Mr. W. Addison, leading sheeter, who is a trained first aider and has a current St. John Ambulance First Aid Certificate (No. ICD 20642/95). The first aid materials box is always fully stocked, in accordance with the Regulations, and is kept in the cab of the Company site vehicles.*

MANUAL HANDLING

Individuals will not be required to handle manually any objects or materials of such configuration or mass as to cause them injury.

All manual handling requirements have been assessed to enable the necessary controls to be implemented (e.g. the use of mechanical handling equipment).

PERSONAL PROTECTIVE EQUIPMENT (USE OF)

Our safe method of working for the main roof area will be as follows:

✓ **Safety Harness, Lanyard, and Anchorage**

A horizontal steel wire will be fixed across the entire width of the roof area to be worked, passing through a series of eye bolts which are screwed into the roof members or components (i.e. by tech-screws) and fixed at every fourth purlin.

Onto this horizontal wire will be clipped a nylon lanyard safety rope (which will be part of a cable based horizontal lifeline safety system) approximately 15 metres long. An adjustable sliding cleat is then fixed to the rope onto which each work person will be clipped by way of a full safety harness restraint, permitting each operative to regulate the distance from the fixed point to the leading edge as progress is made forward.

✓ **Operatives involved with vertical cladding activities and using the Principal Contractor's mobile elevated work platform, will at all times be secured to the operating platform by a safety rope and full harness. Under no circumstances will operatives be permitted to leave the operating platform when in the hoisted mode.**

TRAINING OF PERSONNEL

Our managers, supervisors and all personnel have received training in health and safety appropriate to their type of work activities and the processes involved.

The standards of training achieved are as required by:

- ✓ *Specific statutes.*
- ✓ *Industry wide agreement.*
- ✓ *Trade organisations and/or suppliers of items and equipment for use at work.*

Details and verification of health and safety training - see Appendix.

INSPECTION OF SCAFFOLDING

The competent person on this project for inspecting any scaffolding or platforms, will be Mr. A. Metcalf, our safety adviser. No scaffold or platform will be used, under any circumstances, before they are inspected and approved.

WEATHER

✓ **Working**

All roofing work will cease in wet, frosty, windy or slippery conditions which could affect the safe working of our personnel or the well-being of others who could be affected by the work. In addition, work will cease during periods of inadequate natural lighting unless suitable and adequate artificial lighting is provided and used.

The Site Supervisor, Mr. A. Smith, (or, during his absence, Mr. W. Addison, Leading Sheeter) will instruct all personnel involved in working at height activities when conditions are not suitable and must cease.

✓ **Securing Materials**

All materials, especially loose cladding sheets, will be secured by means of lashing at any point above ground level when not required for immediate use. Similarly, all materials in use will be secured at the end of each working day (in the case of high or gusting winds). Materials at ground level will be weighted down at the end of each day's activities.

SIGNED:.....*John Wilkes*.....

Contracts Manager

DATE:15-3-96.....