

RF-02: METHOD STATEMENT

**THORPE AND KING
PLASTERING CONTRACTORS
LIMITED**
BAILEY HALL BUSINESS PARK
BAILEY HALL ROAD
HALIFAX, HX3 9XJ



FORM NAME	Method Statement			FORM NO.	RF-02
EFFECTIVE DATE	01/05/2020	DATE OF LAST REVISION	01/05/2020	VERSION NO.	1.1
ADMINISTRATOR RESPONSIBLE	TONY NEESHAM	CONTACT INFORMATION	E-mail:info@rendermeister.co.uk Telephone:0800 690 6066		
TO BE COMPLETED BY	Project Manager:	Tony Neesham			

PROPERTY & PROJECT DETAILS

CUSTOMER NAME	Anthony Neesham			PROJECT REFERENCE	Neesham WF16 0AT
CONTACT INFO.	NEESHAM 07796676240			PAS 2035:2019 RISK LEVEL	B
(EST) START DATE	01\12\20 -EWI	(EST) COMPLETION	05\12\20 EWI	(EST) HANDOVER	05\12\20
ADDRESS(ES)	33 CHURCH LANE HECKMONDWIKE	POSTCODE	WF16 0AT		
		UPRN(S) (If Available)			
RETROFIT COORDINATOR	TRADE ENGINE	RETROFIT DESIGNER	TAHIR ASLAM - DOORS MIKE THORPE – EWI		
RETROFIT ASSESSOR(S)	TRADE ENGINE	RETROFIT INSTALLER(S)	RECLAIMED DOORS THORPE & KING		
MEASURE(S) TO BE INSTALLED (PAS 2030 Annex and Name)	B3 – GLAZING & DOORS B4 – EWI				

FORM DESCRIPTION

The purpose of the Method Statement is to describe the EEM(s) to be installed, state how they should be installed and to detail all methods of installation. The Method Statement includes a series of pre-installation checks that must be carried out in all circumstances, as well as further general installation and process instructions. It also enables a suitable Domestic Risk Assessment to be carried out.

This form implements the requirements of the [RP-03: Installation Process](#).

The Method Statement should only be completed by a Project Manager or other vocationally competent person on behalf of the Retrofit Installer, as listed above. This form shall be filed within the [Projects section](#) of the organisation's QMS against the project in question. It shall be retained on file for at least 6 years or for the duration of any warranties or guarantees issued (whichever is the longer period). This form shall be made available to the Retrofit Coordinator upon request.

Where more than one EEM is to be installed at any one time, the Method Statement shall consider this and note any interfaces or details that must be considered by the Installation Operative(s). Further, it shall ensure that a detailed installation process, installation instructions, testing, commissioning, and handover requirements are distributed to all operatives for all EEMs associated with the project.

This form must be issued to and signed by all Operatives and Subcontractors who are involved in the project.

The Method Statement is always to be used in conjunction with the Retrofit Design.

METHOD STATEMENT

PROJECT RESOURCES

EEM(S)	EWI		PAS 2030 ANNEX(ES)	B4
PRODUCTS TO BE INSTALLED	BBA Agrément 13/5080 - 60 MM INSULATED RENDER K Rend External Wall Insulation System 2 mechanically fixed grey expanded polystyrene (EPS) boards, with a glassfibre mesh-reinforced basecoat and render finish. It is suitable for use on the outside of external walls in new or existing domestic and non-domestic building			
OPERATIVE(S)	Role	Name(s)	Vocational Competence(s)	
	Project Manager(s)	MIKE THORPE	C&G – PLASTERING	
	Experienced Operative(s)	JOE BLOGGS	C&G PLASTERING	
	Trainee Operative(s)	BOB BLOGGS	NONE	
SUBCONTRACTOR(S)	REFURBISHED DOORS UK LTD			
EQUIPMENT	Own Equipment	BATTERY DRILLS, HAND TOOLS		
	Hired Equipment	Cement mixer 110v Air Compressor, Scaffold, transformer, mechanical hammer and drill		

GENERAL INFORMATION

This Method Statement will be issued to all Operatives (whether employed by Rendermeister or working under a [RF-04: Subcontractor Agreement](#)) involved in the installation work to be undertaken at the address above. Each Operative must have attended a Toolbox Talk which covers the content herein in detail.

If any changes to the Installation Process occur prior to commissioning, this Method Statement shall be re-issued and each Operative shall again sign it to confirm their acceptance and understanding of such changes, along with noting the date and time of these changes.

Should any member of the installation team identify any aspect that may affect the quality of the installation, or if they are unable to work to the instructions provided (for whatever reason), they should immediately notify one of the Experienced Operatives or the Project Managers listed above.

All personnel are required to act in a helpful and courteous manner when undertaking any installation work or dealing with any end-customers or clients. They must always be respectful of the customer's property and possessions and should treat all such items with due care and attention, **as if they were their own**. They must always carry the appropriate forms of identification (indicating their affiliation with the Retrofit Installer) and will show these to any end customers or other interested parties when introducing themselves as well as on request.

Should an end-customer or client wish to complain about any aspect of the installation process, they should be given a copy of [RF-08: Client Complaint Form](#) to complete and return to the Retrofit Installer via e-mail or post, or via the aforementioned Project Manager(s) or Experienced Operative(s). This should be returned to the organisation for processing within 24 hours. The installation team shall ensure that copies of this form are always available on-site.

Should an end customer or client enquire about additional measure-related work, or if they wish to instruct the installation team to conduct further work outside the scope of the EEM installation, they should be directed to the Project Manager(s) or Experienced Operative(s) listed above. These parties should inform the customer that additional work may not be carried out under any existing Improvement Agreement or similar, and the enquiry should be forwarded to the Retrofit Installer or organisation within 24 hours for further consideration as to how to proceed with such a request.

Should the customer raise a concern or query relating to any part of the installation, all work should cease, and the abovenamed Project Manager(s) or Experienced Operative(s) listed above should be informed. They should then make appropriate enquires, including liaising with the Retrofit Coordinator listed above as necessary. Only where the Project Manager(s) or Experienced Operative(s) can confirm that any such issued outlined have been resolved to the satisfaction of the Retrofit Coordinator and the end-customer or client shall installation work continue.

Should it become evident that any part of the installation will not be carried out in accordance with the Retrofit Design or installation instructions as issued (normally by the product or system manufacturer), again, all work should cease and the Operative who identified that particular issue should report it to the Project Manager(s) or Experienced Operative(s), who will seek further advice from the Retrofit Coordinator before work continues.

The installation team are reminded that they should be aware of any special customer / client requirements, needs or expectations, as noted below.

All personnel working on site should always observe the following points throughout the course of installation work, **at all times**:

- In the event that an operative has reason to believe that a calibration equipment item may be out of calibration (e.g., the item has been dropped or mis-treated) the Retrofit Installer must arrange for re-calibration at the earliest practicable time and the item of equipment should not be used until re-calibration has been performed.
- Should any evidence of endangered or protected species be identified (e.g., bats, birds, butterflies, dormice), especially where they may be disturbed in any way by the installation work, all work should cease and specialist advice sought. The Retrofit Coordinator must also be informed where this is the case.
- **Should any asbestos-containing materials be identified or suspected, all work should cease immediately, and specialist advice should be sought.** Similarly, such cases should be reported as soon as possible to the Experience Operative(s) or the Project Manager(s), who will inform and liaise with the Retrofit Coordinator.
- Where more than one EEM is listed above, and is therefore to be installed at the dwelling(s) listed at the same time, either by this organisation as a Retrofit Installer or involving other Retrofit Installer(s), the inter-relationship between EEMs will have been assessed via the Retrofit Design as issued by the Retrofit Coordinator. All timings, details and considerations should be observed and where multiple Retrofit Installers are working together to deliver the project, they must liaise with one another and cross-reference one another's Method Statements to ensure that all inter-relationships between measures are dealt with appropriately.
- All installation personnel should also be aware that where any such additional measures are being installed at the same time by a different installation team, that they liaise with that team to ensure that suitable timetabling of works can be arranged.
- All personnel connected with this installation and/or project shall comply with the Health and Safety at Work Act 1974, the Construction (Design & Management) Regulations (CDM 2015) along with any other relevant Health and Safety Legislation that the Retrofit Coordinator has made available, as well as the organisation's Health and Safety Policy. This is in addition to any relevant Health and Safety procedures that the organisation has in place and any site-specific safety rules that may apply, which may also include the client's own Health and Safety Policies or Plans.
- All personnel working on site at any time shall wear the appropriate Personal Protective Equipment (PPE). This is listed below and shall be covered by means of a Site Induction or Toolbox Talk, as and when any new operative or member of the organisation attends the site.
- **Under no circumstances should any person, including any Subcontractor of the organisation, carry out any works without appropriate training and/or instruction.**

The Project Manager(s) and/or Experienced Operative(s) listed must explain and issue this Method Statement and ensure that all personnel involved in the installation sign it to confirm that they have read and understood it.

The Project Manager(s) and/or Experienced Operative(s) are required to ensure that the signed version Method Statement is returned for retention within the [Projects folder](#) for this specific project, and the Retrofit Installer shall ensure that it is available to the Retrofit Coordinator for inspection as necessary.

INSTALLATION METHODS (IN ACCORDANCE WITH THE RETROFIT DESIGN)

RETROFIT DESIGN OBTAINED FROM	<i>K Rend External Wall Insulation System 2</i> CERTASS
PRODUCTS TO BE INSTALLED	B4 <i>BBA Agrément 13/5080</i> B3 <i>Rehau , double triple glass, BS1 KM13358-BS12608 - Door</i>
RETROFIT DESIGN	<i>Neesham WF16 OAT - EWI</i>
INSTALLATION METHOD(S) OBTAINED FROM	<i>Manufacturer –</i> <i>B4 - K-REND - EWI</i> <i>B3 – REHAU - DOORS</i>

INSTALLATION METHOD(S)

The following pages detail the Installation Method(s) required to install each EEM at the location specified above.

One *Installation Method table* is to be included for each EEM to be installed. Where an EEM interacts with another, this should be noted in the appropriate field:

EEM #2: External doors

EEM NAME	External doors	PAS 2030:2019 ANNEX	B3		
LEAD OPERATIVE (EXPERIENCED)	Tahir Aslam	NO. TRAINEE OPERATIVES			
EEM INTERACTS	B4	PAS 2030:2019 ANNEX	B3		
(EST) START DATE	28 \ 11/20	(EST) COMPLETION	28/ 11/20	(EST) HANDOVER	5/12/20

METHOD OF INSTALLATION

1. On Arrival

On arriving at the specified property, we will gain access to the property and ensure that the area that we are working in is safe and secure and that the house occupants are aware of the works taking place, ensuring that the room(s) that are being worked in are cordoned off. Note should be made of any small children within the property, and steps taken to ensure that minors are kept well away from the work area and that no tools & equipment or debris from the removed windows and/or door(s) are left outside of the work zone.

The floors and any nearby furniture will then need to be protected using the specified covering.

Unload the window frames/sills, doors and glazed units from the vehicle, ensuring that the correct windows and/or door(s) are identified and placed next to the windows/doors to be removed.

Before removing the old glazed unit further checks need to be carried out.

2. Health & Safety

A safe environment for operative and property occupants is of vital importance issues to be considered include:

Safe handling of glass, Working at height, Safe lifting, Storage and disposal of material
The Health and Safety Executive provide a valuable resource of information in this area see www.hse.gov.uk.

3. Aperture

Measure the aperture, the new window/door(s) and check the surveyor's paperwork to make sure all are correct.

When fitting replacement doors into existing buildings it is necessary to ensure that the door opening is checked for plumb, level, and square. It is often the case that the opening is not plumb, level and square; in which case the smallest width and height measurements must be used to determine the manufacturing sizes.

The REHAU frame will need to be made slightly smaller than the smallest dimension to allow the new frame to be 'offered' into the opening, allowance also needs to be made for the expansion and contraction of window/door materials. Table 1 below shows the recommended deductions to allow for expansion is taken from BS8213-4:2007.

The use of filler pieces fixed to the new frame should be avoided where possible. However in certain circumstances this may be unavoidable such as:

- Operation of opening lights due to obstruction from internal plaster, tiles etc.
- Existing render coats that obscured measurement of door
- To allow for filling to adjoining elements such as external board cladding

If sub sills are required, allowance must be made for measurement of the window to be manufactured. Sub-sills must have adequate overhang from the face of the building with a minimum of 25mm.

4. Removing Old Door

Before any door is removed it is vital to ensure that the existing door does not provide structural support to the fabric of the building. EG: - Existing timber frames without a lintel above.

If it is suspected that the existing frame provides structural support to the building fabric, then the building structure **MUST** be fully supported prior to the removal of the door. After removal of the frame the fabric must be permanently supported prior to installation of a new door.

If a Certass member company does not have the necessary skills to carry out the necessary remedial work to the building fabric, then a competent building contractor should be used to carry out these works. Certass recommend a Trustmark approved Building Contractor is used.

Care should be taken when removing existing window and door sets. Adequate protection should be provided to occupier possessions and external lawned/garden areas. Waste material should be regularly removed from site; storage of materials on site should in a safe tidy manner. N.B. Most consumer complaints relate to damage or untidy site conditions.

5. Removing Waste

All waste to be put straight into site skip.

6. Installing New Door

Door Frame Fixing:

It is vital to ensure frames are adequately fixed to the building structure; expanding foam fillers are **NOT** suitable as a sole method of fixing a frame. The purpose of any expanding foam fillers is to fill any gaps between the frame and building structure to:

- Insulate and prevent cold bridging
 - Supplementary fixing (e.g. where mechanical fixing into concrete lintel is not appropriate)
- Frames are generally fixed by either:
- Lug fixing
 - Through frame fixing

Generally, for replacement door sets through frame fixing is most appropriate. Fixings into masonry should be adequately plugged and a minimum of 25mm deep.

Coupled installations should be installed in line with manufacturers instructions with reinforcement fitted where required. Where coupled units are used for expansion suitable seals against weathertightness must be provided.

Frames must be fitted level, plumb and square within the opening to operate correctly.

Installation packers

Installation packer must be fitted adjacent to fixings. Packers should fully fill the void between the frame and opening. The frame should sit tightly against packers. A lack of packers will result in distortion of the frame when the fixing is tightened.

Packers must be of a material that will not distort, compress or rot. Additional packers may be required next to hinges and locking mechanisms.

Fixing positions

Frames should wherever possible be fixed on all four sides. Different frame materials may require

fixing in different positions, manufacturers guidance should be followed where available. Generally for PVC frames fixing points should be within the following range:

Corners	150-250mm from frame edge
Mullions	Greater than 150mm from centre line
Intermediates	600mm
Jamb	Minimum 2 fixings
Sill	Minimum 2 fixings
Head fixing	May be reduced if foam filled

Generally, for timber frames fixing points should be within the following range:

Corners	150-250mm from frame edge
Mullions	Greater than 150mm from centre line
Intermediates	600mm max
Jamb	Minimum 2 fixings
Sill over 1800	Minimum 1 fixings
Head fixing over 1800	Minimum 1 fixing

Frame position

Replacement frames should generally be positioned to reduce internal make-up of finishes. The following should also be considered:

- External building appearance/detailing
- Windows set further back will have improved weather performance
- The frame should bridge any DPC
- Door position should allow for adequate weather sealing

7. Glazing

Glass units must be correctly installed to provide a quality consumer product. Low-e coating must be fitted in accordance with manufactures recommendations (low-e to the inner pane). Where toughened glass is fitted in critical locations (see Certass installer member manual, available on the Certass member area), laid out in Part N of the Building Regulation Approved Documents. It is a legal requirement that safely glass markings are clearly visible. Critical locations taken from Approved Document N Where onsite glazing takes place appropriate securing of the glass unit is critical. There are many systems to fix the glass unit, manufacturers instructions should be followed for the frame/beading types. In all cases glass units should be fitted in accordance with BS 8000-7:1990. Setting blocks should be fitted in accordance with BS 8000-7:1990. Setting blocks are required to ensure

an air gap around the IGU to allow for water drainage. It is important to ensure drainage apertures are clear and adequate to prevent premature failure of the IGU.

8. Sealing

Adequate sealing of the frame to the building fabric is vital to the performance and function of the unit. Inadequate installation and specification of sealants is a cause for many window failures and customer complaints.

Sealants prevent water penetration into and air leakage from the interior of the building. Sealants need to be adequate to remain watertight in the face of thermal expansion and contraction of building components.

Sealant specification

The choice of sealant will be dependent on joint size, required flexibility and durability. Generally sealants should be low modulus with high elasticity with a minimum movement capacity of 20%.

Packaging will state class 20LM or 25LM. Sealant documentation should be checked to ensure the sealant is suitable for the materials it is used to joint.

Sealant jointing / Bead trimming

Prior to sealing of the frame to the building, surfaces should be cleaned and loose debris removed in accordance with manufacturers instructions. Perimeter joints should be sealed on both the inside and outside. Sealant jointing must not block drainage apertures. Sealants must be tooled to deflect water away from the joint.

To ensure sealants adhere to the frame and opening perimeter they should be applied against a firm backing. Sealant thickness should be in accordance with manufacturer's tolerances, but must be the minimum thickness to allow required elasticity.

Many sealant failures are due to inadequate thickness causing cracking of the joint when expansion movement takes place. It is also important that the sealant adheres to the side of the frame and opening to prevent the joint 'coming away' from one of the elements.

Where bead trimming is fitted the frame must be sealed to the opening prior to fixing a cover bead.

The cover bead is purely decorative. Bead trimming material should be compatible with the frame and opening materials.

DETAILS TO BE
OBSERVED WHEN
COMMISSIONING

Sealing

The joint between elements and masonry must contain a foam sealing strip, polyethylene foam or a similar material to act as a backing for the pointing mastic. If thermal or sound insulation is critical then the joint can be completely filled with mineral or sound insulation wool. Filling the gaps with mortar or plaster is not permissible. If foam filling is to be used, the manufacturer's instructions must be carefully read and strictly adhered to and must be compatible with the frame material and sealing mastic. Windows should be attached by fixing bolts, not fixing brackets, if foam filling is to be applied to the areas between the elements and building fabric. Sealing mastic should be used to form the external seal, this must be compatible with the frame material and the manufacturer's instructions should be observed. If a damp proofing membrane has been specified, construction must be carried out in accordance with the prevailing circumstances and the architect or surveyors.

Finishing Off and Making Good

Every attempt should be made during installation to ensure that debris such as wet plaster, does not block drainage, paths or impair operation of the hardware. Internal reveals should be made good, ready for the customer to redecorate. Neither cement or plaster should be used to fill the gap between the back of the frame and the structural opening. When it is necessary to seal internally, sealants should be capable of accepting paint or wallpaper ie not silicone. All internal sealant should be flushed off ensuring the frame and reveal are free from surplus sealant. If cover trims are required to complete the installation use the minimum width to achieve a satisfactory appearance.

Cleaning and Acceptance

Once the installation has been completed an inspection with the homeowner should be made to ensure they are fully satisfied. The homeowner should also become familiarised with the operating features so the homeowner knows how the windows/doors work. Once satisfied they should be given a REHAU Maintenance Tips Sheet to maintain the life of their windows. Beforehand, debris and mess should be tidied away, internal reveals should be made good and all protective foils should be removed when completed. The element should also be cleaned using UPVC Cleaner.

Security

All external doors should be fitted with lockable mechanisms, preferably meeting security by design standards.

*** Building Regulations compliance certificate (or information explaining that a Building Regulations compliance certificate is required and will be provided within 30 days).**

HANDOVER
DOCUMENTATION
TO BE PROVIDED

Relevant operating, maintenance, safety and security documentation relevant to the installation
Keys

Pre-Installation Building Inspection Form

Guarantee Warranties – or advise when to expect them

Commissioning Sheet – RF05

Client Complaint Form

Contact details – Thorpe & King

Copies of all handover documents to be copied to Thorpe & King

FURTHER HANDOVER INSTRUCTIONS	Visual Appearance • Is the frame installed plumb and square? • Is the beading fitted correctly and evenly? • Are exposed faces, including beads, free from damage? • Is the frame clean with all protective tape removed? • Has any damage to the aperture been correctly made good? • Have all trims been fitted correctly? • Has all site debris been removed? Glazing • Is all glazing as specified within the contract? • Do the sealed units meet current visual quality standards? • Are obscure and coated glass orientated properly? • Are sealed unit spacer bars covered by frame and beads? • Is the glazing held properly by beads/gaskets etc? • Is safety glass used where necessary? Operation • Do all openers open, close and lock as intended? Are all frames sealing with no gaps? • Are cams free from binding against strikers? • Is all operating gear lubricated as necessary? • Is all hardware attached with correct numbers of fixings? Sight Lines • Are all sightlines visually correct? • Are adjacent opening lights aligned as appropriate? • Are all decorative features e.g. leading, correctly aligned? • Sealing Are all joints smooth and correctly formed? • Is the sealant continuous around the frame? • Is the frame face free from excess sealant? Drainage • Are all drainage channels free from obstruction? • Miscellaneous Are all sub-sill end caps fitted if required? Checks listed and signed off on the RF-05 Commissioning Document		
	Provide a list of the guarantee(s) and/or warranties to be issued alongside this EEM, including any further details, requirements or limitations that might affect their validity...		
	COMMISSIONING COMPLETED BY	TAHIR ASLAM	HANDOVER TO BE COMPLETED BY

ADDITIONAL GENERAL INSTALLATION AND PROCESS INSTRUCTIONS

The Project Manager(s) or Experienced Operative(s) shall ensure that:

- ☐ All vehicles will be parked so as not to cause any obstruction to pedestrians and/or other road users
- ☐ Where an installation team needs to cross a pavement, appropriate signage is erected to inform members of the public
- ☐ The installation team have liaised with all occupants and so all parties are aware of one another's presence at the site
- ☐ All equipment and materials are available to the installation operatives and/or deliveries have been discussed
- ☐ All hand tools will be / have been visually checked and cleaned before use
- ☐ All ladders and other access equipment have been checked in-line with the organization's Health and Safety procedures
- ☐ Safety signs are to be, or have been, posted in the locations in which they are required
- ☐ Emergency procedures have been run through with each member of the installation team
- ☐ The installation team have access to basic health, safety, and first-aid equipment, as well as fire prevention / abatement resources
- ☐ The customer and/or client and all occupants of the dwelling will be informed in which areas ladders and other such access equipment are to be used. They know how to safely enter and exit the property
- ☐ The installation team and the customer have been apprised of any access hatches that might need to be created, as well as any additional ventilation openings that the installation team might need to install

PRACTICAL ARRANGEMENTS

The installation work prescribed cannot commence until the information below has been considered by all Operative(s). This may be based on information obtained from or given by the Retrofit Coordinator.

Overall project timeline:

START DATE	28/11/20
END DATE	05/12/20
HOURS OF WORK	8 TILL 4-30...
HANDOVER (EST)	05/12/20

Site access arrangements:

KEYS WILL BE HELD BY Tony Neesham

Skip will arrive day before start of install

Materials and equipment storage on-site:

Transportation

It is important that, when delivering elements to site, they are transported and stored in an upright position and placed on timber battens, with a soft interlayer used between windows to protect the frame edges and corners from damage.

Storage

When delivered to site the elements must be stored under cover to prevent soiling. It is also important to ensure they aren't placed in direct sunlight or near heating appliance.

Doors and equipment to be stored in vehicle on site storage not required

What about EW

Customer and/or client special needs or expectations:

High security lock with 5 keys

Any specific checking, handling, or storage requirements:

Transportation

It is important that, when delivering elements to site, they are transported and stored in an upright position and placed on timber battens, with a soft interlayer used between windows to protect the frame edges and corners from damage.

Storage

When delivered to site the elements must be stored under cover to prevent soiling. It is also important to ensure they aren't placed in direct sunlight or near heating appliance

To be delivered and stored in van

As necessary, please also refer to [RP-03-03: Checking, Handling and Storage Procedure](#) within the organisation's QMS.

HEALTH & SAFETY ARRANGEMENTS

The Project Manager(s) or Experienced Operative(s) shall ensure that all aspects of the installation work detailed are carried out in accordance with the organisation's Health and Safety Policy as well as any prevalent Health and Safety-related legislation.

Personal Protective Equipment (PPE) requirements:

*safety footwear, knee protection and gloves as and where necessary.
Hard hats, high-visibility vests / masks, goggles, and ear defenders.*

Safety of third parties: All employees and subcontractors will be made aware of any risks that their work can impose on others in the vicinity. Work will only be undertaken where risks have been identified and minimised, and/or where adequate protection provisions are in place. The Project Manager(s) or Experienced Operative(s) shall liaise with the end-customer or client to ensure that protection against hazards (e.g., falling materials from scaffold; access and egress constraints during work) is adequate.

Related legislation and guidance:

- Health and Safety at Work Act 1974
- Management of Health and Safety at Work Regulations 1999
- Provision and Use of Work Equipment Regulation 1998
- Personal Protective Equipment Regulations 1992
- Manual Handling Operations Regulations 1992
- Working at Height Regulations 2005
- First Aid at Work Regulations 1981
- The Construction, Design and Management (CDM) Regulations 2015
- Electricity at Work Regulations 1989
- BS 7671 (Wiring Regulations) 2011
- Building Regulations (Parts A to P)

Environmental controls: Every effort shall be made to keep noise, dust and waste levels to a minimum and to ensure that they do not cause a hazard or become a nuisance to the customer and/or client. Furthermore, protective sheeting shall be used where necessary to preserve internal and external fixtures and fittings (e.g., carpets, paths, driveways). Working areas will be tidied and waste removed at

the end of each workday and a thorough 'clean down' of the site shall be undertaken prior to any handover activities. Any environmental hazard or defect must be reported to the abovementioned supervisors.

Personal Protective Equipment (PPE): Full PPE must always be worn, at all times, and by all operatives. As a minimum, this shall include safety footwear, knee protection and suitable protective clothing. As and where necessary, hard hats, high-visibility vests / clothing / jackets, masks, goggles, and ear defenders shall also be worn. Additional PPE requirements are listed above and, where present, these items must always be worn by any operative on-site. Further PPE judgements may also be necessary as a result of the Domestic Risk Assessment below.

First aid: All personnel and subcontractors will be informed by the abovementioned supervisors where and how to access an appropriate First Aid kit. As a minimum, all vehicles taken to the site must carry such a kit.

Emergency procedures: Whilst undertaking work, all employees and subcontractors shall adhere to the emergency procedures of the site in question. In case of an emergency, both the supervisors listed above and the organisation shall be informed as soon as is practicable. However, no operative should abandon corrective or preventative actions that could reduce the impact of an emergency to inform these parties – **make the situation safe, and then inform the supervisor.**

COSHH: All substances that are potentially hazardous to health must be accurately recorded and reported where used, including provision of the relevant COSHH data sheets. The Retrofit Design must include these where appropriate and if they are not present, the operatives should inform the supervisor(s) listed, who will contact the Retrofit Coordinator for clarification. Such data sheets are usually issued separately, per product or material.

Accident procedure: All employees and subcontractors shall comply with the organisation's accident reporting and investigation procedure, as outlined by its Health and Safety Policy. Whilst on site, all personnel involved in any accident that may occur should report it to the supervisor(s) for this project as soon as it is practical to do so. Again – **make the situation safe, and then inform the supervisor.**

INSTALLATION CONTROL

At final commissioning, prior to handover, the Project Manager(s) or Experienced Operative(s) shall complete the relevant sections of [RF-05: Installation Control Checklist](#), to confirm that the installation process has been carried out in-line with all relevant procedures as set out in the [RP-03: Installation Process](#).

Prior to this stage, any operative that experiences a problem and takes corrective action, or indeed has information to record on a daily basis about the project, must complete an [RF-03: Project Internal Feedback Form](#).

The supervisor(s) shall ensure that the names and vocational qualifications of any operatives involved in the installation are listed on either form. These records shall be returned to the organisation for filing in the Project folder in question.

DOMESTIC RISK ASSESSMENT

The following table may be used to identify any issues present at the site, prior to operative induction, to ensure that all operatives are aware of any present hazards or risks prior to work starting.

RISK ASSESSMENT	
FACTOR(S):	HAZARDS IDENTIFIED:
Weather (prevailing at inspection)	Forecast is good
Parking provisions	On site
Access arrangements	Customer on site
Security devices	High security lock with 5 keys
Occupancy (vacant or occupied)	occupied
Number of occupants	3
Children or animals present?	1
Valuables on display	none

RISK ASSESSMENT	
FACTOR(S):	HAZARDS IDENTIFIED:
Weather (prevailing at inspection)	Forecast is good
Parking provisions	On site
Structural safety	safe
Loft access	Not required
Cellar access	Not required
Electrical installations	Not required
Gas appliances	Not required
Driveways, paths and drains	To be kept clear
Asbestos suspected?	no
Other	

COMPLETED BY:		
Full Name	Position	Signature
Tazir Aslam	Competent person	
Mike Thorpe	C&G Plastering	

ACCEPTANCE OF THE METHOD STATEMENT

The Project Manager or Experienced Operative listed above (or multiple parties) agree that:

☐ A full induction of all operatives to be present at the installation site at any time has been conducted, in accordance with the requirements of PAS 2030:2019. The below table represents all operatives that will be present at any time – each has signed to indicate their acceptance of this Method Statement.

OPERATIVE SIGN-OFF:		
Full Name	Position	Signature
Joe doe	Fitter	

In some cases, the end customer or client may be asked to sign this Method Statement to indicate that they have read and understood it and that they are happy for work to proceed in the manner described. In this instance, the Project Manager or Experienced Operative shall ask them to sign below:

CUSTOMER SIGN-OFF:		
Full Name	Customer / Client?	Signature
A.Neesham	client	