

 NANO PROTECT Protecting you and your assets.	C J LEE SERVICES Ltd / ta Nano Protect		
	METHOD STATEMENT : Exterior decorating		
Address:	Landline:	Mobile:07904046220	Email:info@nanoprotect.uk

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Project / Contract	
Contractor	Jacksons Fencing
Site Address	
Project Start Date	
Expected Duration	
Projected Completed Date	

	Name	Title	Signature	Date
Document Author	Chris Lee	MD		

Emergency Contact Details			
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Data Protection Statement

The information and data provided herein shall not be duplicated, disclosed or disseminated by the recipient in whole or in part for any purpose whatsoever without the prior written permission from C J LEE SERVICES Ltd

Staff Information Sheet

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

The following method statement has been developed to provide a safe system of work and must be adhered to at all times, any significant deviation from this system must first be authorised by your manager or safety representative. Please read the entire sheet before beginning the procedure, if you have any questions, please contact your manager or safety representative.

The main hazards to your safety and health are:

1. Injury from slips, trips and falls
2. Injury falling from step ladders
3. Falls from height
4. Injury from manual handling
5. Paint containing lead
6. Injury to tenants and members of the public
7. Vehicle movement

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Preventative measures you must take:

1. You must be competent to carry out the task.
2. You must be competent and have received training to work at height.
3. Barriers and/or warning signs must be placed around the work area, where risk assessment has deemed necessary.
4. Visitors and other members of staff are prohibited from entry unless accompanied by a competent person; all visitors will be issued with personal protective equipment where appropriate.
5. You must be trained and competent to use hand tools, mains voltage and battery power tools.
6. You must not lift beyond your capabilities, get help if necessary.
7. You must follow all directions given by the manager or his agents.

Personal protective equipment you must wear:

1. Safety boots (at all times)
2. Safety Helmet (when working on site and at height)
3. Eye protection
4. Hi-visibility vests (when working on building site)
5. Overalls
6. Gloves
7. Mask (if dealing with lead-based paints)

Environmental protection measures you must take:

1. You must dispose of waste and packaging to the designated area provided for waste.
2. Hazardous substances and packaging must be disposed of in compliance with manufacturer and local authority guidance.
3. Consideration must be given to potential for exposure to asbestos in buildings constructed before 2000. All personnel should hold Asbestos Awareness training certification

Quality Control

1. Adhere strictly to the following procedure to ensure quality of service.
2. If in doubt contact your manager for clarification before proceeding.

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

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General Precautions

Staff and Training

The works will be carried out by staff from **C J LEE SERVICES Ltd**. All members of staff are experienced and have been deemed competent to carry out tasks requested of them. CSCS, PASMA, IPAF, 1st Aid A responsible person will be appointed to each job they will supervise all works and be responsible for quality and safety.

PPE

All site workers will wear safety boots and hi-visibility vests at all times; other items of PPE such as hard hats, ear protection and gloves are available to be worn as and when necessary in accordance with specific risk assessment.

Preparation and Induction

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

Manual Handling

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

First Aid

Chris Lee will be appointed the first aider on site for C J LEE SERVICES Ltd.

Principal Contractors will ensure sufficient first aid cover for sites under their control.

Welfare

The Principal Contractor is responsible for providing adequate washing, toilet, drying and refreshment facilities for staff and subcontractors; staff and contractors are responsible for ensuring that such welfare facilities are maintained in a clean and wholesome manner.

Access and Egress

On construction sites, the Principal Contractor is responsible for providing safe access and egress to the site;

C J LEE SERVICES Ltd staff will ensure safe access and egress is maintained for themselves and other contractors/members of the public in the area they are working in. Good standards of housekeeping will be maintained by all staff. Warning notices and barriers will be deployed as required. Debris will be cleared away on a regular basis and the site left clean and tidy at the end of a shift or task.

Working at Height

C J LEE SERVICES Ltd will not be using any equipment or ladders for this project. There is no working from height required.

Contractor/Visitor Safety

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

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Tools and Electrical Equipment

All items of tools and equipment will be visually inspected on a regular basis and prior to use, defective or damaged equipment will be removed from service. There will be no Electrical tools, battery powered tools on site.

Material Handling

All materials required for site will be unloaded to a designated unloading and storage area which will be away from the work area as far as is practicable. This area will be kept tidy to minimise trip hazards. Materials as and when required will be collected from the storage area to the work area. All staff will take care when handling materials.

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Task Description

To brush down, and make sure each fence panel wis ready for protective coating.

Each panel will be coated from the ground level up to 2 meters in height.

Step by Step Process

Preparation

1. Load all equipment required for job and move to the fence area.
2. Clean down and make fence ready for coating.
3. Confirm with other contractors that your working area will not be accessible during coating.
4. Report to site foreman and receive permit to work (where required).
5. Put on personal protective equipment.
6. Inform all other contractors/tenants in area at start of works.
7. Liaise with the Principal Contractor and other contractors to ensure safe operation.
8. Cordon off work area, if practical and necessary to do so.
9. Ensure the area to be worked and exit points are clear of obstruction and that safe access and egress is maintained.

Prior to Starting Work

1. Ensure Personal Protective Equipment is always worn.
2. Place warning signs, prior to the work commencing.
3. Physically check the condition of all equipment before and after use

Step by Step Guides

Coating fence panels

1. Put on your personal protective equipment.
2. Make sure the work area is clear before mixing up protective coating.
3. Mix up the coating and make sure rollers and brushes are clean and ready for coating.
4. Apply protective coating using roller for the top panels and make good with the brushes (ie run marks)
5. After each competed panel make sure all areas are covered and are evenly coated.
6. Take photos and document how many panels have been protected.

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Sign Off Sheet

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

Print Name	Signed	Date

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