

Method statement for Extension of a Domestic Dwelling

	Brief description of work: Start and end date:	Aesum Ltd are building a two story extension to the rear of the property. The start of the works will begin Monday 23rd of February
Method statement no:	Name of Client Company: Site address:	Conifers Ashton Keynes
Monitoring and review: - Completion of the sections below will ensure that the method statement is both appropriate and complete. Whenever this task is undertaken the attached risk assessment must also be reviewed to ensure that all significant hazards and their risks have been identified and controlled. - The person reviewing this statement should sign off as control in place below.		
Site adaptations implemented	<i>These are any specific changes that happen at site whilst work is taking place, not seen on initial process</i> ▪ ▪ ▪	
Site Contact Details		Supervision

Name: Jake Fisher Job Title: Project Manager Contact No: 07860800074 Date:16/5/20		Competen cy level:	SMSTS, CSCS, CPCS, CISRS, CCNSG, IPAF.
			Other:
Name of Personnel	Position	Competence Details	
	<i>Site Supervisor</i>		
<i>Those who are attending site</i>	Clive / jake / tom / Ashley / alex		

Emergency Arrangement Details	
Fire/Evacuation	If fire is discovered, then the alarm will be raised by shouting. The muster point will be on the road side driveway and away from the house.
First Aid	Report to site office.

Pollution/Spill	Waste skips will be used during the project to remove all waste created or we will load up the tipper van each night and remove the rubbish/spoil from site.
Other	N/A
Description of Safe Method of Work	

(where appropriate include information such as sketches, details of significant risk control, sequence of works etc.)

Access/Egress

It has been agreed between Aesum Ltd. and the client that the work vans are to be parked on the client's drive at the end of the property or in neighbours field opposite to the property. They will be parked up sensibly to ensure they are not blocking other residents' driveways, blocking pathways for members of the public or stopping vehicles from being able to pass. Any deliveries will be after rush hour and coned off with the work force directing traffic for safety purposes.

Sequence of Operations

Excavating/Foundations/Drains & Footings

- Operatives will set out the excavation lines.
- The area will be checked to ensure that there are no existing services present, this is done by looking at the site plans and if needed, using Cable Avoidance Tools.
- The trench is excavated, and levels are checked constantly. There is a banksman present through the process to ensure people are safely away from the machinery. They will also check and confirm that the design depth has been achieved.
- The levels are then checked either by laser or by conventional levelling as per the construction drawings.
- Concrete is then discharged directly from the delivery wagon where possible, or from a machine bucket.
- The concrete is vibrated, and levels constantly checked to ensure the correct levels are attained.
- The concrete is worked with a wood float to ensure a smooth and level surface

Brickwork

- All brick and block work will be built to a certain height in a day to ensure no

Plant/Equipment and Inspection Dates

3 Tonne Digger

This piece of machinery is hired and is on a servicing plan with a competent engineer.

1 Tonne Dumper

This piece of machinery is hired and is on a servicing plan with a competent engineer.

Hand Tools

All visually inspected before use110v and Battery
Pack Power Tools**240V PAT stickers applied and tested every three months, always visually checked**

Disc Cutter

Chop Saw

Supervisor in Charge of the Work

I confirm that I have read and understood the requirements of this method statement and associated risk assessments and have communicated them to operatives under my control and to those who may be affected by its requirements.

Name

Position

Signature

Date

1. Risk assessment

Address	Conifers, ashton Keynes							
Work activity	Extension on a Domestic Dwelling							
Persons at risk	Employee	✓	General Public		Others	✓	Client Personnel	✓
Supporting requirements	Method Statement	✓	COSHH Assessment		PPE	✓	Permit to Work	
Hazards identified - Access/Egress - Unauthorised Access - Struck by Moving Machinery - Housekeeping - Electricity - Equipment - Manual Handling - Slips, Trips and Falls - COSHH - PPE - Working at Height - Struck by Falling Objects								
Calculation of risk								

Consequences (C) **Likelihood (L)**

Rare

1 Unlikely

2 Possible

3 Likely

4 Certain

5

1 - Negligible	1	2	3	4	5
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2 - Low	2	4	6	8	10
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3 - Medium	3	6	9	12	15
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4 - Very High	4	8	12	16	20
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5 - Extreme	5	10	15	20	25
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CONSEQUENCE (C)

Level	Descriptor	Description
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- | | | |
|---|------------|--|
| 1 | Negligible | First-aid treatment. Small environmental damage. Moderate financial loss. Decrease in morale. Some security implications. |
| 2 | Low | Medical treatment required. Moderate environmental damage. High financial loss. Moderate loss of reputation. Security implications limit business |
| 3 | Medium | Excessive injuries or 7 day lost time injury. Major environmental damage. Major financial loss. Major loss of reputation. Security implications restrict business. |
| 4 | Very High | Single death of any person. Environmental damage restricts business. Massive financial loss. Damage to reputation restricts business. Security implications severely restrict business. |
| 5 | Extreme | Multiple deaths involving any persons. Environmental damage threatens business viability. Crippling financial loss. Damage to reputation threatens business viability. Security implications threaten business viability |

LIKELIHOOD (L)

Level	Descriptor	Description
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- | | | |
|---|----------|--|
| 1 | Rare | The event may occur only in exceptional circumstances. |
| 2 | Unlikely | The event could occur at some time. |
| 3 | Possible | The event will probably occur at some time. |
| 4 | Likely | The event will occur in most circumstances. |
| 5 | Certain | The event is expected to occur in all circumstances. |

Risk Factor Before Putting Control Measures in Place

4 x 4 = 16

Control measures to be implemented

1. Access/Egress - Safe means of access and egress into the property and working areas will be discussed and decided by Aesum Ltd. and the client during the planning stages. These routes will be reviewed regularly to ensure that they are the safest means as work progresses.
2. Unauthorised Access - Aesum Ltd. will erect barriers around the working areas to prevent unauthorised persons from entering the working area. The client will be informed of the work taking place and will be advised when not to be near the working area. Only authorised people will be allowed on site when concrete is being poured for foundations.
3. Struck by Moving Machinery – During excavation works to create the foundations, there will be a banksman present at all times, ensuring that operatives or members of the public do not come into close contact with machinery. Safe walkways will be made to keep the public away from the working area. The operative driving the machinery is qualified in how to use the machinery and is supervised at all times.
4. Housekeeping – Any waste that is generated is tidied up as the work progresses and is disposed of in the skips that are on site. Only equipment that is needed on the job are out in the working area. All cables and work material are kept to the side of the working area and secured.
5. Electricity – Aesum will check where the electrical supply enters the building and will turn off any supply before working on or near cables. Electricians are used who are registered with a competent person scheme, with all installation work designed, constructed, inspected and tested in accordance with BS7671. AGL Electrical are being used for this building project and have their own risk assessments for this project.
6. Equipment – All equipment is visually checked by operatives before and after every use. Any defective equipment is reported to the site supervisor and is taken out of use until it is repaired or replaced. All equipment that is hired are used from competent companies that service all the equipment. These are also visually inspected before and after every use and are stored in a safe manner, as agreed between Aesum and the Hire Company. Any machinery that is not in use is parked up safely and the key is removed to ensure it is not used unauthorised.
7. Manual Handling – All materials or equipment that is over 20kg will be carried by two operatives. Any manual handling aids are used such as wheelbarrows or sack trucks. Operatives are reminded of safe manual handling techniques when moving equipment and machinery. Operatives will rotate jobs as well to ensure sufficient amount of rest is attained and to reduce the risk of musculoskeletal injuries.

Risk Factor After Controls Measure Implemented

i.e. $4 \times 2 = 8$

Protective equipment / Systems

Type	Overall s	Permit	Glo ves	Face mask	Harn ess	Heari ng	High vis	He ad	Eye	Feet
Requi red			✓			✓	✓	✓	✓	✓
Symb ol										

Notes and additional information

Gloves: EN388

Face Mask: FFP2

Hi-Viz

Safety Goggles: EN166

Safety Footwear: EN23045

Completed by:

Print Name:

Signature:

Date:

Read and understood by:	Print Name:	Date:	
	Signature:		
	Print Name:		
	Signature:		

	Print Name:		
	Signature:		