

# Designer Contracts

Method Statement

Sep-22

## Preliminary Information

<b>Method statement title</b>	Laying Screed
<b>Description of works</b>	General Laying Screed

## Resources

### Personal details ( including estimated employee numbers/trades and working hours)

Designer Contracts Staff  
Sub-Contractor Fitters

### Training Details (including specific training, competency and experience requirements for both operatives & supervisors)

IOSH Training - All Regional Managers  
Asbestos Awareness Training - All staff who visit site  
Manual Handling Training - All staff  
H & S Training - All Managers and Fitters who visit sites carry CSCS cards  
Site Induction Training & Toolbox Talks - All Fitters

### Sub-Contractor work Element / Personnel (including type of sub-contracted work and workforce size/trades)

Laying of screed.

### Supervisor details and arrangements (including supervisor/operatives ratio, sub-contractor supervision details and arrangements for young persons/apprentices)

Managers to supervise on a regular basis and work closely with Site Management and attend all meetings as required to relay information to their teams.

### Plant / Equipment requirement details (including vehicle movement and inspection/maintenances/testing arrangements)

No plant used on site.  
Electric whisk or portable drill with whisk attachment, bucket, trowel, and spiked roller.  
Wash tools with water immediately after use.  
Ensure that all portable appliances are portable appliance tested and have the relevant certificate.

<b>Materials, Movement and storage details (including control of manual handling, movement between levels, traffic interface and ignition)</b>
Screed and water.
Materials will be brought to site by sub contractors with on site movements controlled by site contractors All materials to be delivered to work area and unloaded. All materials will be stacked in accordance with health & safety working practices. All adhesives to be handled with care. Adhesives only to be used in well ventilated areas.

<b>Sequence of work ( including site access, preparation and co-ordination of work)</b>
Floor surfaces must be suitable prepared, sound, dry and free from contaminants that may prevent adhesion. Underfloor heating must be off for at least 48 hours before, during and after application. Ensure work area is well ventilated. Fitters are advised to wear FFP3 face masks where required and adhere to Face Fit training instructions at all times. Mix clean water into the bucket and gradually add the powder whilst stirring with a whisk fitted to the drill, until smooth and lump free. The material should be mixed for a minimum of 2 minutes. Pour the mixed material onto the prepared subfloor and allow to flow and attain a smooth finish. Minimal work with a smoothing trowel is required. Use a spiked roll to help eliminate entrapped air and smooth out flow lines. The mixed material should be applied at a thickness between 2mm to 10mm, but can be taken down to a feathered edge if required. Drying is dependant on the absorbency of the subfloor, ambient temperature and humidity. Mixing of screed should always be done outside in a well ventilated area.

**Risk Assessment(s) for Significant Risks**

Are there risk assessments for:	Yes	No	N/A	Risk Assessment Titles
Access / egress	X			Site Specific Risk Assessment
Place of Work	X			Site Specific Risk Assessment
Others at risk (eg public)			X	Site Specific Risk Assessment
COSHH, noise, vibration, fire etc	X			Relevant COSHH assessments depending on product used - Head Office will provide this
Environmental risks (inc asbestos/silica dust)		X		Site Specific Risk Assessment
Sub-contracted activities	X			Site Specific Risk Assessment

**Control Measures to be used**

	Yes	No	N/a	Control Measure Name
Permit required			X	
Security Arrangements			X	
Special training (confined space, tower erection, use of plant, spills control etc)			X	

**Personal Protective Equipment Requirements**

	Yes	No	N/a	Control Measure Name
Safety Headgear	X			Hard Hats must be worn by everyone when onsite.
Safety Footwear	X			Safety footwear is required at all times
High visibility clothing	X			High visibility vest/jacket must be worn at all times.
Safety Gloves	X			Gloves for manual handling and when cutting/spraying adhesive
Hearing protection			X	
Eye protection			X	
Respiratory Protection	x			This activity is below the workplace exposure limit set by the HSE. Dust masks to be worn when mixing 2 part product. Fitters are advised to wear FFP3 face masks where required and adhere to Face Fit training instructions at all times.
Leg/Knee protection	X			Wear knee pads when kneeling
Arm/elbow protection			X	
Fall arrest equipment			X	
Overalls / aprons			X	
Other PPE			X	

**Emergency Arrangements**

	Yes	No	N/A
<b>Rescue</b>	X		

**Details of rescue arrangements**  
 The company will fully comply with all emergency procedures developed by the site.  
 Any changes in the emergency procedures and exit routes shall be provided by the site to our Regional Manager in order that such changes can be communicated to the workforce.

	Yes	No	N/A
<b>Special first aid requirements</b>	X		

**Details of special first aid arrangements**  
 Follow site rules for all first aid requirements and fitters to use site first aid facilities.  
 Follow first aid instructions given on relevant COSHH risk assessments

	Yes	No	N/A
<b>Spillage Containment</b>	X		

**Details of spillage containment**  
 Follow spillage containment instructions given on relevant COSHH assessment.

**Temporary Amended Systems**

	Yes	No	N/a	Comments
<b>Traffic routes</b>	X			Follow all site signs
<b>Emergency arrangements</b>	X			Report any accidents, emergencies or incidents to site office & Designer Contracts Line Manager. Always carry a fully charged mobile phone
<b>Services</b>			X	
<b>Other</b>			X	

**Monitoring and Compliance**

	Yes	No	N/a	Comments
<b>Monitoring arrangements</b>			X	
<b>Enforcement arrangements</b>			X	

**General Comments**

We monitor health & safety by using a computerised health & safety management system called BusinessSafe Online which is provided by Peninsula Business Services Limited  
 The Regional Manager/Senior Contracts Manager visit sites on a regular basis to monitor all aspects of work and health & safety. The health & safety department ensures that all hazards of specific work activities, risk & COSHH assessments are recorded onto BusinessSafe Online which we also use for accident reporting and to indicate what training staff have undertaken and when this needs updating. The health & safety Director is responsible for reviewing reports which have been compiled as a result of monitoring health & safety and the Regional Manager/Regional Assistant Manager are then responsible for ensuring any corrective actions necessary are carried out.