

Designer Contracts

Method Statement

1. Preliminary Information

Method statement title	General - Fitting Carpets Tiles
Description of works	General - Fitting Carpets Tiles

3. 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)

Fitting carpets tiles.

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 there teams.

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

No plant used on site.

Drills, knives, screwdrivers, heat guns, trowels, handsaw, knee kickers, rollers are used as required.
Ensure that all portable appliances are portable appliance tested and have the relevant certificate.

Materials, Movement and storage details (including control of manual handling, movement between levels, traffic interface and ignition)

Carpet tiles, carpet adhesive, screed, gripper.

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.

Sequence of work (including site access, preparation and co-ordination of work)

Fitter ensures floor surfaces are clean, dry and free from dust and debris.

Materials are taken onsite and stored in a suitable area to acclimatise.

All traces of old floor coverings should be completely removed prior to fitting. Ensure the floor is level as carpet tiles are designed to lay flat naturally. Where floors are particularly uneven a self levelling floor screed should be laid and allowed to fully dry, prior to installation taking place.

Measure the distance between the opposite walls to obtain the centre and draw a line. Repeat this with the other walls. Check to ensure that you are not left with a very small strip against the wall or in a doorway. If necessary adjust the starting point slightly off centre. Lay double sided tape or Tackifier and allow to fully dry. Start laying the tiles at the centre and work outwards. Ensure that each tile matches up to its neighbour as tightly as possible. However, do not cause 'peaks' by joining the tiles too tightly.

Ensure that no pile trapped between the tiles. Finally cut edge tiles to fit neatly to walls and skirting.

Remove excess debris from room and ensure that all blunt blades are also removed and taken back to Designer Contracts warehouse for safe disposal. Vacuum area and check the floor before leaving the plot.

4. 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

5. 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	

6. 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
Leg/Knee protection	X			Wear knee pads when kneeling
Arm/elbow protection			X	
Fall arrest equipment			X	
Overalls / aprons			X	
Other PPE			X	

7. Emergency Arrangements

	Yes	No	N/A
Rescue	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
Special first aid requirements	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
Spillage Containment				X		

Details of spillage containment

Follow spillage containment instructions given on relevant COSHH assessment.

8. Temporary Amended Systems

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

9. Monitoring and Compliance

	Yes	No	N/a	Comments
Monitoring arrangements			X	
Enforcement arrangements			X	

9. 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/Senior Contracts Manager are then responsible for ensuring any corrective actions necessary are carried out.