

# Designer Contracts

## Method Statement

### Preliminary Information

|                               |                                     |
|-------------------------------|-------------------------------------|
| <b>Method statement title</b> | Fitting Curtains & Blinds           |
| <b>Description of works</b>   | General - Fitting Curtains & Blinds |

### 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 curtains and blinds to properties

#### 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.  
Trimming knives (ensure blades are sharp and sheathed when not in use), portable drill, steam iron  
manual screw drivers, electric staple gun, commercial standard step ladders.  
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)

curtains, blinds, curtain poles, curtain hooks, cleats, chain mechanism  
  
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)  |
|---|
| <p>Arrive on site with materials in Fitters van</p> <p>Sign in at site office and establish location of home to be fitted</p> <p>Take van to nearest available safe point of access to home</p> <p>Fitters to take materials into home using the correct lifting methods</p> <p>All materials will be stacked in accordance with correct health &amp; safety working practices</p> <p>Care should be taken when using steam irons to avoid burns and staple guns to avoid stabs/cuts and also electric shocks</p> <p>Fit curtains and blinds</p> <p>Attach all cords and cleats securely to the wall in accordance with child safety requirements of BS EN13120</p> <p>sign out at site office</p> <p>All waste materials to be removed from plot and taken to Designer Contracts warehouse for safe disposal</p> |

**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           |
| 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.<br>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/Senior Contracts Manager are then responsible for ensuring any corrective actions necessary are carried out.