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| **Job Reference No:** | Click or tap here to enter text. |
| **Project Client:** | Click or tap here to enter text. |
| **Project Location:** | Click or tap here to enter text. |
| **Building:** | Click or tap here to enter text. |
| **Project Description:** | Click or tap here to enter text. |
| **Start date:** | Click or tap here to enter text. | **Finish date:** | Click or tap here to enter text. |
| **Site Supervisor:** | Click or tap here to enter text. | **Contact No:** | Click or tap here to enter text. |

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| **Principal Contractor:** | Click or tap here to enter text. |
| **Sub-contractors:** | Click or tap here to enter text. |
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| **Persons Affected by Works** (Describe how persons are affected) |
| [x] Site Operatives [ ] Client Personnel [ ] Members of Public/Site Visitors [ ] Other |
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| **Project Hazards** |
| Safety | Health |
| [x] Working at Height[x] Slip, trips or falls[ ] Fragile Roofs [x] Plant, Equipment & Tools [ ] Mobile Plant [ ] Overhead Services [ ] Underground Services [x] Electrical[x] Contact with sharps[ ] Flying object (eye injuries)[x] Cuts (working with sharps) | [ ] Confined Spaces[ ] Hot Works[ ] Gases[ ] Fire / Explosion[ ] Falling Materials[ ] Collapse of Structure[x] Electrical safety[ ] Entanglement with moving machinery[ ] Collapse of Structure[ ] Other | [ ] Noise / Vibration [ ] Asbestos [ ] Hazardous Substances/atmosphere[ ] Dust (wood/ silica)[ ] Manual Handling [ ] Rats/Birds or Other [ ] Animals (such a dogs etc.)[ ] Lead[ ] Other |
| Other: | Other: |

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| **Welfare Facilities:** | Welfare facilities are provided on site |

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| **Plant and Equipment:**(attach certificates were applicable) | [x]  Laptop[x]  Hand tools[x]  Battery commissioning handset[ ]  Battery operated tools[ ]  hand held circular saws[ ]  hand held jig saw[ ]  Petrol disc cutter[ ]  Electric disc cutter[ ]  Cement mixer[ ]  Compactor plates[ ]  Power trowel | [ ]  Circular chop saw[ ]  110v electrical tools[ ]  240v electrical tools (RCD must be used)[x]  Knives/ blades[ ]  Local exhaust ventilation (LEV)[ ]  Floor sanders[ ]  Tile cutter[ ]  Laser level[ ]  Cartridge operated tools |
| Other: |

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| **Method of work at height** | [ ]  Fixed scaffolding[ ]  Mobile scaffolding | [ ]  MEWP[ ]  Cherry picker (harness required) | [x]  Ladders/ step ladders[ ]  Other (please state) |
| Other: |

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| **Method of Works / Sequence:** | Delivery of parts and equipment1. Agree a delivery location with the client.
2. Book a delivery time where possible.
3. Delivery driver to be informed of emergency procedures and wear appropriate PPE.
4. Keep other and members of the public free from unloading area.
5. After delivery the vehicle is to be made secure and move away from delivery area.

Movement of parts and equipment1. Check the route is clear of obstructions and safe including stairs.
2. Only use lifts that are designated if appropriate.
3. Check individuals are capable of lifting items, if in doubt get help.
4. If possible use mechanical aids such as trolleys to move equipment.

Work to be completed**INSERT METHOD OF WORK**Sign off* Inspect all work for quality of finish
* Carry out any repair work as necessary
* Clear all tools and equipment from site
* Instruct competent organization to remove scaffolding from site
* Sweep floor area and ensure all debris is removed from site
* Arrange waste skips to be picked up
* Remove barriers and other warning signs
* Handover
* Client and site supervisor to inspect the completed work.

Removal of wasteAll product off-cuts, waste packaging materials will be removed from site and disposed of to a suitable, licensed waste disposal tip. |

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| **Detail:**Storage Facilities Laydown areasSite Parking | Click or tap here to enter text. |

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| **Personal Protective Equipment:** |
|  | [ ]  Hard hats will be worn when required. |  |[x]
|  |[ ]   | [ ]   |
|  | [ ]   |  |[ ]
|  | [x]   |  | [x]  Operatives always to wash hands prior to eating or smoking |
|  |[ ]   |  |

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| **COSHH** | Product Details: | Click or tap here to enter text. |
|  |  | Toxic |  | http://www.hse.gov.uk/chemical-classification/images/pictogram-gallery/irritant.gif | Flammable | Corrosive | Environmentally damaging | Corrosive |
| Attach relevant msds sheet | Carcinogenic/Very Toxic | Long Term Health Hazard  | Harmful | Flammable | Corrosive | Harmful to the Environment | Explosive |
|  |[x] [ ] [ ] [ ] [ ] [ ] [ ]

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| **Emergency:** | Location of nearest Hospital: | Click or tap here to enter text. |
| **First Aid:** |  | Name(s) of first aid trained personnel: |  | Location of First aid box: On site |
|  |  | TBC |  | On site |
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| **Fire:** | Click or tap here to enter text. |  |  |  |  |
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|  | Click or tap here to enter text. |  |  |  |  |
|  |  | Water | Foam | Dry Powder | CO² |
|  |  |[x] [x] [ ] [x]

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| Site Amendments |  |

**Risk Assessor:**

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| Signature: |  | Date: | Click or tap here to enter text. | Review Date: | When required |
| Name: | Click or tap here to enter text. |  |  |  |  |

**Operatives**

I have read, understood and will adhere to this method statement. Before undertaking any changes to the above works I will immediately advise the site supervisor of the changes.

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| **Print** | **Sign** | **Date** |
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