



## Method Statement

### Method Statement Details

**Method statement number** 4  
**Method Statement Date** Thursday 21st July 2016  
**Method statement Author** Alfred Kefford  
**Project/Contract**  
**Start Date**  
**Expected job duration**  
**Client Contact**  
**Description** Line Marking  
**Site Address**

### Signatures

	Name	Title	Signature	Date
<b>Document Author</b>	Alfred Kefford	Director		10/08/16

### Data protection statement

The information and data provided herein applies only to the contract for which it was written, it shall not be duplicated, disclosed or disseminated by the recipient in whole or in part for any purpose whatsoever without the prior written permission from HS Direct Ltd.

It is the duty of all employees to observe the following Risk Assessment framed to provide a code of good practice and conduct with the object of preventing accidents. At all times employees must work in a safe manner both to prevent personal injury to themselves or to other personnel.

### Important Note:

It is the duty of all employees under regulation 14 of the "Management of Health and Safety at Work (Amendment) Regulations 2006" to inform the employer of any circumstances that may indicate any shortcomings in this assessment.

### Emergency Contact Details

<b>Name</b>	Alfred Kefford			
<b>Telephone Number</b>	02071 111655			

## **General Precautions**

To be observed by all staff at all times, any deviation from these control procedures must be authorised by the site foreman or safety representative.

### **Communication with Other Workers on Site.**

All staff will report to the site office for induction on arrival at the site. The site manager will inform staff of any hazards that are present on site. Staff will inform the site manager of the work to be carried out and how it could affect other trades working on the site.

Where necessary notices will be posted advising of any hazards present during the works.

Where contractor activities cross, the senior person must liaise with the other trades to ensure safe operation.

### **First Aid**

It is the responsibility of the company to ensure adequate First Aid provision for its staff. Adequate means provision of a trained first aider, suitable first aid equipment and/or the provision of an appointed person at the minimum.

A trained First Aider will be a suitable person who has attended an HSE approved course of at least three days duration.

An Appointed Person is a person provided by the employer to take charge of the situation (e.g. to call an ambulance) if a serious injury/illness occurs in the absence of a First Aider. The Appointed Person can render emergency First Aid if trained to do so. All staff when inducted will be made aware of the location of the First Aid kit.

### **Manual Handling**

All staff and contractors have been instructed on the potential dangers of manual handling, and have received manual handling training. Equipment provided to reduce manual handling must be used where provided. Staff and contractors will not lift items of tools or equipment that are beyond their capabilities. Heavy or awkward items will be split into smaller units where possible or dual lifted where this is not possible. It is the responsibility of the site foreman/employer to identify and control manual handling activities as they occur on site on a day to day basis.

### **Material Handling**

All materials required for site will be unloaded to a designated unloading and storage area which will be away from the work area as far as is practicable. This area will be kept tidy to minimise trip hazards. Materials as and when required will be collected from the storage area and transferred to the work area. All staff will take care when handling materials and will use mechanical aids wherever possible. When stacking materials particular care must be taken to ensure that the stack is secure and that the product does not get damaged.

### **Personal Protective Equipment (PPE)**

PPE will be provided as a last form of protection against a hazard. Staff will use the appropriate PPE for the task as identified in the risk assessment.

All site workers will wear Safety boots, Hi Visibility Vests, Hard Hats and protective clothing at all times, other items of PPE such as eye protection, hearing protection and gloves are available to be worn as and when necessary and as determined by the risk assessment.

### **Preparation & Induction**

A risk assessment will be carried out for all tasks which will be discussed with members of staff and the sub contractors, any queries or concerns will be raised with the contract manager who will ensure it is dealt with. Staff and sub contractors will be inducted onto site in order to understand the hazards present on site and the tasks that are to take place. Staff will also be advised of other site activities that could impact on their work and be made aware of any liaison that needs to take place between different trades. Staff will follow all site rules and safety procedures.

### **Staff and Training**

The task will be carried out by staff from Highway Traffic Safety Ltd, all staff are qualified, experienced, receive ongoing training, and hold suitable qualifications. Apprentices are under constant supervision by experienced members of staff. Any sub contractors appointed by us have been assessed for their ability and suitability to carry out the tasks allocated to them.

### **Tools and Electrical Equipment**

All tools and equipment will be visually inspected on a regular basis, defective or damaged equipment will be removed from service. Electrical tools will be 110V or battery operated where possible. Sub contractors will not be allowed to bring on to site any damaged or defective tools, the site foreman is responsible for ensuring that all tools and equipment allowed on the site are fit for purpose. Any portable electrical equipment taken on to site must be PAT tested every 3 months when used on construction sites, 6 monthly for heavy use activities and annually for other activities. A risk assessment will determine if inspection periods need to be varied.

### **Welfare**

The principle contractor is responsible for providing adequate washing, toilet, drying and refreshment facilities for staff and sub-contractors, staff and contractors are responsible for ensuring that such welfare facilities are maintained in a clean and wholesome manner. This will be your responsibility when you are the principle contractor, it may be necessary occasionally for your company to identify suitable local amenities.

### Line Marking

1. Confirm the area to be marked with the client.
2. Barrier off the area to prevent access by traffic or pedestrians using cones and barriers, place signs accordingly.
3. Remove existing marks and lines where necessary using a burning lance or FR200 scabbler m/c.
4. Mark out where the new markings are to be placed.
5. Ensure that the Thermal plastic paint is at the correct temperature and decant into the line marking tram.
6. Proceed to mark out the area to the clients requirements.
7. Confirm that the marking is correct with the client.
8. Place all equipment back onto the lorry.
9. Remove barriers, cones and signs.

I have read and understood the contents of this Method Statement.

Anything I did not understand has been explained to me to my satisfaction.

I agree to follow the Method Statement and understand that any instructions are provided for my safety and the safety of others.

Print Name

Signed

Date
