

**ABK LTD**

**METHOD STATEMENT FOR REINSTATEMENT  
WORKS AT RYE HOUSE, 29 LONDON ROAD,  
HIGH WYCOMBE, BUCKS HP11 1BJ**

<b>1. SCOPE:</b>	This Method Statement (MS) covers the safe working practices to be followed by all staff when: Undertaking reinstatement works at Rye House, 29 London Road, High Wycombe, Bucks HP11 1BJ.																																
<b>2. REFERENCES:</b>	<p>This MS makes reference to the following documents/meetings.</p> <ul style="list-style-type: none"><li>• <b>Pre-start meeting 8<sup>th</sup> November 2010.</b></li><li>• <b>Pre construction information pack – CJ Bell Health and Safety.</b></li><li>• <b>Schedule of works – GKS Building Consultants.</b></li><li>• <b>Asbestos Report.</b></li></ul> <p>This MS also assumes all staff have read the Company Health &amp; Safety Booklet.</p>																																
<b>3. RESPONSIBILITIES:</b>	<ul style="list-style-type: none"><li>• The responsible contractor is abk Ltd, 131 Lane End Road, Sands Industrial Estate, High Wycombe, Bucks HP12 4HF.</li><li>• The nominated Site Supervisor for abk will be generally on site full time.</li><li>• The nominated Project Manager for ABK is Brian Harris, 01494 465566 or 07768 162812.</li></ul>																																
<b>4. COMPETENCY AND TRAINING:</b>	<p>No work shall be undertaken unless the operative has the competency to do so and is fully experienced in this work activity. Under no circumstances shall assisting Young Persons or inexperienced persons be allowed on site.</p> <ul style="list-style-type: none"><li>• ABK staff must be competent and experienced in the safe usage of the work equipment and processes involved. If in doubt as to a specific procedure for this project liaise with Brian Harris/Site Supervisor.</li><li>• Site Specific Induction shall be given as and when required to all participating staff by Site Supervisor.</li><li>• A Tool Box Talk will be arranged prior to task commencing by Site Supervisor.</li></ul>																																
<b>5. SAFETY CONSIDERATIONS:</b>	<p>In general, no work may proceed until a Risk Assessment(s) has been carried out by the ABK Project Manager. For this activity the Risk Assessment shall cover as a minimum:-</p> <table><tr><td>• COSHH</td><td>✓</td><td>• Fire Risk</td><td>✓</td><td>• 1st Aid</td><td>✓</td><td>• Manual Handling</td><td>✓</td></tr><tr><td>• PPE</td><td>✓</td><td>• Local Smoking Rules</td><td>✓</td><td>• Trips &amp; Falls</td><td>✓</td><td>• Head Hazards</td><td>✓</td></tr><tr><td>• Tools</td><td>✓</td><td>• Adjacent Hazards</td><td>✓</td><td>• Electricity</td><td>✓</td><td></td><td></td></tr><tr><td>• Work Equipment</td><td>✓</td><td>• Lone Working</td><td>X</td><td>• Dust &amp; Fumes</td><td>✓</td><td></td><td></td></tr></table>	• COSHH	✓	• Fire Risk	✓	• 1st Aid	✓	• Manual Handling	✓	• PPE	✓	• Local Smoking Rules	✓	• Trips & Falls	✓	• Head Hazards	✓	• Tools	✓	• Adjacent Hazards	✓	• Electricity	✓			• Work Equipment	✓	• Lone Working	X	• Dust & Fumes	✓		
• COSHH	✓	• Fire Risk	✓	• 1st Aid	✓	• Manual Handling	✓																										
• PPE	✓	• Local Smoking Rules	✓	• Trips & Falls	✓	• Head Hazards	✓																										
• Tools	✓	• Adjacent Hazards	✓	• Electricity	✓																												
• Work Equipment	✓	• Lone Working	X	• Dust & Fumes	✓																												
<b>6. PROTECTIVE CLOTHING:</b>	<p>The following PPE shall be worn at all relevant times:</p> <ul style="list-style-type: none"><li>• ABK clothing, safety boots, barrier creams, hand, breathing, eye and ear protection shall be worn when appropriate and as directed by the ABK Site Supervisor/Project Manager.</li><li>• The ABK Site Supervisor shall monitor safe usage of PPE.</li></ul> <p>The issue, monitoring and recording of such equipment is under the control of the Project Manager, or his delegatee, to whom application shall be made for initial issue or renewal. All PPE is subject to periodic inspection by the Project Manager/Safety Officer, or their delegatee, but staff have a duty to report any deficiencies as soon as they occur.</p>																																
<b>7. FIRST AID PROVISION:</b>	<ul style="list-style-type: none"><li>• First aid boxes are provided on site and are available should a minor accident occur.</li><li>• The nearest hospital to the work site with an A&amp;E facility is Wexham Park Hospital, Wexham Park, Slough, Berks SL2 5HL, telephone 01753 633000 - some 20 minutes drive away.</li></ul>																																

**METHOD STATEMENT FOR FOR REINSTATEMENT  
WORKS AT RYE HOUSE, 29 LONDON ROAD,  
HIGH WYCOMBE, BUCKS HP11 1BJ**

**8. TOOLS & EQUIPMENT:**

The control, issue, monitoring and recording of associated tools and work equipment is the responsibility of the Site Supervisor. All equipment shall be listed; its condition checked; undergo timely maintenance, repairs etc competently carried out. Users must remember it is their duty to report promptly any damage/defects that may occur during usage.

**For this task, the following tools will be needed:-**

- Scaffolding, mobile towers, wheel barrows, light duty cement mixer, hand tools, carpentry tools, decorators tools, set of 110v power tools and a skip.

**9. WORK PROCEDURES:**  
9.1

**Guides** - Staff shall proceed with the work activities covered under this Method Statement in accordance with the following Guides:-

- a) ABK Supervisor's instructions.
- b) Local site security and safety procedures as notified by the abk Supervisor and agreed with client.
- c) abk Rules for Sub-Contractors.
- d) Asbestos Report.

9.2

**Preliminary Activities –**

- a) When the installation date is confirmed, ABK must ensure their Supervisor is on site to supervise all coming and going and to action any additional requirements.
- b) Before commencement of work, the ABK Project Manager will agree with GKS Building Consultants the condition of the work area before start of work and must ensure that the same condition applies when the task is finished. Such inspection shall include:-
  - Photographic schedule of condition.
  - All extraneous materials have been relocated out of harms way.
  - Asbestos – asbestos survey carried out.
  - Check all residues from previous work activities have been removed.
- c) Items to be agreed on site:
  - Welfare Facilities.
  - Position of skips.
  - Access arrangement for adjoining properties..
  - Access for works to elevations.
  - Working hours.
  - Power and water supply.

9.3

**Setting to Work –**

- a) The task is to arrive at site on the agreed date and time - gain access - and park vehicle(s) in agreed allocated positions for unloading/loading.
- b) Don appropriate PPE and check all work equipment.
- c) Arrange, in accordance with contractor site induction, for additional local fire equipment to be placed on site readily to hand as necessary e.g. in this instance two large capacity additional Fire Extinguishers (one Foam, one Water) in the immediate work area.
- d) Set up site compound and site.
- e) Work in accordance with GKS Building Consultants Schedule and instructions.
- f) Erect scaffolding/Mobile towers.
- g) Repairs to roof.
- h) Repair rainwater goods.
- i) Clean brickwork..
- j) External painting.

**METHOD STATEMENT FOR REINSTATEMENT  
WORKS AT RYE HOUSE, 29 LONDON ROAD,  
HIGH WYCOMBE, BUCKS HP11 1BJ**

**9.3 continued**

- k) Repairs to rear parking area and boundary wall.
- l) Remove walls internally and make good.
- m) Clear away all tenants fixture and fitting internally.
- n) Clear out loft and reinstate insulation.
- o) Repair damaged surfaces.
- p) Internal Decoration
- q) Replace carpets.
- r) Removal of kitchen and damp proofing.
- s) Test heating system and electrical system.
- t) Implement final check and any items arising from the snagging inspection by the client/GKS Building consultants.

**9.4**

**Final Checks –**

- a) ABK Site Supervisor, to carry out final visual inspection to ensure the area is left clean and tidy. Also to inspect and ensure the standard of workmanship is satisfactory and arisings/residues are disposed of properly.
- b) Brian Harris the ABK Project Manager to do final check and to arrange completion of Project sign off sheet with GKS Building Consultants.

Prepared By: **BRIAN HARRIS – PROJECT MANAGER**

Date 19/11/10

Authorised for Issue: **ROY KINCH - SAFETY DIRECTOR**

Date 19/11/10

