Method Statement

Project			
Activity	Plumbing		
Description	Installation and replacement of pipe work and sanitary ware.		
Start Date		**Duration**	
Assessor		**Hours of Work**	

Responsibilities

Project Manager	
Supervisor	
Team Size	

Hazards

Hazards Associated With Activity	• Use of Hand Tools • Use of Portable Electrical Equipment • Use of Step Ladders • Use of Tower Scaffolding • Water Systems • Hot Works (Soldering) • COSHH • Manual Handling
Site Specific Hazards	• Occupied building • Existing building services • Vibrating equipment - wall chasing

Risk assessments will be carried out for the activity and attached to this method statement, will form part of the induction and must be followed on site.

Work Procedure & Control Measures

The work will be supervised and monitored at all times by a competent supervisor.

All work to be carried out following the risk assessments, construction phase plan, and other H&S management documents in place.

Identify any conflicts with other working groups or work activities operating within the same area and specify communication and liaison arrangements to control additional risks.

Work area to be securely cordoned off to prevent unauthorised access.

PPE to be worn at all times on site.

Training

Only qualified, certified or otherwise competent personnel will be permitted to undertake the work.

All operatives are to receive training on manual handling techniques, asbestos awareness and work at height.

All workers to undertake site induction before commencing work.

Toolbox talks will be carried out at weekly intervals during the works to raise awareness of relevant H&S issues.

Access

Work at height will be eliminated where possible, through changing work procedures or using alternative equipment.

Stepladder and ladders are only to be used for access and short duration work, and only when there is no suitable alternative such as full access scaffolding, tower scaffold or MEWP. Tower scaffolds to be erected by PASMA trained operatives. MEWPS to be used by suitably trained operatives (e.g. IPAF).

Access equipment will be securely stored at the end of each shift to prevent unauthorised use.

Exclusion zones will be established in the area below any overhead works, using suitable barriers and signage, to protect people below from the risk of any falling tools or materials.

Delivery & Storage

All required materials are to be delivered to the site before works commence.

All equipment and materials delivered to the site will be labelled and stored at a designated location following the manufacturer's instructions and any applicable COSHH assessments.

Materials will be stored safely away from access routes.

All materials unloaded using mechanical aids with sufficient safe working loads.

Materials stacked no higher than 2 pallets in a safe manner on level ground within the site boundary.

Materials to be stored within storage units or otherwise protected from weather conditions.

Manual Handling

All manual handling will be minimised through the provision of mechanical aids where practicable.

Where possible materials will be supplied in loads under 25kg. Operatives are not expected to handle loads or items weighing more than 25kg on the site without assistance.

If items above 25kg are to be lifted, or unusual, unstable or hazardous items, the supervisor/ site manager will determine a safe method of handling through completing a risk assessment and by specifically instructing nominated individuals.

Any items or loads above 25kg are to be handled through mechanical aids or team lifting.

The following manual handling general precautions will be taken:

Deliveries and materials handling will be planned to minimise the extent of manual handling of materials.

Routes by which materials have to be carried by hand will be checked for and kept free of obstructions.

Appropriate PPE will be worn to make sure that materials can be handled safely, e.g. gloves and safety footwear.

Two or more operatives will carry larger or heavier items.

Preparation

Isolate water supply before commencing work on water systems.

Drain water systems as necessary.

Notify building users of any water systems taken out of use and display signage/barriers as necessary.

Pipe Installation/Replacement

Wear gloves and goggles when chasing out walls.

Before chasing out walls consult service drawings (if available) and use a pipe/cable locating device to locate any electrical cables or existing pipes that may be present. Any services that may be affected by the works to be isolated or diverted before commencement.

Walls to be chased out using a power chisel or hand tools appropriate for the task.

Plasterboard walls to be cut carefully using a knife or saw.

Carefully lift carpet/floor coverings when access is required to floor voids.

Before lifting floorboards check for services using a pipe/cable locating device.

Use a circular saw as required and hand tools to lever up floorboards as necessary.

Always set the circular saw to the correct depth.

Nails to be removed from floorboards once raised.

Appropriate signage/barriers to be displayed around any gaps in the flooring.

Carry out pipe installation or replacement work of defective pipework.

All pipes are to be correctly connected using the correct parts.

Plastic pipework may be connected with solvents following the manufacturer's instructions and COSHH assessment.

Copper pipework may be soldered as necessary following the issue of a hot works permit.

Ensure permit followed and fire extinguisher provided.

Ensure the area is well ventilated, clear of combustible materials, and heat shields are used as required.

1-hour fire checks to be in place on completion of soldering.

Sanitary Installation/Replacement

Before isolation, flush through any sanitary ware to clear any remaining waste.
Isolate water supply.
Remove existing sanitary fittings if applicable.
Remove existing pipework and traps as required. Pipework may not need to be removed if new fittings can reconnect to old, check on site as agreed with the client.
Clean up any spillages as they occur during the works.
Install new pipework and traps as required.
Install new sanitary ware.
Check pipework to ensure continuity of flow.
Complete a flow test on completion of the installation of pipes and traps.

Completion

Check all joints and connections.
Re-fill water system.
Carry out further inspections of all pipework to check water tightness.
Test installed equipment for leaks or other defects.
Make good as necessary, rectifying any defects identified.
Sign of as complete.

Hot Work

All hot work is to be controlled by a permit to work.
Do not smoke or allow others to smoke.
Have at least one fire extinguisher close by suitable for the type of fire risk.
Never leave hot works unattended.
Work area to be cleared of all combustibles such as paper, packaging, etc, before the commencement of hot works.
Follow COSHH assessment and supplier datasheet on safe storage and the use of LPG. Hoses will be checked by a competent person to ensure they are of the correct type, are in good condition and are properly connected. Operative to check for leaks before use.
1-hour fire checks to be in place on completion of works.

Housekeeping

All good practice guidelines regarding housekeeping in the workplace will be observed.
All spillages will be immediately cleaned up to prevent any slip hazards.
All work equipment, chemicals and substances will be properly secured when they are not in use, to prevent any unauthorised usage or accidental contact.
During the works, the area will, so far as is reasonably practicable, be kept clean and tidy with clear walkways as appropriate.

Work Equipment

All current legislation and codes of practice regarding work equipment usage will be complied with.

Only those persons who have received suitable and sufficient instruction and training will be permitted to use work equipment.

All work equipment to operate on 110v.

Any mains powered 240v work equipment will operate, via a transformer or other power reducing device, at a reduced voltage of no more than 110v.

Before using any item of work equipment, it will be inspected to ensure that it is in good condition and unlikely to cause injury or harm to any person as a result of its correct usage. Equipment guards to be correctly fitted before use.

All personnel are advised to check tools before each use and to take unsafe equipment out of service immediately, for repair or replacement.

Periodic testing and maintenance of all equipment carried out following regulations and manufacturer's instructions.

When not required for immediate use, all items of work equipment will be securely stored to prevent any unauthorised use or accidental contact with any sharp/rotating blades.

Harmful Substances

All current legislation and codes of practice regarding chemical/substance usage will be complied with.

Where possible, any hazardous substances are substituted for alternative non-hazardous substances.

COSHH assessments are completed before the use of hazardous substances.

Only those persons who are fully conversant with a chemical/substance will be permitted to use the chemical/substance.

Adequate ventilation will be maintained at all times where hazardous chemicals/substances are used.

When not required for immediate use, chemicals/substances will be kept in suitable closed containers in a secure location, to prevent their unauthorised use.

If during the works, the provision/maintenance of a well-vented workplace is impracticable, the person undertaking the work will liaise with the site management / principal contractor to resolve the issue.

Workspace

All good practice guidelines regarding the provision of sufficient clear working space will be observed.

Before the commencement of any works, sufficient clear working space (taking into account the nature of the work, the location in which the work is to be undertaken and the needs of any other building/site occupants) will be made available, so far as is reasonably practicable.

Suitable warning signage and barriers (as appropriate) shall be positioned around the work area, to restrict other persons from entering the area.

During the works, attention will be paid at all times to the maintenance of clear working space.

If during the works, the maintenance of clear working space is impracticable, the person undertaking the work will liaise with the site management / principal contractor to resolve the issue.

Work at Height

All current legislation and codes of practice regarding working at height will be complied with.

Suitable access equipment will be selected to provide a safe working platform (taking into account the task, the duration of the platform use and the location in which the platform is to be used) shall be employed whilst undertaking any work at height and will be subject to inspection before and during its use.

Any fragile materials, structures or areas to be protected and covered to prevent falls through materials, with barriers and safety netting to be fitted as required.

Suitable access shall be provided to the working platform and will be subject to inspection before and during its use.

All working platforms are to be correctly fitted with guardrails and toeboards before use.

If there is still a risk of people falling from the platform a harness with a short work restraint lanyard must be secured to a suitable manufacturer provided anchorage point within the basket to stop the wearer from getting into a position where they could fall from the carrier.

Suitable barrier edge protection shall be employed where necessary.

Suitable warning signage and barriers (as appropriate) shall be positioned around the work platform base or danger area, to prevent unauthorised access.

Only those persons who have received suitable instruction shall be permitted to undertake work at height.

Occupied Premises

Work is planned to ensure the safety of building occupants. Physical barriers and signage will be in place to make building occupants aware of any hazards or risks. Additional monitoring will be in place to protect visitors and the public.

When working within occupied premises, the supervisor will report to the relevant person daily and run through the area they will be working.

All building occupants are made aware of the work and any no go areas or restrictions.

Dust, noise and other disruptions will be kept to a minimum. The safety of building occupants will be assessed, particularly access and escape routes.

Adequate warning signs and barriers will be put in place around the work area.

Waste Disposal

All current legislation regarding the prevention of environmental contamination (including waste disposal) will be complied with.

Any contaminated or hazardous waste created as a result of works carried out will be properly contained and disposed of with a specialist company.

Waste must be transferred using a waste transfer note.

Cleaning

Dust sheets will be used as required during the works to protect existing floor finishes.

After completion of the work, the area shall be left in a clean, tidy condition and all associated waste shall be removed and properly disposed of.

PPE Requirements

- [x] Safety Boots
- [ ] Hard Hat
- [x] Hi-Viz Clothing
- [x] Gloves
- [ ] Ear Defenders
- [ ] Dust Mask

- [ ] Eye Protection
- [ ] Harness
- [ ] Full Face Shield
- [ ] Overalls
- [ ] RPE
- [ ] Other

Other PPE
Additional PPE is required for certain activities as indicated by specific risk assessments.

Management Arrangements

Monitoring Arrangements
Monitoring of this activity will be carried out using a variety of different means such as: inspections, checklists, meetings, audits, reviews, and employee consultation. The supervisor will carry out regular inspections of the works and highlight any concerns.

First Aid Provision
• Nominated First Aider(s) • First Aid Kit • Accident Book

Welfare Provision
Welfare facilities will be provided within close proximity to the work area. Personnel must not eat, drink or smoke in the work area. Welfare facilities, including rest areas and toilet facilities, will be left as they were found in a clean and tidy manner, and operatives are to ensure that they are reasonably clean and tidy before entering premises.

Emergency Procedures
In the event of an accident notify the first aider immediately, for a major injury call 999 or if in doubt call 111. In the event of a fire sound the alarm and exit the site by the nearest exit, to not attempt to tackle the fire unless you have been trained to do so and it is safe to do so. In the event of discovering a material that you suspect could be asbestos containing, stop work immediately and notify the site manager/supervisor for further instructions.

Completed By

Name	
Signature	
Date	

Acknowledgement

Name	Signature	Date