Method Statement

Project			
Activity	Hot Works		
Description	Completion of hot works activities on site.		
Start Date		**Duration**	
Assessor		**Hours of Work**	

Responsibilities

Project Manager	
Supervisor	
Team Size	

Hazards

Hazards Associated With Activity	• Burns • Fire • Fumes and Gases • Use of Gas Equipment • Sources of Fuel • Combustible Materials • Access/Escape
Site Specific Hazards	• Other trades on site

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.

We will identify any conflicts with other 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. Only authorised personnel will be allowed access to the work area. All personnel (including visitors) must sign in on arrival and sign out when leaving the site.

Appropriate signage will be displayed around the work area.

PPE to be worn at all times on site.

Training

Only trained and competent personnel will be permitted to undertake the work.

All operatives are to receive training on manual handling techniques, permit to work procedures, and hot works.

All workers to undertake site induction prior to commencing work.

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

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 general advice 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.

Correct fire fighting equipment to be kept close to the area.

All hot work equipment to be checked before use to ensure in good condition.

Empty cylinders/bottles to be removed from the work area to the secure site compound.

All hot works must cease at least 1 hour before leaving the site. An inspection of the work area must be carried out before the hot works permit is surrendered.

A trained person not directly involved with the work will provide a continuous fire watch in the work area and those adjoining areas to which sparks and heat may spread, during the period of the hot work and for at least one hour after it ceases. The area SHOULD NOT BE left unattended for any period until one hour after the work is completed.

Personnel involved in the work and providing the fire watch are familiar with the means of escape and method of raising the alarm and or calling the emergency services.

Confirm all other contractors/persons on site are aware that hot work is being undertaken

and that there is no storage and or application of paints, flammable solvent-based materials and chemicals that could be ignited by the work undertaken.

Fire Prevention

All current legislation and codes of practice regarding fire prevention will be complied with.

Where possible any flammable substances will be substituted for alternative non-flammable substances.

All hot works will be controlled through the use of a permit to work system.

Before the commencement of any works that may involve the use of a naked flame, all combustible material / pressurised containers will be removed from the immediate vicinity.

Before the commencement of any works that could create a fire, suitable portable firefighting equipment will be positioned accordingly.

During any work which involves the use of a flammable article or substance, all appropriate measures will be taken to keep sources of ignition (naked flames, cigarettes etc) away from those flammable articles or substances.

Skips and storage of flammable materials will be positioned away from any potential sources of ignition and protected from any foreseeable risk of arson.

Upon completion of any works which may have given rise to the risk of fire or explosion, the area will be checked and left in a clean condition. A 1-hour fire check will be in place for all hot 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.

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.

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 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.

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 to resolve the issue.

Waste Disposal

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

Any contaminated or hazardous waste created by the works carried out will be safely contained and disposed of by a specialist company.

Waste must get transferred using a waste transfer note.

Cleaning

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

PPE Requirements

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

- [x] Eye Protection
- [ ] Harness
- [x] 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