

Seaxe Contract Services Limited

Petronne House

31 Church Street

Dagenham

Essex

RM10 9UR

Telephone number: 020 8592 6862

**Method Statement**

**Decorating Works**

**London Borough of Barking and Dagenham Council**

**Decent Homes**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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| **METHOD STATEMENT** | | | | | | | | | | | | | | | | | |
| **TASK / ACTIVITY** | | | | | | | | | | | | | **METHOD STATEMENT NO** | | | 01 | |
| Decorating Works | | | | | | | | | | | | |
| **TASK LOCATION** | | | | | | | | | **START DATE** | | | | **AUTHOR** | | | | |
| Decent Homes contract for properties located within London Borough of Barking and Dagenham | | | | | | | | | May 2020 | | | | Michele Lynch  Lynch Safety Services Ltd | | | | |
| **REV NO** | **DATE ISSUED** | | | **REVIEWED BY SITE MANAGER** | | | | | | | | **REVIEWED BY FOREMAN** | | | | | |
| 1 | June 2021 | | |  | | | | | | | |  | | | | | |
| 2 | July 2022 | | |  | | | | | | | |  | | | | | |
| 3 | July 2023 | | |  | | | | | | | |  | | | | | |
| 4 | June 2024 | | |  | | | | | | | |  | | | | | |
| 5 | June 2025 | | |  | | | | | | | |  | | | | | |
| **RESOURCES** | | | | | | | | | | | | | | | | | |
| PERSONNEL | | | | | | | | | | | | | | | | | |
| **POSITION: (SUPERVISOR, ETC.)** | | | | | | **NAME** | | | | | | | **CONTACT NO.** | | | | |
| Site Manager | | | | | | Kevin Lovett | | | | | | | 07957 321092 | | | | |
| Foreman/Supervisor | | | | | | Paul Gullifer | | | | | | | 07947 318058 | | | | |
| Works Co-Ordinator | | | | | | Paul Gullifer | | | | | | | 07947 318058 | | | | |
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| **EQUIPMENT** | | | | | | | | | | **MATERIALS** | | | | | | | |
| Brushes and rollers  Paint pots / buckets / roller trays  Trowel / pallet knives | | | | | | | | | | Matt Emulsion, Silk Emulsion, Gloss Paint, White Spirit and Filler | | | | | | | |
| **FIRST AID PROVISION:** | | | | | | | | | | **WELFARE:** | | | | | | | |
| David Knight 07984 365858 | | | | | | | | | | Seaxe Contract Services Limited, Petronne House, 31 Church Street, Dagenham, Essex RM10 9UR | | | | | | | |
| **TEMPORARY WORKS** | | | | | | | | | | | | | | | | | |
| N/A | | | | | | | | | | | | | | | | | |
| **ELECTRICITY SUPPLY** | | | | | | | | | | | | | | | | | |
| All properties have an electric supply that is utilised. It is not envisaged that any works will require the use of the resident’s electric supply during these works. | | | | | | | | | | | | | | | | | |
| **PERSONAL PROTECTIVE EQUIPMENT (PPE)** | | | | | | | | | | | | | | | | | |
| In accordance with the Personal Protective Equipment at Work (Amendment) Regulations 2022, Seaxe Contract Services Limited will reduce the risks to employees as far as is reasonably practicable by the implementation of control measures within systems of work.  Should control measures not be available or they are deemed impractical, as a last resort, operatives will be provided with the necessary personal protective equipment.  Operatives will be supplied with PPE free of charge and will be informed of the necessity for the wearing and maintenance of the equipment. Suitable and sufficient clothing must be worn at all times e.g. no bare arms or legs or material soiled clothing.  Additional PPE may be a requirement as highlighted within the associated Risk Assessment. | | | | | | | | | | | | | | | | | |
| Safety Footwear | | High visibility  clothing | | | Safety  googles | | Gloves | | | | Ear  protection | | | Respiratory  Protection | | | Head  Protection |
|  | | http://i.ebayimg.com/t/Safety-Sign-Hi-Vis-Jackets-300x400mm-Construction-Site-/17/%21BrJQISw%21Wk%7E$%28KGrHqQOKkYEu,BR54KwBLye%286NN,Q%7E%7E_35.JPG | | |  | |  | | | |  | | |  | | | https://encrypted-tbn3.gstatic.com/images?q=tbn:ANd9GcRdIDIzU_ZP-vYm79FNKEcBQHpd-RaYxCpxvz7uomSNHKxz__sZH2wCGA |
| EN ISO 20345:2011 | | EN ISO 20471 | | | BS EN 166:2002 | | BS EN 388 A1:2018 | | | | BS EN 352:2020 | | | BS EN 149:2001 | | | BS EN  397: 2012 |
| **ACCESS / EGRESS** | | | | | | | | | | | | | | | | | |
| All deliveries of materials will be taken to the flat/property being worked on by use of the lift or front entrance. No materials will be left in any corridors or communal areas at any time. All materials will be stored safely within the premises so that all access and egress routes remain clear and that all emergency escape routes remain clear at all times.  The property will be kept secure at all times ensuring doors are closed whilst work is in progress. A telescopic warning / safety barrier will be placed across the entrance to the work area. | | | | | | | | | | | | | | | | | |
| **METHOD** | | | | | | | | | | | | | | | | | |
| The Supervisor will first check the asbestos register to determine whether there is any asbestos containing materials in the work area and check for the possibility of Lead paint being present which the operative should be aware of before work commences.  Warning signage will be displayed to worn persons that work is being undertaken in this area and that there is likely to be wet painted surfaces.  Any defected or flaked off areas will be sanded down or scraped off before any painting takes place.  All surfaces and adjacent surfaces to be painted will then be cleaned and dusted off.  All cracks and blemishes in the existing walls and woodwork / masonry will be filled using proprietary fillers, using trowels or pallet knives.  When the repairs have dried they will be sanded to give a smooth finish.  Wooden joinery already has the first coat and therefore only requires a top coat to be applied as specified using a brush.  The walls and ceilings will be painted using rollers and brushes.  Step ladders or proprietary hop ups will be used for cutting in works.  All debris shall be removed from the works area to a storage place of safety until the end of the work shift when it shall be taken off site. Should the debris become a hazard due to the volume, fire risk or due to trip hazards it shall be removed from site immediately. At all times Seaxe Contract Services shall take particular care to ensure that trip hazards are reduced or removed and access / egress routes remain clear. Waste removed from the work area shall be placed into bins or sacks which shall be removed to a company vehicle and taken to a local waste transfer station. | | | | | | | | | | | | | | | | | |
| **EMERGENCY PROCEDURES** | | | | | | | | | | | | | | | | | |
| **Action to be taken upon hearing the Fire Alarm or shout of “Fire”**   * Stop what you are doing; * If possible make safe any equipment or plant you are using; * Proceed out of the building in a safe manner by the nearest exit following the fire exit signs, to the designated assembly point.   **You must not return to the building until you have been told to do so**  **Action upon discovering a fire**   * Break a call point to raise the alarm (when working in flats and where a fire alarm exits) or shout “Fire”; * If safe to do so, attempt to put out the fire, DO NOT put your own safety or the safety of others at risk; * Leave the building by the nearest exit in a safe manner and go to the designated assembly point. | | | | | | | | | | | | | | | | | |
| **RELEVANT RISK ASSESSMENTS** | | | | | | | | **OTHER RELEVANT DOCUMENTS** | | | | | | | | | |
| RA01 Lead Paint  RA02 Painting  RA05 Asbestos Materials  RA08 Dust  RA10 Hop Ups  RA12 Cuts and Injuries from Sharp Objects  RA13 Musculoskeletal disorders  RA15 Slips and trips  RA16 Third parties  RA17 Use of Ladders Step Ladders | | | | | | | | **COSHH Assessments** | | | | | | | | | |
| **CONFIRMATION OF OPERATIVES BRIEFING:** | | | | | | | | | | | | | | | | | |
| I have been briefed on the requirements of, and the risks involved with, the operation / changes detailed above and fully understand the contents and implications. I was given the opportunity to discuss any points which I did not understand or that I felt were important in the interests of the health, safety or welfare of myself or others. | | | | | | | | | | | | | | | | | |
| **DATE** | | | **NAME** | | | | | **COMPANY** | | | | | | | **SIGNATURE** | | |
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