

Seaxe Contract Services Limited

Petronne House

31 Church Street

Dagenham

Essex

RM10 9UR

Telephone number: 020 8592 6862

**Method Statement**

**Carpentry Works**

**London Borough of Barking and Dagenham Council**

**Decent Homes**

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| **METHOD STATEMENT** | | | | | | | | | | | | | | |
| **TASK / ACTIVITY** | | | | | | | | | | | **METHOD STATEMENT NO** | | 05 | |
| Carpentry 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 | | | |
| **EQUIPMENT** | | | | | | | | **MATERIALS** | | | | | | |
| Handtools, Saws, Chop Saws, Battery operated screwdrivers, Chisel, Drill, Tape Measure and router | | | | | | | | Doors, Timber, Screws, door handles, latches, rawl plugs, plasterboard, insulation, mineral tape, adhesive 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. The use of 110v transformers will be used where power tools are required. | | | | | | | | | | | | | | |
| **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** | | | | | | | | | | | | | | |
| **Architraves and Skirting**  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.  Operatives shall measure the timber to the required length using a tape measure. The timber shall be cut to the appropriate length using either a handsaw of electrical mitre saw. The correct mitre will be made before offering the timber into position.  The timber shall be secured into position using nails, screws / rawplugs or suitable adhesive. Joints shall be cut to ensure that a good fit is clearly visible, to negate the need for any unsightly filling.  This process shall be repeated for all architraves and skirting boards until the works are complete.  **Doorframes and Doors**  Operatives shall position the pre-fabricated frame into the desired opening. It shall be checked to ensure it is square and plumb to the wall. Operatives shall then drill the securing holes in the timber frame and using appropriate fixings secure it to the walls and header.  Once all securing fixings are in place the frame shall again be checked for position. The next stage shall involve operatives hanging the door onto the frame.  The door shall be offered into position and where necessary trimmed, ensuring a spaced gap exists between the frame and the door. This shall allow for any drying of the timber and for future painting.  With the door in position operatives shall mark the positions of the hinges and either using a router or hand chisels recess them into the door and frame before securely fixing them with suitable screws.  With the frame and door firmly secured into its final position the door jamb shall be ‘cut to fit’ along with the remaining ironmongery (door handles, latch, etc.).  Operatives shall then check for correct operation before moving onto the next frame and door to be fitted. These operations shall be repeated until the works have been completed.  **Partitions and Insulation**  Timbers shall be fixed to the underside of the flooring using rawl plugs and screws. These shall act as supports and a guide rail to keep the main head timber in place.  All partitions shall be set out from dimensioned drawings. In order for setting out to proceed correctly and economically it is important that areas are cleared of materials and other obstructions prior to this process commencing.  In the event that a conflict occurs in the setting out of partitions the problem shall be referred back to LBBD for directions on how to proceed.  Floor timbers shall be fixed using the correct proprietary fixings. Head timbers shall then be located by plumbing up from the floor channels and then fixed in place. If the walls require it, two continuous beads of acoustic sealant shall be run along the underside of each timber prior to it being fixed in place.  Studs shall be cut to the correct length using a chopsaw and inserted into the head and floor track and nailed into position.  Vertical abutment details shall be formed, normally through fixing the timbers to the structure. Where mechanical fixings to the structure are not permitted (e.g. as is sometimes the cases with abutments to perimeter window mullions) then vertical abutment framing shall be fixed using Gripfil or a similar adhesive.  Timber shall be fixed to the floor and ceiling levels. During this operation the operatives shall use ear defenders when using the hammer drill. Plasterboard shall be fixed to one side of the timber frame before acoustic material is placed into the void followed by plaster boarding on the other site. Acoustic insulation shall be carefully placed into the cavity to restrict the amount of fibres that may become airborne.  Door openings shall be formed during the course of installing studs and tracks. Softwood timber or plywood inserts shall be inserted within the jamb studs. If additional structural support is required this shall normally be achieved through the introduction of additional studs adjacent to jambs.  Boards shall be cut to the correct length and offered up to the frame and secured with proprietary fixings at the correct centres. Care shall be taken to ensure that screw heads do not protrude beyond the face of the boards. Boards shall be fixed with their long edges parallel to the studs. Where multi-layer linings are called for board joints shall be staggered between layers.  The board joints shall be filled with a mineral wall fibre fixed on one side before the remaining layer of plasterboard is applied to the opposite side. The largest board size shall always be used to avoid abutting cut or square edges.  If tapeable feature trims are to be incorporated into the wall the boards shall be cut and trimmed to accept them and they shall be screwed in place.  All waste / 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. | | | | | | | | | | | | | | |

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| **RELEVANT RISK ASSESSMENTS** | | | **OTHER RELEVANT DOCUMENTS** | |
| RA05 Asbestos Materials  RA06 Adhesives  RA08 Dust  RA09 Electric Shock  RA10 Hop Ups  RA12 Cuts and Injuries from Sharp Objects  RA13 Musculoskeletal disorders  RA14 Noise  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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