

Seaxe Contract Services Limited

Petronne House

31 Church Street

Dagenham

Essex

RM10 9UR

Telephone number: 020 8592 6862

**Method Statement**

**Plumbing Works**

**London Borough of Barking and Dagenham Council**

**Decent Homes**

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| **METHOD STATEMENT** | | | | | | | | | | | | | | | |
| **TASK / ACTIVITY** | | | | | | | | | | | | **METHOD STATEMENT NO** | | 04 | |
| Plumbing 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 | |  | | | | | | | |  | | | | |
| **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** | | | | | | |
| Handtools  Drill  Battery Operated Screwdriver  Stanley Knives  Hop ups  Step ladders | | | | | | | | | Bath, Basin, Toilet pan and cistern, Bath panel  Tiles, Floor covering, Mastic / Silicone, adhesive, Grout, Paints, flux and solder | | | | | | |
| **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** | | | | | | | | | | | | | | | |
| **Removal of existing elements**  The asbestos refurbishment demolition survey will be checked by the Supervisor to determine if asbestos containing materials were discovered within the property during the survey.  The Supervisor will then check the property to ensure that all known asbestos containing materials affected by the works have been removed. If he is unsure or concerned about any of the materials in the property he is to inform LBBD Council about this before allowing any strip out works to commence.  The Supervisor is to visually inspect the work areas of the property for any obvious signs that sharps or used needles are present.  The access routes and work area is to be covered and protected by Correx.  Where necessary, items will be washed down and disinfected prior to works being undertaken.  Services will be isolated and capped off prior to the strip out works commencing.  All items for removal will be unscrewed / fixings released, where possible and removed from the premises in one piece. Where items cannot be removed in one piece they will be broken down into smaller sizes and removed  All waste timber will be de-nailed or have any showing screws removed.  All work at height will be undertaken by working from a hop up or step ladder.  The toilet, bath and basin will be removed once the hot and cold mains water pipes and waste connections have been temporarily isolated / capped.  The existing floor covering will be removed ready for preparation of the new floor covering.  Waste will not be allowed to accumulate into an amount that may restrict access or egress or become a hazard through trips etc.  **Installation of new elements**  Once all items have been removed from the bathroom area works will begin on the refurbishment of the area.  The toilet pan, cistern, bath and basin will be placed into position, as per the works specification or instruction from LBBD. They will be fixed using proprietary fixings and screws. They will be levelled to ensure that they are installed as per the manufacturer’s instructions.  Minor alterations will be made to the hot and mains cold water supply pipes to enable connection to the tap outlets. Traps will be fitted to the bath and basin waste outlets and connection made to the waste pipe. If necessary isolation valves will be installed to comply with the local bylaws of the water supply company. All connections will be tested to ensure the water tightness.  The bath panel, where necessary, will be cut to size and installed.  The wall tiles will be fixed in position using proprietary adhesive. Spacing between tiles will be as per the works specification. Where necessary, tiles will be cut using an appropriate tile cutter. Once the adhesive has been allowed to dry the tiles will be grouted and pointed. Excess grout will be removed and the tiles buffed to leave a clean finish.  The floor will be prepared using a self-levelling compound and allowed to dry before fitting of the new vinyl floor covering. An adhesive will be used to ensure good adhesion between the floor covering and the floor. The floor covering will be cut, where necessary, to ensure a sound fit.  Redecoration to walls, ceilings, skirtings and doors will be undertaken. Walls and ceilings will receive emulsion paint, while all woodwork will receive undercoat / gloss paint. Mastic sealant will be applied to the joints between the bath, basin and wall tiles and the floor covering and the kitchen base units.  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. | | | | | | | | | | | | | | | |
| **RELEVANT RISK ASSESSMENTS** | | | | | | | **OTHER RELEVANT DOCUMENTS** | | | | | | | | |
| RA02 Painting  RA04 Plumbing  RA05 Asbestos Materials  RA06 Adhesives  RA07 Ceramic Tiling  RA08 Dust  RA09 Electric Shock  RA10 Hop Ups  RA11 Hotworks  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** | | | | | | | | |

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| **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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