

Method Statement (Safe System of Work)	
Address: Dairy Cottage 2 Kings Lane Little Harrowden Wellingborough NN9 5BL	Ref: Method Statement No.1
Description and location of works:	
Opening up and making good the doorway to the garage - To gable end of garage, open up original doorway within brickwork and add external door.	
Expected Start and End Dates Start: August 2022 End: August 2022	
Assessment Date: 27/03/2022	Assessed by: Steven Roberts <i>Steven Roberts</i> Home Owner
Staff Information Sheet	
<p>The following method statement has been developed to provide a safe system of work and must be adhered to at all times.</p> <p>The main hazards to your safety and health are:</p> <ol style="list-style-type: none"> a) Injury from slips, trips and falls. b) Injury from manual handling c) Ill health from breathing dust particles d) Injury from both hand and electric tools hazards <p>Main preventative measures you must take:</p> <ol style="list-style-type: none"> a) You must wear appropriate face masks b) You must wear appropriate ear protection. c) You must use water for dust suppression where required. <p>Personal Protective Equipment you must wear:</p> <ol style="list-style-type: none"> a) Hard Hat b) Click to check force 8 face masks c) Safety glasses d) Gloves e) Safety Boots f) Ear defenders. 	
General Precautions	
<p>To be observed by all staff at all times</p> <p>All workers will wear safety boots and protective clothing at all times, other items of PPE such as eye protection and ear protection are available to be worn as and when necessary.</p>	

When required Click to check / force 8 masks must be worn for any task which carries a dust risk.

Welfare

Adequate washing, toilet, drying and refreshment facilities will be provided via the main house and external toilet.

First Aid

The homeowner who shall be carrying out the work is a qualified first aider and the house contains suitable first aid equipment.

Manual Handling

All staff are aware of the potential dangers of manual handling and have received manual handling training. No items of tools or equipment beyond the limit of the operative will be lifted. Heavy or awkward items will be broken down into smaller units or dual lifted where not possible.

Working from step ups

The majority of tasks that involve working at height will be carried out using a 600x600 hop up. Before use the floor area should be clear, free from waste and on level ground. The step up should be checked for any sign of damage before use and if damaged removed from use immediately.

Waste

Waste to be placed into a segregated skip.

Plant, Tools & Equipment:	Materials
Angle grinder with a diamond blade Hammer drill with masonry bit Spirit level Club Hammer Bolster Claw hammer Impact driver	Expanding foam 8mm frame fixings. Door and frame Trim

Work method
(Key steps and stages of the work required)

Preparation

- 1) Put on personal protective equipment
- 2) Take tools and equipment to the work area
- 3) Ensure the area to be worked and exit points are clear of obstructions and that safe access and egress is maintained.
- 4) Check any electrical or hand tools for damage or faults. Faulty or damaged tools must be removed from service immediately.
- 5) Do not leave tools and equipment unattended at any time
- 6) Ensure area is left safe at the end of each day.

Tasks

- 1) Identify what bricks need to be removed and using spirit level and marker pen, draw line to identify this. Opening only required to be formed on external skin of wall and measurement for opening to be taken from internal opening already in existence. No lintel is required to be installed as one is already in place from original opening.
- 2) Using the angle grinder with a diamond blade, cut through the bricks along the lines drawn. Dust suppression via water spray to be used.

- 3) Using the hammer drill with a 10mm masonry drill piece, drill some holes into the mortar between the bricks within the area to be removed to loosen the bricks.
- 4) Using the club hammer and bolster, knock the bricks out within the area to be removed. Remove bricks course by course in a controlled manner.
- 5) To the brickwork around the opening formed, using the club hammer and bolster, remove any jagged edges to the bricks after forming the opening.
- 6) Offer up door frame and using 8mm frame fixing to tie the frame to the brick, drill holes through door frame and into brickwork at 400mm centres.
- 7) Insert fixing with claw hammer and screw fixing with impact driver. Use shims between frame and brickwork so when fixings are tightened up, it doesn't pull frame out of shape.
- 8) Before inserting all fixings, fit door to ensure there is no twist in the frame. Once satisfied door is fine, insert final fixings and tighten.
- 9) Insert expanding foam around the door frame to fill any gaps between frame and brickwork.
- 10) Cut away excess foam once dried and install trim around door frame.