

Method Statement (Safe System of Work)	
Address: Dairy Cottage 2 Kings Lane Little Harrowden Wellingborough NN9 5BL	Ref: Method Statement No.2
Description and location of works:	
Repointing and general making good of the external stonework to the main house.	
Expected Start and End Dates Start: July 2022 End: September 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) Injury from fall from height. d) Ill health from breathing dust particles e) Injury from tool hazards. <p>Main preventative measure you must take:</p> <ol style="list-style-type: none"> a) You must wear appropriate face masks b) You must use water for dust suppression where required. c) You must be familiar with the COSHH safety data sheets for mortar and lime. <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 	
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 are available to be worn as and when necessary.</p> <p>When required Click to check / force 8 masks must be worn for any task which carries a dust risk.</p>	

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.

Waste

Waste to be placed into a segregated skip.

Working from step ups

Tasks that involve working at height to the ground floor 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. Works above the height of this will be carried out from scaffolding.

Working on scaffolding

Employees must:

- a) Only access the scaffold by designated routes of access, e.g., ladder or staircases
- b) Only use the ladder to go up to another level and close any ladder gates behind you.
- c) Comply with all signage restricting the use of the scaffolding.
- d) Report any scaffolding faults, e.g., missing guard rails, loose or untied ladders, loose couplings, large gaps in the structure, missing or unsecured boards etc to the scaffolding company for rectification.
- e) Keep the scaffolding clear of any unnecessary materials, equipment and debris and always remove unwanted items from the scaffold at the end of each working day.
- f) Keep to a minimum the amount stored on a platform and never allow materials to exceed the toe board height unless additional protection has been installed.

Employees must not

- a) Remove, adapt, modify, or alter any items on the scaffold structure.
- b) Overload the scaffold with materials, equipment etc
- c) Throw or kick any items from a scaffold and always follow the correct method of waste disposal e.g., a waste chute area.
- d) Use any equipment to gain additional height whilst working on a scaffold platform, e.g., a bandstand, trestle, toe board or hop up etc or lean over the confines of a guard rail.
- e) Work from an incomplete scaffold.

Plant, Tools & Equipment:

Materials

Hammer
Flat chisel
Combing chisels
Point trowels

Sand
Cement
Lime

Hand drills	Exact mixture as per approved sample panel
Work method (Key steps and stages of the work required)	
<p>Preparation</p> <ol style="list-style-type: none"> 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 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. <p>Tasks:</p> <p>Rake out and Repoint</p> <ol style="list-style-type: none"> 1) Start at the top and bring down the elevation of works. 2) Carefully rake out existing mortar joints with hand tools to a depth of 25mm. 3) The exposed joints are to be brushed out and cleared to leave a clean, sound substrate. 4) Exposed mortar joints are to be repointed using a hydraulic lime mortar (TBA) to match the existing and profiled to finish. 5) Upon completion, leave for around an hour and give area light brush with a soft bristle brush. <p>Stone Repairs</p> <ol style="list-style-type: none"> 1) Start at the top and bring down the elevation of works. 2) Remove areas of damaged or defective stonework using hand tools to a sound substrate. 3) Mix stone repair mortar as per manufacturers recommendation and apply to area of removed stone to a depth to match the existing. 4) Once repair mortar is applied, shape / profile the repair to match the existing. 5) If the depth of repair exceeds 150mm, it is recommended to drill into the substrate and resin fix 8mm stainless steel dowels for reinforcement. 6) Upon completion, leave for around an hour and give area light brush with a soft bristle brush. <p>Stone Replacement</p> <ol style="list-style-type: none"> 1) Start at the top and bring down the elevation of works. 2) Remove area of defective stonework using hand tools down to a sound substrate, ensuring square edges on the replaced stone areas. 3) Drill into substrate by a minimum of 100mm and resin fix 8mm stainless steel dowels into the substrate. 4) Apply a bonding coat of repair mortar to the substrate wall for adhesive bonding to the replacement stone. 5) Drill into the replacement stone at locations to match the installed dowels and inject resin into the holes once cleaned. 6) Fit the replacement stone to the area, lining up the dowels with the previously drilled holes. 7) Apply stone repair mortar to joints to blend the replacement stone into the existing. 8) Upon completion, leave for around an hour and give area light brush with a soft bristle brush. 	