

## Method Statement

<b>Site:</b>		<b>Method Statement No:</b>	MS935	<b>Revision:</b>	01
<b>Activity:</b>	Installation of external signage fixed in place at height				
<b>Scope of Works:</b>	To install new signage at height generally by replacing sign faces and internal illumination				
<b>Resources:</b>	Power tools – 110 volt or battery operated Fixtures and fixings Hand tools Cherry picker or aluminium tower scaffold Class 1 ladders (only where the above access equipment cannot be used) Safety barriers				
<b>Supervision, Induction and Competence</b>					
<p>The nominated works supervisor is:</p> <p>The following methods of working will be explained to the relevant operatives that shall carry out the activity.</p> <p>All relevant persons will be required to sign the acknowledgement sheet attached to this method statement to confirm that they have understood the contents.</p> <p>All plant operators will be required to hold a recognised certificate of competency and this shall be verified by the Site Manager.</p>					
<b>Identified Risks</b>					
<ol style="list-style-type: none"> <li>1. Slips and trips</li> <li>2. Hidden live services</li> <li>3. Electrical tools</li> <li>4. Flying particles</li> <li>5. Contact with drill bits</li> <li>6. Noise</li> <li>7. Vibration</li> <li>8. Asbestos materials</li> <li>9. Manual handling</li> <li>10. Contact with vehicles</li> <li>11. Working at height – falling persons</li> <li>12. Working at height – falling objects</li> </ol>					
<b>Control Measures</b>					
<ol style="list-style-type: none"> <li>1. The work area shall be kept tidy at all times. Trailing cables shall not be routed across any walkways. All tools and materials shall be stacked tidily at the side of any walkways. All waste materials shall be removed from the work area once the works are completed.</li> <li>2. A check shall be made to ensure that there are no hidden services present prior to any drilling works taking place. The check may involve a surface scan of area, asking the client or visually checking the other side of the wall to ensure that no blind chases have previously been made. Where services are identified then a new point of installation shall be agreed with the client.</li> <li>3. All power tools used shall be either battery operated or 110 volt supply. All power tools and chargers shall be PAT tested every three months. Operatives to visually inspect the tools on a daily basis. A weekly examination of the tools shall be carried out and a record made in the work equipment register. Any defective equipment identified either through the PAT test or during the daily / weekly inspections shall be withdrawn from service</li> </ol>					

and either repaired or replaced.

4. Safety glasses shall be worn at all times when drilling is taking place.
5. Operatives shall not attempt to touch the drill but whilst it is in motion. The drill shall be isolated from the electrical supply prior to the drill bit being changed.
6. Operatives to wear hearing protection when carrying out multiple drilling activities.
7. The drill shall only be operated on hammer action where the material being drilled into dictates that this is necessary. Operatives to rotate the drilling between themselves where multiple drilling activities are required.
8. The clients asbestos register shall be checked to ensure that no known asbestos materials are present. Where asbestos materials are known to be present the client shall either arrange for removal or a new location of installation shall be agreed. All installation operatives shall receive asbestos awareness training. Work to be suspended if suspected asbestos materials are identified during the installation works.
9. Signage to be constructed in sections where large signs are to be installed to reduce size and weights. Manual handling assessment to be carried out where a risk of injury is present. Two persons to be made available where required for handling signage. Steel toe capped safety footwear and gloves shall be worn at all times when carrying out manual handling activities. Persons with reported back injuries shall not carry out manual handling activities. Operatives to receive manual handling training.
10. Safety barriers to be erected around the work area. Operatives to wear high visibility jacket or vest at all times. Second operative to act as a banksman to slow vehicles down especially in areas where installations are taking place on corners of buildings or in areas that are blind to oncoming traffic.
11. Where working at height cannot be avoided due to the location of the signage installation then a suitable means of access will be required. The preferred method of access for working at height will be either a MEWP (cherry picker or scissor lift) or aluminium tower scaffold. Operatives using the above equipment shall be IPAF or PASMA trained. All MEWP's shall be subjected to a six monthly thorough examination. A copy of the test certificate shall be requested when the MEWP is hired. Where an aluminium tower scaffold is in the same location for seven days then it shall be inspected and a record of the inspection maintained. Operatives to wear safety harness when working from the MEWP basket or from the aluminium tower scaffold. Where access is restricted for either of the above means of access equipment it may be necessary to use some class 1 ladders. These will only be as a last resort. All ladders used will be footed at all times and shall not be used for longer than 15 minutes in duration before the operative takes a break to reduce fatigue on their legs. All equipment used for access purposes shall be inspected prior to them being used to ensure they are in a good condition. A weekly examination of the access equipment shall be carried out and a record made in the work equipment register. Any defects identified either during the daily / weekly inspections will require the access equipment to be withdrawn from service and either repaired or replaced.
12. No persons shall be permitted to work directly beneath the area where signage is being installed. Persons at ground level shall wear a safety helmet.

#### Method of Work

1. On arrival to site the responsible INSIGN employee will report immediately to the site responsible person i.e. Premises Manager, Main Contractor or other where applicable
2. INSIGN vehicles off-site must be parked safely and in accordance with the Road Traffic Acts.
3. Hard hats, high visibility vests and safety footwear are to be worn at all times as a precaution.
4. If hazardous substances are used on site the relevant COSHH assessment record must be available for inspection.
5. Copies of Fire/Emergency procedure should be available and should be read and understood.
6. Employees on site should understand that they may at any time contribute to Health & Safety. Suggestions to improve methods of control are welcomed.
7. All employees on site should have access to the Risk Assessment/Method Statements and other safety documents belonging to other sub-contractors on site.
8. Anyone having a medical condition, which could place them at risk, should inform the site responsible person before commencing work.
9. Operating procedures – INSIGN
  - In almost all cases, non-hazardous materials are used in the installation of signs and structures. Where this is not the case note 4 above covers relevant materials.
  - Loading/unloading and temporary placement of signs and equipment should always be carried out in accordance with Manual Handling Training and without danger to others on site or to the general public.
  - The installation area will have barriers around the perimeter.

- The use of ladders/platforms and other means of working at elevated levels, should always be carried out in accordance with current safety legislation, certificates will be available for perusal.
- INSIGN operatives will be positioned on top of the lift in a secure position. All power tools are battery operated.
- Fascia areas and glazing must always be inspected to ensure they can safely carry the load of the signs/structures to be installed.
- Where excessive noise is created by equipment, ear defenders must be used and other personnel on site notified of the hazard.
- Good housekeeping must be practised at all times. Scrap and debris must not accumulate and should be regularly cleared.
- After completion INSIGN operatives will contact the main contractor to sign off the work undertaken.

**PPE Requirements (Tick where required)**

Safety footwear	✓	Safety goggles		Dust mask	
High visibility jacket / vest	✓	Safety glasses	✓	Overalls	
Safety helmet	✓	Face mask		Life jacket	
Safety gloves	✓	Ear defenders / plugs	✓	Other – safety harness	✓

**Related Documents**

Risk Assessments	RA004 – Installation of signage at height externally
COSHH Assessments	NA
Manual Handling Assessments	MH001 – Handling completed signage
Permits to Work	As required by the Client

**Authorisation, Date and Review**

<b>Prepared By:</b>	Paul Woollatt	<b>Date:</b>	
<b>Signature:</b>			
<b>Review Date:</b>		Or before if there is a significant change to the activity, legal requirement, organisation or following an accident meaning that the method statement is no longer valid.	

