

P B National Products Limited

Method statement for the construction of a uPVC conservatory

Name of specialist contractor	P B National Products Limited
Address of specialist contractor	Unit 12 Lancaster Park Newborough Road Needwood Burton on Trent Staffordshire ST14 9PD Tel: 01283 576860 Fax: 01283 575853
Description of the works to be carried out	Construction of a uPVC conservatory
Programme of works	<ul style="list-style-type: none"> •Excavation •Formwork (where necessary) •Concreting •Dwarf walls •Cavity trays (where necessary) •uPVC side walls and doors •uPVC ring beam •uPVC roofing frames and ridge •Flashing works & glazing of uPVC side walls •Polycarbonate roofing panels •Sealant •Gutters and rainwater pipes •Clean •Handover
Name of the supervisor	To be confirmed for each project. A named person will be responsible for the builders work (foundations, walling and cavity trays) On completion of the builders work, a named person will be responsible for the erection of the uPVC conservatory
Responsibilities of the supervisor	The supervisor's responsibilities include: <ol style="list-style-type: none"> 1. Ensuring that all P B National Products personnel follow all the requirements set out in <ol style="list-style-type: none"> a. The project Health & Safety Induction training, b. The risk assessment c. The specific method statement (this document)
Description of the sequence of works	<p>Stage 1 Determine if any underground services are present by communication and coordination with the Principal Contractor and analyzing drawings, etc. If the presence of underground services is a possibility, arrange for the Principal Contractor to scan the area using a radio detection instruments. If underground services are present, the services must be located by hand digging to determine depths and orientation across the excavation area. Machine digging is to be prohibited within 1m each side of high risk services such as electricity or gas.</p> <p>Stage 2 Where permissible (see above) use mini excavator to excavate to the required depth. Remove excavated materials to a location agreed with the Principal Contractor. Where deep excavations are required, carry out a reduced dig with battered sides. Unless trench support is used, any trenches</p>

	<p>greater than 600mm deep should be filled with mass concrete without the need for any person to enter the trench.</p> <p>Stage 3 Construct any necessary formwork and lay DPM's and insulation materials</p> <p>Stage 4 Delivery of ready mixed concrete to be positioned as close to the works as possible. Any transport of concrete to be done by machine or wheel barrows. Concrete raft to receive a trowel finish. Wellington safety boots to be worn by all operatives that may come into contact with the concrete.</p> <p>Stage 5 Bricks, blocks, mortar, ties and insulation are to be transported from the site materials store by wheel barrow or by transport arranged by the Principal Contractor.</p> <p>Stage 6 Build dwarf brickwork / blockwork walls.</p> <p>Stage 7 Cut out brickwork/masonry/blockwork to take cavity trays (no more than the length of one cavity tray at a time) and make good after installation. Gloves required. Goggles and a dust mask also required whilst cutting out the brickwork/masonry/blockwork. Work to take place off a tower scaffold. Step ladders must not be used for access.</p> <p>Stage 8 Transport uPVC pre-manufactured frames, glazing and roofing panels to site and deliver as close to the work place as possible. Frames and glazing panels will be handled manually to the work place as per the risk assessment control measures.</p> <p>Stage 8 UPVC side walls and door frames are positioned and fixed together using mechanical fastenings. Mechanical fixings are used to secure the side walls, etc. to the house structure. Battery operated drilling machines are used to drill the frames and brickwork. Safe access to heights is gained by means described in the risk assessment</p> <p>Stage 9 A uPVC ring beam is lifted by two people and positioned on top of the side walls and door frames and fixed using mechanical fixings. Safe access to heights is gained by 'Access Ultra' ladder.</p> <p>Stage 10 UPVC roof frames are lifted into position at the same time as the ridge section. Two people are required to lift these sections into place. Frames on opposite sides of the ridge are secured using mechanical fixings before the remainder of the roof frames are installed.</p> <p>Stage 11 At the same time, begin to glaze the side walls and doors.</p> <p>Stage 12 Install polycarbonate roofing panels. Each panel can be handled easily by one person. Dress lead flashing on top of the roofing panels. Safe access is</p>
--	--

P B National Products Limited

	<p>gained by the 'Access Ultra' ladder</p> <p>Stage 13 A silicone type sealant is used to seal between the brickwork and uPCV sidewalls / door frames. (See separate COSHH assessments)</p> <p>Stage 14 Fix gutters and rain water pipes. Safe Access is gained by the 'Access Ultra' ladder</p> <p>Stage 15 Clean all surfaces, inside and out side. Safe access is gained by the 'Access Ultra' ladder</p> <p>Stage 16 Handover</p>
Attached risk assessments	<p>The following assessments are attached:</p> <ol style="list-style-type: none"> 1. General risk assessment 2. COSHH assessments
Delivery unloading requirements	<ul style="list-style-type: none"> • No special requirements other than positioning vehicles as close to the workplace as possible and removing obstacles from the route between the vehicle and the workplace. Ensure that any manholes or chamber are securely covered.
Control measures for safe access	<ul style="list-style-type: none"> • Deep reduced level excavations will require ladder access. • Cavity tray works require a tower scaffold (step ladders are not to be used) • The 'Access Ultra' ladder is to be used for other access requirements.
Control measures for safe manual handling	<ul style="list-style-type: none"> • Manual handling is to be controlled by means set out in the general risk assessment.
Control measures for reducing noise	<ul style="list-style-type: none"> • Ear plugs should be used when using the percussion drilling machines and cutting/grinding machine
Control measures for reducing dust	<ul style="list-style-type: none"> • Dust masks required when using cutting/grinding machines.
Control measures for reducing eye injuries	<ul style="list-style-type: none"> • Goggles to be used when using cutting/grinding machines and during concreting operations. • See separate COSHH assessments for other requirements
Control measures for reducing cuts and abrasions	<ul style="list-style-type: none"> • Minimum clothing – standard PPE + 'T' shirt and long trousers • Heavy duty gloves required for all building works (excavations, concreting, brick/masonry/blockwork. • See separate COSHH assessments for other glove requirements
Control measures for reducing the risks of fire or explosion	<ul style="list-style-type: none"> • See separate COSHH assessments • Small quantities of petrol or diesel for cutting machines or generators to be kept well away from structures.
Control measures for reducing risks of corrosive or toxic substances	<ul style="list-style-type: none"> • See separate COSHH assessments
Control measures for reducing vibration	<ul style="list-style-type: none"> • Use of the grinding machines should be limited to 1hr continuous use / day / person
Control measures to protect the environment	<ul style="list-style-type: none"> • See separate COSHH assessments • No significant noise or dust issues
Detailed list of tools and equipment required	<ul style="list-style-type: none"> • Tower scaffold • 'Access Ultra' ladders • Excavator • 110 volt cutting/grinding machine • Electric drilling machines • Wheel barrows

P B National Products Limited

	<ul style="list-style-type: none"> • Trench support (if required)
List of Personal Protective Equipment required	<p>Safety helmet, safety footwear, high visibility vest/jacket, 'T' shirt and long trousers +</p> <ul style="list-style-type: none"> • Heavy duty gloves for builders work • Rubber/nitrile gloves as per COSHH assessments • Goggles for use while using cutter/grinder • Safety spectacles as per COSHH assessments • Dust masks for use while using cutter/grinder • Ear plugs whilst using cutter/grinders • Wellington boots with steel toe caps and mid-soles for concrete works
Specific training requirements	<ul style="list-style-type: none"> • Specific instruction on the findings of the risk assessments and this method statement • Training certificate for excavator operators • Any person required to operate a dumper must be trained and competent • Persons erecting tower scaffolds must be trained and competent • Persons using the 'Access Ultra' ladder must be trained to ensure safe use • All personnel to received site induction training
Specific hazards and risks that may affect others	<ul style="list-style-type: none"> • Excavation works must be barriered off to prevent other people of vehicles/plant falling into the excavation • Noise from cutting/grinding is generally of short duration and not significantly close to others
Specific site risks that may affect the works	<ul style="list-style-type: none"> • Site risks will be identified by the Principal Contractor during the Site Health & Safety Induction • Other risks to be aware of include: <ul style="list-style-type: none"> ▪ incomplete groundworks on the site resulting in trip or fall hazards ▪ work overhead ▪ other works being carried out in the local work area ▪ construction traffic <p>Do not undertake any work if the environment poses a significant risk to health and safety</p>
Method of communicating this method statement to the workforce and others	<ul style="list-style-type: none"> • Supervisors are required to ensure that all operative understand the requirements of this method statement and the issues that arise from risk assessment.