

**General Method Statment
Carpentry & Joinery inc, glazing and
associated minor plumbing works.**

**Date of Statement: 08/03/2007
Review date: 08/03/2008
Assessed by: Eric Law**

**ACTIVITY : Security of work area
Hazard/Operation**

EXISTING CONTROL MEASURES

Trips falls

Segregate work area with barrier, tape and/or singage as appropriate taking care not to block means of escape.

Keep workplace tidy

Store materials safely (sheets, timber and ladders stored flat/not leaning on walls, whenever possible

Lock away tools, disconnect power leads, and take down ladders when unattended

Route temporary cables at high level - don't leave cables trailing on the floor. Use a suitable cable tidy

Suitable protective clothing will be provided, mask and goggles.

Clean work area and surrounding area at appropriate times throughout the working day.

Damp down work area if possible.

Erect temporary screening if high dust level is anticipated

Dust

Liaise with building manager/staff as to best time to move materials or waste

Have suitable persons assist with vehicle manoeuvring.

Be aware of the dangers wind effects on sheet materials.

Loading/unloading

Store waste on site in appropriate containers.

Remove any waste from site as soon as possible.

Waste

Always wear the appropriate ear defenders.

Noise

Be aware of the affects/dangers of noise on others, if possible screen off area / keep doors and windows closed / if necessary work out of hours when building is unoccupied

GENERAL NOTES:

1. All work to be carried out in accordance with the relevant British Standards and Codes of Practice.
2. All work to be carried out in accordance with the relevant Health and Safety Regulations and Codes of Practice.
3. All work to be carried out in accordance with the relevant Environmental Protection Regulations and Codes of Practice.
4. All work to be carried out in accordance with the relevant Fire Safety Regulations and Codes of Practice.
5. All work to be carried out in accordance with the relevant Planning Regulations and Codes of Practice.
6. All work to be carried out in accordance with the relevant Building Regulations and Codes of Practice.
7. All work to be carried out in accordance with the relevant Party Wall Regulations and Codes of Practice.
8. All work to be carried out in accordance with the relevant Highways Regulations and Codes of Practice.
9. All work to be carried out in accordance with the relevant Traffic Regulations and Codes of Practice.
10. All work to be carried out in accordance with the relevant Noise Regulations and Codes of Practice.

Exercise caution when approaching workers wearing ear protection as they may be unable to hear your approach.

Lighting

Ensure that potentially hazardous or slippery areas are well lit. Repair or clean lights and replace dead bulbs immediately.

Spillages

Clean up spillages of liquid, grease and other substances in all areas. Use warning signs where necessary

ACTIVITY: Carpentry: General Hazard/Operation
General Carpentry work

Carpentry should only be carried by competent, qualified persons.
All work will be carried out in a methodical manner.
Leave no work unattended until it is securely fixed.
Suitable protective clothing will be provided, gloves and goggles.
Cordon off any hazards caused by unfinished work (holes in floors).
Be aware of electric cables and pipes in walls floor and ceilings, (use pipe/cable locator).
Keep the work area as clean and tidy as possible.
Remove waste materials to a safe place throughout the day.
Cordon of sufficient area to safely handle/manoeuvre long and bulky materials.
Take appropriate precautions when using insulation, use of suitable protective clothing will be provided, gloves and goggles.

ACTIVITY: Use of Portable Electrically Powered Tools

Hazard/Operation

Contact with electricity which could result in electrocution

All the equipment has undergone at least annual portable appliance testing (PAT) by a 'competent' person e.g. electrician.
All the equipment will be visually checked for damage prior to use e.g. damage to electrical leads, plugs, sockets.
RCD (Residual Current Device, commonly known as a circuit breaker) required e.g. where a) equipment is used externally or b) in wet work areas.

GENERAL NOTES:

1. All work shall be carried out in accordance with the relevant standards and specifications.
2. All work shall be carried out in a safe and sound manner.
3. All work shall be carried out in a timely manner.
4. All work shall be carried out in a professional manner.
5. All work shall be carried out in a clean and tidy manner.
6. All work shall be carried out in a safe and sound manner.
7. All work shall be carried out in a timely manner.
8. All work shall be carried out in a professional manner.
9. All work shall be carried out in a clean and tidy manner.
10. All work shall be carried out in a safe and sound manner.

Working alone. If so appropriate precautions will be taken e.g. means of communication.

Reduce the risk by using 110v tools.

Keep transformers next to 240 outlet and use 110v leads.

Battery operated tools should have the battery removed when unattended to prevent unauthorised use.

Contact with moving parts or ejected material e.g. dust etc.

Suitable protective clothing will be provided where required e.g. to protect the eyes, face, body, hearing and breathing.

Appropriate precautions will be taken in terms of the user not wearing loose clothing, tying back long hair, removal of jewellery and ties.

Machinery will adequately guarded.

Location of power leads which could result in tripping

Arrangements in place to ensure that trailing leads do not pose a trip hazard.

Faulty equipment

A procedure in place for reporting damage/defects i.e. labelling and removing such equipment from use until it can be repaired or replaced.

Training, Information and Instruction

Tools and equipment selected to carry out tasks are consistent with the requirements of the job, checked for serviceability and any faults are rectified or reported prior to commencement

Unauthorised use

The user will be competent i.e. have they been provided with the appropriate information, instruction and training.

All adequate precautions will be taken to prevent unauthorised use of the equipment. All power tools will be disconnected when unattended.

ACTIVITY: Replacing glass
Hazard/Operation

Remove batteries from portable power tools when not in use.

Removing broken glass.

Cordon off area of work (if unfeasible remove door or casement to safer area to reglaze)

Suitable protective clothing will be provided, gloves and goggles to hack out old glass.

Put broken glass in suitable receptacle for disposal (solid sided bin (not a bag) and remove from site.

Working alone. If so appropriate precautions will be taken e.g. means of communication.

Transporting glass

Suitable protective clothing will be provided, gloves and goggles.

GENERAL NOTES:
1. ALL WORK TO BE DONE IN ACCORDANCE WITH THE RELEVANT STANDARDS AND REGULATIONS.
2. THE WORKER MUST BE COMPETENT AND TRAINED FOR THE TASK.
3. ALL TOOLS AND EQUIPMENT MUST BE CHECKED FOR SAFETY AND SERVICEABILITY PRIOR TO USE.
4. ALL ELECTRICAL WORK MUST BE DONE IN ACCORDANCE WITH THE RELEVANT STANDARDS AND REGULATIONS.
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Hazard/Operation

Work on water closets, urinal/basin/and sink traps, soil pipes and manholes/drains.

Exposure to sewage or its products may result in a number of illnesses. These include:

Gastroenteritis, characterised by cramping stomach pains, diarrhoea and vomiting.

Weil's disease, a flu-like illness with persistent and severe headache, transmitted by rat urine. Damage to liver, kidneys and blood may occur and the condition can be fatal.

Hepatitis, characterised by inflammation of the liver, and jaundice.

Occupational asthma, resulting in attacks of breathlessness, chest tightness and wheezing, and produced by the inhalation of living or dead organisms.

Infection of skin or eyes.

Rarely, allergic alveolitis (inflammation of the lung) with fever, breathlessness, dry cough, and aching muscles and joints

How do micro-organisms enter the body?

* The most common way is by hand-to-mouth contact during eating, drinking and smoking, or by wiping the face with contaminated hands or gloves, or by licking splashes from the skin.

* By skin contact, through cuts, scratches, or penetrating wounds, ie from discarded hypodermic needles. Certain organisms can enter the body through the surfaces of the eyes, nose and mouth.

* By breathing them in, as either dust, aerosol or mist.

ACTIVITY: Carpentry: Hand tools

Hazard/Operation

Using hand tools

Ensure that operatives understand the risks through proper instruction, training and supervision.

Provide suitable personal protective equipment, that may include waterproof/abrasion-resistant gloves, footwear, eye and respiratory protection. Face visors are particularly effective against splashes.

Provide adequate welfare facilities, including clean water, soap, nailbrushes, disposable paper towels, and where heavy contamination is foreseeable, showers.

Provide adequate first-aid equipment, including clean water or sterile wipes for cleansing wounds, and a supply of sterile, waterproof, adhesive dressings.

Cordon off any hazards caused by unfinished work (manholes).

Remove all protective clothing and wash thoroughly at break times, before eating, drinking or at the end of shift.

Be aware of the risk from sharps when removing sink/basin/urinal traps ie from discarded hypodermic needles.

Dispose of sharps only in the designated bins.

Hand tools should only be used by a competent persons with appropriate training.

All tools should be locked away when not in use.

Tools should only be used for their correct purpose and be well maintained.

Suitable protective clothing will be provided, gloves and goggles.

GENERAL NOTES:

Keep all tools out of reach of children.
 Do not use home made tools.
 Do not leave loose tools on step ladders/scaffolding.
 Account for tools used at the end of shift.

ACTIVITY: Working at height
Hazard/Operation

Ladders risk of falling, risk to others from falling objects

Tie off ladders.

Cordon off area below ladder

Ladders should only be used for low risk, short duration work. If a ladder is the right equipment to use, it should be in good condition, prevented from slipping and used by competent people.

Chain up ladders when not in use to avoid unauthorised use. Take down ladders each day.

Ladder should be visual checked each day of use.

Scaffolding should only be erected by a competent person.

Scaffolding should be checked weekly by a competent person

Scaffolding should be visual checked each day by the operator

Scaffolding should only be accessed by an appropriate ladder, i.e. incorporated into the scaffold or secured to the scaffold.

The user will be competent i.e. have they been provided with the appropriate information, instruction and training.

Be aware of the risk from overhead power lines when working at height.

Scaffolding Ladders risk of falling, risk to others from falling objects

Reporting of Accidents/Incidents

Accidents:

I note all accidents or incidents in my accident book (Accident Book: BI 510 Log Book)

When working in commercial premises or schools I also report any accidents or incidents to the relevant member of staff, and record it in their accident book.

Incidents: Accidents or mishaps where no one has been injured.

I report and record (in my day book) all incidents, knowledge of such incidents can help change practises avoiding future accidents.

ACTIVITY: Hazardous materials.

Hazard/Operation

Asbestos

Asbestos It is often very difficult to identify the presence of asbestos by sight. The only way to be certain is to have a sample of the material analysed by a laboratory. Sampling of anything suspected to contain asbestos is itself hazardous and should only be done by a competent person, and analysed only in accredited laboratories. [refer to asbestos product chart.](#)

Check with building manger/janitor as to locations of known hazardous material.(asbestos ceilings/roofs/insulation)

Methodically dismantle or cut or drill in to existing structures with caution. If hazardous material is discovered or suspected, evacuate area, notify staff and seek professional advice. Mask off the area exposed, and put up warning signs.

Work in Science labs

Chemicals

Liase with a senior member of staff if any substances need to be relocated during work.

Seek advice before handling any unmarked substances.

Radioactive substances

Obeys all warning notices. Never work with or around radioactive substances.

Glue and finishing oils/varnish

Be aware of the abuse potential of solvent products, never leave unattended and lock up when not in use.

Be aware of the fire risk of solvent products, have suitable fire extinguisher to hand, switch of pilot lights and heater controls, (risk of spark ignition)

Be aware of the spontaneous combustion risk and dispose of all rags and cloths of site each day (never leave over night). Have fire exstingisher to hand.

Suitable protective clothing will be provided, gloves and goggles to protect from skin contamination.

Dispose of in accordance with manufacturers instructions.

Use alternative non solvent and water based products whenever possible.

Cleaning Products

Be aware of the hazards of cleaning products never leave unattended and lock up when not in use. Use only as manufacturers instructions.

Never mix products, danger of toxic fumes.

GENERAL NOTES:

Suitable protective clothing will be provided, gloves and goggles to protect from skin contamination.

Dispose of in accordance with manufacturers instructions.

Ladder Safety Checklist

General sound condition (clean and dry, free from wet paint, oil, mud etc.)

No Cracks

No rungs missing or loose

No stiles damaged or bent

No warping or splitting (wood)

No corrosion (metal)

No sharp edges or dents (metal)

No rungs bent (metal)

Are the caps/rubber fittings on the feet in place and in good condition

Is there any damage to the rungs/steps or to the top platform (stepladder)

Never paint ladders or stepladders as this could hide dangerous defects. A wooden ladder

can be protected with clear varnish or transparent rot-proofer.

Secure the bottom and top of the ladder by tying it (from the stiles, not the rungs) with rope or straps to a stable, fixed object.

Tie the base of the ladder to stakes in the ground or use fixed blocks or sandbags or specially designed stabilisers to help prevent the ladder slipping.

If it is not possible to secure the ladder, get another person to 'foot it' by standing with one foot on the bottom rung and holding a stile in each hand.

Putting up Ladders

Place the base of the ladder/stepladder on a firm, level, dry, stable surface. If you are using an extension ladder, always extend it before climbing it. Rest the ladder against a solid surface, never against guttering or narrow or plastic features.

When positioning the ladder sure that the base cannot slip outwards. Leaning ladders are designed so that their safest angle of use is when every 1 measure out from the wall is matched by 4 measures up the wall, look for marks on the stiles of new ladders which show the safest angle of leaning.

Remember the rule 'One out for Four Up.'

ACTIVITY: Working in Schools general

Hazard/Operation

Work out of School hours whenever possible.

Liaise with staff as to best times to move materials.

Plan work with a mind to class change times.

Plan work to enable smooth working of the school utilities, (toilets, canteen, arrival/departure of School buses etc.)

Take extra care manoeuvring vehicles, seek assistance when reversing.

Remove ladders and steps when not in use.

Board over bottom 2m of rungs on fixed ladders when unattended.

GENERAL NOTES:

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Before commencement, ask Head Teacher/S.M.T.. to make children aware of the dangers of work to be carried out, any out of bounds areas and any diversions (at assemble/in class).

Take extra care with waste materials and be aware of the potential of common items (paint lids,nails,short ends of tube/wood) to become dangerous toys.

Keep account of any solvents/aerosols brought onto site, remove from site immediately after use. Report any losses to the Head Teacher/police immediately. Use water based alternatives when possible.

Cordon off any hazards caused by unfinished work with solid physical barriers if possible.

Use clear warning signs.

Find out the name and location of qualified first aiders.

Keep the work area as clean and tidy as possible.

Remove waste materials to a safe place throughout the day.

Cordon of sufficient area to safely handle/manoeuvre long and bulky materials.

Allow extra time when estimating to take in to account special circumstances in Schools.

Be aware that children may have special needs and may not act age appropriately.

ACTIVITY: Noise at Work

Decide if there is a noise problem. If people have to shout to be heard when standing less than 2 metres away, then you will need to have the noise levels assessed by a competent person and keep a record of the results.

Provide ear protection for all persons exposed.

← This equipment should be carefully selected and be suitable for the particular type of noise in question.

Ear protectors should also be properly maintained in good condition.

GENERAL NOTES:

1. ALL WORK SHALL BE TO THE SATISFACTION OF THE CLIENT AND THE CONTRACTOR SHALL BE RESPONSIBLE FOR THE QUALITY OF THE WORK.
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Monitor the situation in the workplace regularly to ensure that the control measures remain effective. Consider noise levels when purchasing new equipment or and tools.

Use signs to remind others to wear ear protection when entering/accessing noisy areas.

Be aware of the affects/dangers of noise on others, if possible screen off area / keep doors and windows closed / if necessary work out of hours when building is unoccupied.

reducing the noise which is produced, e.g. by:

maintaining and lubricating equipment

placing heavy machinery on rubber mountings

ACTIVITY: Manual handling

Lifting/moving heavy items

Break down in to smaller quantities before lifting

Buy smaller more concentrated quantities

Use lifting aids trolleys/lifts

Get assistance with job

Get assistance with job.

Arrange for deliver near to point of use.

If possible cut to size at point of delivery. (timber & boards etc.)

Dry off wet items.

Seal containers of liquids.

Do not overfill containers

Protect sharp edges with foam/paper /cardboard

Wear suitable protective clothing.

Survey route in advance and be aware of unexpected changes in floor level, steps, low lighting, and dangerous staircases. Fix doors open.

Remove any loose floor coverings mats/rugs.

Bulky awkward shapes

Liquids

Sharps/glass

General

Vetting of subcontractors/employees

Almost all of my work I carry out on my own. I occasionally need unskilled assistance or subcontractors.

I will use only subcontractors that are known to me and whose work I have personal experience of. I check subcontractors insurance and note relevant policy no. and expiry dates. If I directly employ short term semiskilled labour, they work with me and never work unsupervised. I will supply any employee with the relevant PPE. I will brief them as to the hazards and risks at the start of each day or operation as required.

How I seek help and keep up to date with health and safety.

Visit <http://www.hse.gov.uk/construction/construction.htm> regularly.

Use HSE Infoline 0845 345 0055 if required

Subscribe to Construction Infonet e-Bulletin, receive the latest construction news and information from HSE in a regular email bulletin.

Registered with Businesslink <http://www.businesslink.gov.uk/> and receive email updates.

Help is available from Highlands and Islands Enterprise Tel: 01463 234 171 www.hie.co.uk

Email: hie.general@hient.co.uk

Reading trade/professional periodicals and internet Advice available from Workplace Health

Connect <http://www.workplacehealthconnect.co.uk/> 0845 609 6006

Other pages

[Risk assesment form.](#)

[Safety signs](#)

[Reportable accidents](#)