

Seaxe Contract Services Limited

Petronne House

31 Church Street

Dagenham

Essex

RM10 9UR

Telephone number: 020 8592 6862

**Method Statement**

**Kitchen Fitting**

**London Borough of Barking and Dagenham Council**

**Decent Homes**

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| **METHOD STATEMENT** | | | | | | | | | | | | | | | | | | |
| **TASK / ACTIVITY** | | | | | | | | | | | | | | **METHOD STATEMENT NO** | | | 03 | |
| Kitchen Fitting | | | | | | | | | | | | | |
| **TASK LOCATION** | | | | | | | | | | **START DATE** | | | | **AUTHOR** | | | | |
| Decent Homes contract for properties located within London Borough of Barking and Dagenham | | | | | | | | | | May 2020 | | | | Michele Lynch  Lynch Safety Services Ltd | | | | |
| **REV NO** | **DATE ISSUED** | | | **REVIEWED BY SITE MANAGER** | | | | | | | | | **REVIEWED BY FOREMAN** | | | | | |
| 1 | June 2021 | | |  | | | | | | | | |  | | | | | |
| 2 | July 2022 | | |  | | | | | | | | |  | | | | | |
| 3 | July 2023 | | |  | | | | | | | | |  | | | | | |
| 4 | June 2024 | | |  | | | | | | | | |  | | | | | |
| **RESOURCES** | | | | | | | | | | | | | | | | | | |
| PERSONNEL | | | | | | | | | | | | | | | | | | |
| **POSITION: (SUPERVISOR, ETC.)** | | | | | | **NAME** | | | | | | | | **CONTACT NO.** | | | | |
| Site Manager | | | | | | Kevin Lovett | | | | | | | | 07957 321092 | | | | |
| Foreman/Supervisor | | | | | | Paul Gullifer | | | | | | | | 07947 318058 | | | | |
| Works Co-Ordinator | | | | | | Paul Gullifer | | | | | | | | 07947 318058 | | | | |
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| **EQUIPMENT** | | | | | | | | | | | **MATERIALS** | | | | | | | |
| Handtools  Drills  Battery operated Screwdrivers  Stanley knives  Stepladders  Hop Ups | | | | | | | | | | | Mastic / Silicone  Adhesive  Wood filler  Kitchen worktops and cupboards  Wall tiles  Non slip Floor Covering  Paints | | | | | | | |
| **FIRST AID PROVISION:** | | | | | | | | | | | **WELFARE:** | | | | | | | |
| David Knight 07984 365858 | | | | | | | | | | | Seaxe Contract Services Limited, Petronne House, 31 Church Street, Dagenham, Essex RM10 9UR | | | | | | | |
| **TEMPORARY WORKS** | | | | | | | | | | | | | | | | | | |
| N/A | | | | | | | | | | | | | | | | | | |
| **ELECTRICITY SUPPLY** | | | | | | | | | | | | | | | | | | |
| All properties have an electric supply that is utilised. The use of 110v transformers will be used where power tools are required. | | | | | | | | | | | | | | | | | | |
| **PERSONAL PROTECTIVE EQUIPMENT (PPE)** | | | | | | | | | | | | | | | | | | |
| In accordance with the Personal Protective Equipment at Work (Amendment) Regulations 2022, Seaxe Contract Services Limited will reduce the risks to employees as far as is reasonably practicable by the implementation of control measures within systems of work.  Should control measures not be available or they are deemed impractical, as a last resort, operatives will be provided with the necessary personal protective equipment.  Operatives will be supplied with PPE free of charge and will be informed of the necessity for the wearing and maintenance of the equipment. Suitable and sufficient clothing must be worn at all times e.g. no bare arms or legs or material soiled clothing.  Additional PPE may be a requirement as highlighted within the associated Risk Assessment. | | | | | | | | | | | | | | | | | | |
| Safety Footwear | | High visibility  clothing | | | Safety  googles | | Gloves | | | | | Ear  protection | | | Respiratory  Protection | | | Head  Protection |
|  | | http://i.ebayimg.com/t/Safety-Sign-Hi-Vis-Jackets-300x400mm-Construction-Site-/17/%21BrJQISw%21Wk%7E$%28KGrHqQOKkYEu,BR54KwBLye%286NN,Q%7E%7E_35.JPG | | |  | |  | | | | |  | | |  | | | https://encrypted-tbn3.gstatic.com/images?q=tbn:ANd9GcRdIDIzU_ZP-vYm79FNKEcBQHpd-RaYxCpxvz7uomSNHKxz__sZH2wCGA |
| EN ISO 20345:2011 | | EN ISO 20471 | | | BS EN 166:2002 | | BS EN 388 A1:2018 | | | | | BS EN 352:2020 | | | BS EN 149:2001 | | | BS EN  397: 2012 |
| **ACCESS / EGRESS** | | | | | | | | | | | | | | | | | | |
| All deliveries of materials will be taken to the flat/property being worked on by use of the lift or front entrance. No materials will be left in any corridors or communal areas at any time. All materials will be stored safely within the premises so that all access and egress routes remain clear and that all emergency escape routes remain clear at all times.  The property will be kept secure at all times ensuring doors are closed whilst work is in progress. A telescopic warning / safety barrier will be placed across the entrance to the work area. | | | | | | | | | | | | | | | | | | |
| **METHOD** | | | | | | | | | | | | | | | | | | |
| **Removal of existing elements**  The asbestos refurbishment demolition survey will be checked by the Supervisor to determine what asbestos containing materials were discovered within the property during the survey.  The Supervisor will then check the property to ensure that all known asbestos containing materials affected by the works have been removed. If he is unsure or concerned about any of the materials in the property he is to inform LBBD Council about this before allowing any of the strip out works to commence.  The Supervisor is to visually inspect the work areas of the property for any hazards.  The access routes and work area is to be covered and protected by Correx.  Where necessary, items will be washed down and disinfected prior to works being undertaken.  Services will be isolated and capped off prior to the strip out works commencing.  All works detailed within the scope of works will be removed in reverse order of construction by using either hand tools or battery operated tools.  All work at height will be undertaken by working from a hop up or step ladder.  All waste timber will be de-nailed or have any showing screws removed.  Wall tiles will be removed by hand with operatives using a hammer and chisel. Operatives will be provided with high impact eye protection and general rigger gloves. Operatives will start at the top and progressively work their way to the bottom of the wall, ensuring all tiles, fixing adhesive and grout is removed.  **Installation of new elements**  We will ensure that adequate planning of the new installation is implemented to ensure that risk factors are reduced so far is as reasonable practicable i.e. we will not:   * Place hobs underneath windows where curtains could catch fire, or where it would be dangerous to reach over to open the window. * Position a sink or cooker near or next to opening doors. * Box in boilers or other gas appliances as these require air flow to operate properly and safely. * Put a cooker hob under or near electrical sockets. * Position cookers next to fridges or freezers. * Block up existing air vents if there are gas appliances in the kitchen.   Fitting of new kitchen units and worktops will be achieved using hand tools where appropriate; when this is not suitable, electrically powered tools will be used, preferably battery powered tools.  Kitchen units will be assembled from the delivered parts as per the supplied drawings. In event that a conflict occurs in the setting out of the kitchen units the problem will be refereed back to the client for directions on how to proceed.  All tools and materials required for the works will, where reasonably practicable, be transported to the place of work by mechanical means, where this is not possible they will be manually moved by operatives using the correct manual handling techniques. The elevators will be utilised where possible.  Kitchen units and fittings to be installed will be unpacked and checked for both quality and quantity prior to installation commencing. All waste packaging materials will be removed and placed in a designated location prior to the commencement of works.  Base units will be installed first. Installation requires that units are levelled and aligned correctly. In establishing the correct level we will consider the base unit plinth depth and attempt to achieve the optimum fit.  At corners plinths will be mitred and butt junctions avoided preventing unfinished ends being seen.  Any shelves will be installed and doors and drawers will be checked for good alignment and operation.  Any worktops will be installed by sizing them accurately and bracketing them to previously levelled base units.  Where worktops are not supported by base units it may be necessary to install support legs together with support battening to the rear wall surface.  Where junctions occur between worktops these will be butt joints. These will be secret fixed. Where exposed ends occur on worktops these will be finished as per the front edge.  For adhesives and mastics operatives will refer to the specific substance hazard data sheet and COSHH assessment if they are not familiar with the substance. All precautions e.g. ventilation, masks etc. will be taken, if required, when using the substances.  If holes are to be drilled through worktops (e.g. for cables or pipes to pass through) (where possible these will be drilled off site).  All drilling work will be done into walls for fixings will be undertaken using electric drills. The drills will be 110v or Battery operated and will be subject to the Provision and Use of Work Equipment Regulations 1998, and in the case of 110v equipment regular Portable Appliance Testing.  If inset sinks form part of the installation the aperture would have been cut offsite and the sink installed. A silicone mastic bead will be run around the underside of the sink prior to installation to ensure a good seal to the worktop. The sink will normally be held tightly to the worktop by means of clips on the underside. If the worktops do not abut walls which are to receive ceramic wall tiling it may be necessary to provide a neat bead of waterproof mastic sealant to the back of the work top. (If walls are to be tiled then this may or may not be necessary but in any event the sealant should be applied after the tiling and be done by the tiller.  Wall unit installation requires that the units are levelled and aligned correctly.  We will plumb and level the unit with a class 3A laser.  There are two methods of fixing wall units:   * The first method, called the French Cleat method, consists of screwing a support, or cleat, to the wall at an appropriate height that allows the cabinets to be hung on the cleat. * The second method is to fix a baton to the wall and screw the units to the baton   Any shelves will be installed and doors will be checked for correct alignment and operation by utilising podium steps.  Gas appliances and or pipe work disconnection, re-connection or alteration shall only be undertaken by qualified operatives who are registered with “The Gas Safe Register”.  Electrical appliances and or wiring work disconnection, re-connection or alteration shall only be undertaken by IEE qualified operatives who are Part – P registered.  Plumbing work disconnection, re-connection or alteration shall only be undertaken by suitably competent persons.  The wall tiles will be fixed in position using proprietary adhesive. Spacing between tiles will be as per the works specification. Where necessary, tiles will be cut using an appropriate tile cutter. Once the adhesive has been allowed to dry the tiles will be grouted and pointed. Excess grout will be removed and the tiles buffed to leave a clean finish.  The floor will be prepared using a self-levelling compound and allowed to dry before fitting of the new vinyl floor covering. An adhesive will be used to ensure good adhesion between the floor covering and the floor. The floor covering will be cut, where necessary, to ensure a sound fit.  Redecoration to walls, ceilings, skirtings and doors will be undertaken. Walls and ceilings will receive emulsion paint, while all woodwork will receive undercoat / gloss paint. Mastic sealant will be applied to the joints between the bath, basin and wall tiles and the floor covering and the kitchen base units.  All waste/debris shall be removed from the works area to a storage place of safety until the end of the work shift when it shall be taken off site. Should the debris become a hazard due to the volume, fire risk or due to trip hazards it shall be removed from site immediately. At all times Seaxe Contract Services shall take particular care to ensure that trip hazards are reduced or removed and access / egress routes remain clear. Waste removed from the work area shall be placed into bins or sacks which shall be removed to a company vehicle and taken to a local waste transfer station. | | | | | | | | | | | | | | | | | | |
| **EMERGENCY PROCEDURES** | | | | | | | | | | | | | | | | | | |
| **Action to be taken upon hearing the Fire Alarm or shout of “Fire”**   * Stop what you are doing; * If possible make safe any equipment or plant you are using; * Proceed out of the building in a safe manner by the nearest exit following the fire exit signs, to the designated assembly point.   **You must not return to the building until you have been told to do so**  **Action upon discovering a fire**   * Break a call point to raise the alarm (when working in flats and where a fire alarm exits) or shout “fire”; * If safe to do so, attempt to put out the fire, DO NOT put your own safety or the safety of others at risk; * Leave the building by the nearest exit in a safe manner and go to the designated assembly point. | | | | | | | | | | | | | | | | | | |
| **RELEVANT RISK ASSESSMENTS** | | | | | | | | | **OTHER RELEVANT DOCUMENTS** | | | | | | | | | |
| RA02 Painting  RA04 Plumbing  RA05 Asbestos Materials  RA06 Adhesives  RA07 Ceramic Tiling  RA08 Dust  RA09 Electric Shock  RA10 Hop Ups  RA11 Hotworks  RA12 Cuts and Injuries from Sharp Objects  RA13 Musculoskeletal disorders  RA14 Noise  RA15 Slips and trips  RA16 Third parties  RA17 Use of Ladders Step Ladders | | | | | | | | | **COSHH Assessments** | | | | | | | | | |
| **CONFIRMATION OF OPERATIVES BRIEFING:** | | | | | | | | | | | | | | | | | | |
| I have been briefed on the requirements of, and the risks involved with, the operation / changes detailed above and fully understand the contents and implications. I was given the opportunity to discuss any points which I did not understand or that I felt were important in the interests of the health, safety or welfare of myself or others. | | | | | | | | | | | | | | | | | | |
| **DATE** | | | **NAME** | | | | | **COMPANY** | | | | | | | | **SIGNATURE** | | |
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