

P S M DECORATORS LTD

Method Statement

Activity:

Responsibility:

Site Name:

**Approved materials
Equipment/Tools**

Paint brushes, paint rollers & extension poles, paint tray, sponge mop, cloths and a hand sponge, water bucket, sandpaper, thinners, container to wash brushes out, dust sheets, scraper, putty knife, filler paste, painters tape, access equipment (stepladders or hop-up etc.) paint (emulsion or similar).

PPE

Overalls, barrier and rejuvenating creams, safety boots with steel toe and mid sole, eye protection, hard hat, respiratory protection. **other PPE as required by risk assessment**

CONTROL AND MONITORING METHODS

1. Any specific health and safety requirements must be identified.
2. All Safeguarding issues must be addressed. Consider vulnerable persons in working practices.
3. Prior to commencing work all persons will read this method statement and comply with it in its entirety.
4. A copy of all Risk Assessments and Method Statement documents produced will be kept available in a designated area and available for inspection at all times.
5. Collective collaboration of all will be maintained for all works in progress and ensure that a high standard of good housekeeping is maintained throughout.
6. Materials or equipment required will be appropriately carried or transported from the stores and positioned in a safe and tidy manner to the relevant work location.
7. Manual handling must be minimized at all times, appropriate equipment is used for transporting and handling to reduce potential ergonomic problems. Care taken when carrying materials to prevent strains and sprains.
8. All items of rubbish generated during the work process will be removed to the outside site skip location. Good housekeeping must be maintained at all times.

SITE SAFETY/ ACCESS/EGRESS

1. Safe access and egress to and from the site is maintained; no deliveries or equipment left blocking exits. Cleaning the area is the responsibility of those who have worked within a designated area.
2. All persons will ensure that at all times the working area is managed and controlled. Any safety issues must be immediately reported to the appropriate manager responsible for the area.
3. Tool Box talks will be carried out on a regular basis by the designated person.

TOOLS / PLANT / EQUIPMENT INSPECTION AND TRAINING

1. All operatives involved in the use of tools, power and hand will follow the trade specific procedures and Safety Rules for working practices. Standard tools and equipment operated will be used; standard checks & procedures must be carried out.
2. All equipment must be checked prior to use, any additional training will be given by a qualified/experienced person or provided by the manufacturers guidelines/ HSE reference and approved codes of practice.

PERSONAL PROTECTIVE EQUIPMENT (P.P.E) NEEDED TO CARRY OUT TASK

1. All operatives will wear necessary P.P.E at all times including safety boots, dust masks, goggles, gloves, high-vis. jackets and safety helmets when required as identified by the P.P.E risk assessment. Reference must be made to the recommended P.P.E for the area.
2. All persons must wear P.P.E. provided. All staff and learners are responsible for ensuring compliance.

METHOD / SEQUENCE OF OPERATIONS

1. The work area to be surveyed to plan the work including any requirements to avoid working at height.

2. Where painting at height is unavoidable then appropriate access equipment to be selected.
3. Only competent trained persons to work at height.
4. Equipment selected is appropriate for tasks.
5. Pre-user checks on all equipment.
6. Ensure that plenty of natural ventilation is within the area.
7. Ensure COSHH Risk Assessments are in place with MSDS sheets attached for reference for first aid and emergency measures required.
8. First aid supplies provided within the vicinity with a trained first aider.
9. Ensure appropriate storage area set aside and demarcation for specific materials.
10. Delivery materials to site in original factory wrappings and in containers clearly labeled with identification of approved manufacturer, brand name, fire-hazard classification, lot number and quality or grade.
11. Follow approved manufacturer's recommendations for special delivery, storage and handling of materials.
12. Samples shall fully represent the material to be installed in colour, texture and finish range as per scheme of work.
13. All materials used in the preparation of surfaces for painting and all undercoats shall be those recommended by the approved manufacturer of the finish coat for that specific finish.
14. All materials for painting shall be delivered to site in the original sealed containers supplied by the approved manufacturers and shall be carefully stored to minimize exposure to high temperatures in accordance with approved manufacturer's instructions.
15. Interior decoration shall not commence before the work of all trades has been substantially completed and the areas concerned have been thoroughly cleaned out.
16. All removable fixtures, furniture and fittings to be removed from the room before work starts.
17. Dust sheets to be placed to protect fixtures and fittings that cannot be removed.
18. Painters tape (not masking tape) to be used to attach plastic drops to the floor and woodwork.
19. Painter's tape to be used to protect door and window frames and mouldings etc.
20. Electric power points etc. to be covered using painter's tape. Small plastic bags to be used to cover door knobs.
21. No paint shall be applied to surfaces structurally or superficially damp and all surfaces shall be free from condensation, dust etc. before application.
22. Use an appropriate scraper and scrape off the loose paintwork.
23. All cracks and holes to be filled using paste filler applied with a putty knife and to be sanded down after the filler paste is dry.
24. All walls and mouldings to be washed down using a hand sponge or cloth using warm water / sugar soap and detergent and left to dry. Use a mop to wash ceilings to avoid work at height.
25. Newly plastered walls to be treated with one coat plaster sealer and two coats of Emulsion Paint on the internal plastered walls. The duration for drying time between the first and second coat must not be less than four hours.
26. Corners and edges of walls and ceilings to be cut-in using an angled 2" trim brush applying paint in a series of short strokes away from the edges where walls or ceiling and wall meet.
27. When painting ceilings a roller and tray are to be used with an extension pole and paint to be applied in one direction only.
28. Walls to be painted using a roller and tray.
29. Paint to be applied in a vertical motion working horizontally across a room from side to side.
30. On completion of the work all brushes and rollers to be washed and put away.
31. Dust sheets and painters tape to be removed and taken away.
32. The site is to be cleared of all equipment and left clean and tidy.

FIRST AID AND EMERGENCY PROCEDURES

1. Any incidents or accidents which occur on site immediately must be recorded in the A B1 510 data protection **accident book** held by the First Aider within the area.
2. All Employees & Sub Contractors' will be informed of the location of escape routes and First Aid boxes of the area in which they are working. This will be repeated for each area where there is a need for one trade area to work within another.

THE METHOD STATEMENT WAS COMPLETED ON:**COMPLETED BY:****SIGNATURE:**