



**North West
facilities**
**METHOD STATEMENT
KITCHEN REFIT**

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Project/Contract	Full kitchen refit
Contractor	Apollo
Site Address	Various sites across Gwynedd
Project Start Date	14th November 2011
Expected Duration	As per Apollo's program
Projected Completion Date	As per Apollo's program

	Name	Title	Signature	Date
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Authorised by (for Client)	Stephen Brazier	Site Manager		14/11/11

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Staff Information Sheet

The following method statement has been developed to provide a safe system of work and must be adhered to at all times, any significant deviation from this system must first be authorised by your manager or safety representative. **Please read the entire sheet before beginning, if you have any questions please contact your manager or safety representative.**

The main hazards to your safety and health are;

- a) Injury from slips trips and falls.
- b) Injury falling from step ladders
- c) Injury from Manual Handling
- d) Fire
- e) Injury to tenants & members of the public from fitting operations.

Preventative Measures you must take;

- a) You must be "competent" to carry out the task.
- b) Warning signs must be placed at the entrance to the building and work area
- c) Visitors and other members of staff are prohibited from entry unless accompanied by competent person, all visitors issued with personal protective equipment
- d) You must read and be familiar with the COSHH Safety Data Sheets for paint and paint stripper
- e) You must keep a fire extinguisher nearby during works
- f) You must follow all directions given by the project manager or his agents

Personal Protective Equipment you must wear;

- a) Overalls
- b) Gloves
- c) Safety boots
- d) Safety Glasses
- e)

Environmental Protection Measures you must take;

You must dispose of waste and spoil to the designated area or skip provided for waste.

Quality Control

- a) Adhere strictly to the following procedure to ensure quality of service
- b) If in doubt contact your manager for clarification before proceeding.

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General Precautions

To be observed by all staff at all times, any deviation from these control procedures must be authorised by the site foreman or safety representative.

Staff & Training

The projects will be carried out by staff from NWF. All members of staff are experienced and hold the following qualifications; A full List of Qualifications are available upon request. A site manager will be appointed to each contract who will be responsible for quality and safety. Apprentices and young workers will be supervised and are not allowed to carry out tasks for which they have not been trained.

PPE

All site workers will wear Safety boots, and protective clothing at all times, other items of PPE such as eye protection and gloves are available to be worn as and when necessary.

Preparation & Induction

All members of staff required to work on any contract will be given copies of risk assessments and method statements, any queries or concerns will be raised with the contract manager who will ensure it is dealt with. Staff will be inducted onto each site by the principal contractor or contract manager, and will follow all site rules and safety procedures.

Welfare

The Client is responsible for providing adequate washing, toilet, drying and refreshment facilities for NWF staff and sub-contractors, Apollo are responsible for ensuring that such welfare facilities are maintained in a clean and wholesome manner.

First Aid

It is the responsibility of the company to ensure adequate first aid provision for its staff. Adequate means provision of a trained first aider, suitable first aid equipment and/or the provision of an appointed person at the minimum.

A trained first aider will be a suitable person who has attended an HSE approved course of at least four days' duration and he/she will re-train at least every three years on a course of not less than two days.

An Appointed Person is a person provided by the employer to take charge of the situation (e.g. to call an ambulance) if a serious injury/illness occurs in the absence of a first aider. The Appointed Person can render emergency first aid if trained to do so.

Access egress

The principal contractor is responsible for providing safe access and egress to the site, NWF staff will ensure safe access and egress is maintained for themselves and other contractors in the area they are working in, good standards of housekeeping will be maintained.

Material Handling

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All materials required for site will be unloaded to a designated unloading and storage area which will be away from the work area as far as is practicable. This area will be kept tidy to minimise trip hazards. Materials as and when required will be collected from the storage area to the work area. All staff will take care when handling materials.

Manual Handling

All staff and contractors have been instructed on the potential dangers of manual handling, and have received manual handling training. Staff and contractors will not lift items of tools or equipment beyond their capabilities. Heavy or awkward items will be broken down into smaller pieces or dual lifted where this is not possible. It is the responsibility of the site foreman to identify and control potentially dangerous manual handling situations as they occur on site on a day to day basis.

Working from Step Ladders

The majority of tasks carried out at height involve working below 2 metres from step ladders; all staff have been made aware of the dangers of working from step ladders and have been instructed on the safe use of ladders. Staff are required to read and understand HSE leaflet [INDG402 the Safe use of Ladders & Stepladders](#). Only competent members of staff will be allowed to work from step ladders and it is the responsibility of the site foreman to ensure conditions are safe before allowing any ladder work to take place.

Contractor/Visitor Safety

NWF will liaise with other contractor's staff on a day to day basis and ensure they are aware of the risks present during the works. Staff and contractors will not leave any area of work in a dangerous condition or with risks to themselves, other contractors, tenants, or visitors, all tools and equipment will be cleared to secure storage at the completion of each shift. Scaffold, ladders and any other access to height will be made inaccessible.

Tenant safety & protection of tenant's goods and décor

It is the responsibility of the principal contractor/council to advise tenants of works to be carried out, NWF staff will liaise with the principal contractor and tenants on a daily basis to ensure safe operation.

All areas of floor and furniture will be protected with adequate dust sheets and/or plastic sheeting.

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Method Statements

Task Description

This method statement describes the work process for the refurbishment of kitchens including:

- 1) Protection
- 2) Stripping out
- 3) Making Good: plastering, tiling plumbing electrical work
- 4) Fitting of units and appliances
- 5) Finishing; Decorating, Flooring, Clearing and handover.

Tenant safety & protection of tenant's goods and décor

- 1) It is the responsibility of the principal contractor to advise tenants of works to be carried out, NWF staff will liaise with the principal contractor and tenants on a daily basis to ensure safe operation.
- 2) All areas of floor and furniture will be protected with adequate dust sheets and/or plastic sheeting.

Stripping Out

- 1) Put on your personal protective equipment
- 2) Inform tenant and other occupants of work commencing and cordon off work area if practical to do so. Particular attention should be paid to property where children are present; children and adults must be kept away from the work area at all times and protected from dangers of power tools and substances.
- 3) Ensure the area to be dismantled and exit points are clear of obstruction and that safe access and egress is maintained.
- 4) Locate and make safe by isolation all electrical, water, and gas supply points.
- 5) Check any electrical or hand tools for damage or faults, faulty or damaged tools must be removed from service immediately.
- 6) Carefully dismantle all kitchen units, appliances, and ancillary equipment and remove to designated waste area. Large and/or heavy items will be tandem lifted; do not lift beyond your capabilities.
- 7) Carefully Dismantle larder where required
- 8) Remove existing wall finishes using steam stripper.
- 9) Cat scan the walls to locate hidden services, ensure all services are isolated, mark out positions of new services and chase out walls.
- 10) Remove existing floor covering
- 11) Tiled floors to be broken up and removed via hammer chisel.
- 12) Remove all debris to designated waste disposal area
- 13) Do not leave tools and equipment unattended at any time.
- 14) Ensure area is left safe at end of each shift

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- 15) Ensure cooking and washing facilities are operational at end of each shift

Making Good

- 1) Electrical work will be carried out by qualified electricians.
- 2) Ensure all existing cables and connection points are isolated before beginning work.
- 3) Carry out first fix electrical work; fit conduit and trunking to the chases.
- 4) Fit electrical supply points.
- 5) Carry out necessary alterations to water pipe work to supply new appliances.
- 6) A fire extinguisher to be close at hand during all hot work and inspection to all soldered areas to take place at end of shift.
- 7) Re-route where necessary gas supply pipe work.
- 8) Make good the walls by re-plaster and skim in preparation for decoration.
- 9) Plaster mixing is to be carried out in a suitably ventilated area, refer to the COSHH assessment for safe use information
- 10) Prepare floor for new finish;
- 11) Damaged floors may require concrete skim to make good please refer to the cement safety fact sheet before using cement based products.
- 12) Lay hardboard to provide level surface for vinyl flooring.

Kitchen unit and appliance fitting

- 1) Fit new pre assembled kitchen unit carcasses and appliances as per contract drawings.
- 2) Ensure the units and carcasses are level and plumb
- 3) Fit new unit doors and surfaces
- 4) Large and/or awkward items to be tandem lifted
- 5) Carry out second fix electrical work including fitting new consumer board where required
- 6) Installation work shall only be carried out when the circuit[s] or appliance is DEAD i.e. isolated from the electrical supply. Before commencing work suitably checks must be undertaken to ensure that the system/appliance is dead.
- 7) PROVE THE SYSTEM IS DEAD – Test with the voltage test instrument the circuit[s] to be worked on to verify that no dangerous voltage is present.
- 8) Appliances to be fitted and connected by Gas Safe Registered personnel
- 9) Carry out appliance test to ensure suitability of operation and safety
- 10) Carry out gas integrity test on any gas supplies once appliances have been fitted
- 11) Turn on services and check all appliances for safety and correct operation

Decorating & Flooring

- 1) Apply wall finishes as per contract requirements.
- 2) When working from stepladders the company working at height procedure must be followed.
- 3) Tiling will be carried out by qualified tillers using proprietary tile adhesive and grout, see COSHH assessment sheets for safety information

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- 4) Lay vinyl flooring onto prepared floor as per contract requirements; refer to COSHH Sheet for safe use of flooring glue.
- 5)

Cleaning Test and Handover

- 1) The property will be cleaned prior to handover; cleaners will follow all safety procedures described in this document.
- 2) NICEIC tests will be carried out on all installations prior to handover, the contract manager is responsible for delivering the certificates to the principal contractor, a copy to be held on file at NWF.
- 3) Snagging works will be carried out to client satisfaction
- 4) Handover to client

Care of equipment

- 1) All items must be thoroughly cleaned in either water or the relevant solvent at the end of each shift
- 2) Items such as brushes and rollers should be air dried and stored
- 3) Wash buckets, wipe inside and out and store upside down
- 4) All items should be stored out of reach of tenants and children

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