METHOD STATEMENT
PLASTER APPLICATION

North West Facilities Ltd
17-18 Gaerwen Industrial Estate
Gaerwen
Isle of Anglesey
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Project/Contract Application of plaster to walls including skim on plasterboard
principal Contractor Apollo Property Services Group
Site Address Various sites across Gwynedd
Project Start Date 14”th November 2011
Expected Duration As per Apollo’s program
Projected Completion Date As per Apollo’s program

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<tr>
<td>Document</td>
<td>David Hartley</td>
<td>Director</td>
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<td>Author</td>
<td>Harriette S Hartley</td>
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<td>Stephen Brazier</td>
<td>Site Manager</td>
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Emergency Contact Details

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<tr>
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<td>Harriette S Hartley</td>
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Data Protection Statement
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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 the procedure, if you have any questions please contact your manager or safety representative.

The main hazards to your safety and health are;

a) Falls from height  
b) Contact with electricity.  
c) Injury from incorrect Manual handling.  
d) Skin and eye irritation from plaster dust  
e) Respiratory tract irritation from inhaling plaster dust  
f) Injury from slips trips and falls.  
g) Lone working.  
h) Injury to other staff or members of the public.

Preventative Measures you must take;

a) You must be “competent” to carry out the task.  
b) You must use residual current devices with electrical equipment.  
c) Warning signs must be placed around the work area.  
d) You must not lift beyond your capabilities, get help if necessary.  
e) You must follow all directions given by the site foreman or his agents.  
f) You must have suitable respiratory protection.

Personal Protective Equipment you must wear;

a) Dust masks to BSEN 149 Class FFP1  
b) Eye protection to BSEN 166  
c) Safety boots  
d) Protective Overall.  
e) Protective Neoprene or PVC Gloves.

Environmental Protection Measures you must take;

a) You must dispose of waste to the designated area 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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Equipment Required;

a) Warning signs.
b) Residual Circuit Breaker.
c) Plaster mixing tools
d) Plaster application tools
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 and Training
The task will be carried out by staff from NWF, all staff are qualified, experienced and receive on-going training, and hold the following qualifications; List Qualifications. A site manager will be appointed to each contract he will be responsible for quality and safety. Apprentices and young workers will be supervised and are not allowed to carry out tasks or operate machinery for which they have not been trained.

Personal Protective Equipment
All site workers will wear Safety boots, Hi Visibility Vests, Dust mask, Hard Hats 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
A risk assessment will be carried out for all tasks which will be discussed with members of staff and the sub-contractors, any queries or concerns will be raised with the contract manager who will ensure it is dealt with. Staff and sub contractors will be inducted onto site by the principal contractor and will follow all site rules and safety procedures.

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

First Aid
It is the responsibility of all sub-contractors 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 as a 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.
Site Access and 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
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, tools or equipment beyond their capabilities. Heavy or awkward items will be broken down into smaller units or will be 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. Where practical, mechanical handling aids will be used.

Working from Step Ups
The majority of tasks that involve working at height will be carried out using the step up, before use the floor area should be clear, free from waste and on level ground. The step up should be checked for any sign of damage before use and if damaged removed from use immediately.

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. it is envisaged that only short duration tasks will be carried out on step ladders. Please also see Practical Alternatives To Using Step Ladders Part 1.pdf and Practical Alternatives To Using Step Ladders Part 2.pdf
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Contractor/Visitor Safety
NWF will liaise with other contractors’ 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.

Tools and Electrical Equipment
All items of tools and equipment will be visually inspected on a regular basis, defective or damaged equipment will be removed from service. Electrical tools will be battery operated or 110V where possible, sub-contractors will not be allowed to bring on to site any damaged or defective tools, the site foreman is responsible for ensuring that all tools and equipment brought onto site are fit for purpose.
Task Description
This method statement describes the work process for application of plaster to walls and includes repair work.

Preparation

1) NWF staff will be inducted onto sites by the main contractor; all members of staff are obliged to follow the main contractor rules and regulations whilst on site.
2) Where NWF are in control of a site the site foreman will ensure that all safety measures are followed, the site foreman will set up and manage work patterns, equipment storage, control of visitors and protection of clients and members of the public.
3) All materials and equipment will be delivered to site by suppliers and kept in designated storage areas.
4) The site foreman will ensure staff are competent to complete the job safely and that any apprentices are properly supervised.
5) Test the operation of the RCD or any other safety devices.
6) Physically check all equipment for signs of undue wear or damage, particularly plugs and cables.

Step by Step Guide

1) If appropriate inform the main contractor representative at the start of works.
2) Ensure the area to be worked has been clearly signed and marked out with warning tape; if necessary erect physical barriers to prevent unauthorized access.
3) Put on your personal protective equipment.
4) Prepare the area to be plastered removing any loose material, ensure the surface to be plastered is clean.
5) Apply PVA bonding coat where appropriate and allow to dry.
6) Collect the required materials from the storage area; ensure that you follow good manual handling techniques for heavy material such as 25kg plaster bags.
7) Ensure the RCD is in the socket before connecting any electrical device.
8) Do not leave tools and equipment unattended at any time.
9) Mix gypsum plaster by hand or mechanical paddle using a clean container, ensure all material in a batch is mixed thoroughly.
10) Ensure that dust is kept to a minimum during mixing and that mixing is carried out in a well-ventilated area.
11) Apply the plaster to the designated areas as per work instructions and training.
12) If working from step ladders follow the working at height procedure.
13) Apply any finish coats following the procedures defined above.
14) Keep the work area clean and tidy at all times, remove rubbish and debris as it accumulates.

Spray Plastering

1) If appropriate inform the main contractor representative at the start of works.
2) Ensure the area to be worked has been clearly signed and marked out with warning tape; if necessary erect physical barriers to prevent unauthorized access.
3) Put on your personal protective equipment.
4) Unload the PFT G5 machine: ensure that you follow good manual handling techniques for heavy machinery.
5) Prepare the area to be plastered removing any loose material, ensure the surface to be plastered is clean.
6) Collect the required materials from the storage area; ensure that you follow good manual handling techniques for heavy material such as 25kg plaster bags.
7) Ensure the RCD is in the socket before connecting any electrical device.
8) Do not leave tools and equipment unattended at any time.
9) Fill the hopper with plaster powder to the required level.
10) Ensure that dust is kept to a minimum during mixing and that mixing is carried out in a well-ventilated area.
11) Fill the water canister to the required level.
12) Switch on the PFT G5 machine.
13) Apply the plaster to the designated areas as per work instructions from top to bottom.
14) If working from step ladders follow the working at height procedure.
15) Keep the work area clean and tidy at all times; remove rubbish and debris as it accumulates.
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Skim Plastering on Plasterboard

1) Ensure intensity and direction of lighting is suitable to enable a satisfactory finish.
2) Fit the appropriate specified beads to the plasterboard.
3) Mix gypsum plaster by hand or mechanical paddle using a clean container, ensure all material in a batch is mixed thoroughly.
4) Ensure that dust is kept to a minimum during mixing and that mixing is carried out in a well-ventilated area. Wear the appropriate dust mask.
5) Apply gypsum finish to a uniform thickness.
6) Smooth with a steel trowel.
7) Do not attempt to use any mix after initial set, and do not attempt to re-temper; discard all such mix immediately.
8) Do not attempt to plaster where extremes of temperature or moisture will affect the finish.
9) Remove all debris to designated area, leave area clean and tidy.

Care of equipment

1) Ensure all equipment is cleaned and returned to the storage area, do not leave tools and equipment unattended.
2) Do not leave any powered tools connected when unattended.
3) Where possible lock all tools away after use.