METHOD STATEMENT
SCREEDING OF FLOOR

17-18 Gaerwen Industrial Estate
Gaerwen
Isle of Anglesey
LL60-6HR
Tel: 01248-422555
Fax: 01248-422556
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<table>
<thead>
<tr>
<th>Project/Contract</th>
<th>Preparation of sub floors &amp; screeding</th>
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</thead>
<tbody>
<tr>
<td>principal Contractor</td>
<td>Apollo Property Services Group</td>
</tr>
<tr>
<td>Site Address</td>
<td>Various sites across Gwynedd</td>
</tr>
<tr>
<td>Project Start Date</td>
<td>14/11/11</td>
</tr>
<tr>
<td>Expected Duration</td>
<td>As per Apollo’s program</td>
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<tr>
<td>Projected Completion Date</td>
<td>As per Apollo’s program</td>
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<thead>
<tr>
<th>Name</th>
<th>Title</th>
<th>Signature</th>
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<tbody>
<tr>
<td>Document Author</td>
<td>David Hartley</td>
<td>Director</td>
<td>14/11/11</td>
</tr>
<tr>
<td>Authorised by</td>
<td>Harriette S Hartley</td>
<td>General Manager</td>
<td>14/11/11</td>
</tr>
<tr>
<td>Authorised by (for Client)</td>
<td>Stephen Brazier</td>
<td>Site Manager</td>
<td>14/11/11</td>
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Emergency Contact Details

<table>
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<tr>
<th>Contact</th>
<th>Harriette S Hartley</th>
<th>General Manager</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tel</td>
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METHOD STATEMENT
SCREEDING OF FLOOR

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 from Manual Handling
   c) Injury from contact With hazardous substances
   d) Injury to tenants & members of the public during works.
   e) Injury from machine and tool hazards
   f) Severe burns and dermatitis from contact with wet cement based products

Preventative Measures you must take;
   a) You must be “competent” to carry out the task.
   b) Barriers and/or warning signs must be placed around the 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 Portland cement, flooring adhesive, levelling compounds etc
   e) You must read and understand the information sheets on any power tools you are operating
   f) You must follow all directions given by the project manager or his agents

Personal Protective Equipment you must wear;
   a) Hard Hats
   b) Hi Visibility Vests
   c) Dust Masks
   d) Safety Glasses
   e) Overalls
   f) Gloves
   g) Safety boots

Environmental Protection Measures you must take;
   a) You must dispose of waste and spoil to the designated area or skip provided for waste.

Quality Control

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<th>Series: MS</th>
<th>Series &amp; Number MS005</th>
<th>Issue Date: 14th November 2011</th>
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<tr>
<td>Revision Number: 2</td>
<td>Revision Date: 30th October 2011</td>
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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
This project will be carried out by staff and sub-contractors to NWF. All members of staff are experienced; sub-contractors are carefully selected for competence, experience, trustworthiness and quality of work. NWF has an on-going program of training for staff. 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 or operate machinery 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 this 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 site by the principal contractor and will follow all site rules and safety procedures. Toolbox talks will be carried out by the principal contractor on a bi weekly basis

Welfare
The main contractor is responsible for providing adequate washing, toilet, drying and refreshment facilities for NWF staff and sub-contractors, Apollo Property Services are responsible for ensuring that such welfare facilities are first of all provided by the main contractor and that they 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 and contractors; the company is mainly involved with refurbish projects for main contractors, in this case it is the main contractor’s responsibility to ensure compliance with first aid regulations, i.e. provision of suitable first aid equipment and a suitably qualified first aider.

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.
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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 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.

Please see HSE Guidance document getting to grips with manual handling

Portland cement
Portland cement is a light gray powder that poses little immediate hazard. A single short term exposure to the dry powder is not likely to cause serious harm. However, exposure of sufficient duration to wet Portland cement can cause serious, potentially irreversible tissue (skin or eye) destruction in the form of chemical (caustic) burns. The same type of tissue destruction can occur if wet or moist areas of the body are exposed for sufficient duration to dry Portland cement.

All persons exposed to Portland cement must ensure that they have sufficient protection from the caustic effects of cement. Staff will wear impervious gloves, overalls and wellington boots, eye protection must be used during mixing, working and laying of Portland cement and its products.

Please see Portland Cement Safety Fact Sheet for further information

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 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. Extra care will be taken when children are present, the site foreman will be responsible for ensuring the safety of tenants, visitors and members of the public. Where properties are occupied Staff will ensure tenants goods and décor will be protected with adequate dust sheets and/or plastic sheeting.
Method Statements

Task Description
This method statement describes the work process for the preparation of sub floors and the laying of various types of flooring including: Carpet, Carpet Tiles, Vinyl sheeting, wooden flooring and Laminates in both new build and occupied properties.

Start of works

1) Report to site office and inform site manager of arrival, or in occupied properties inform tenant and other occupants of work commencing.
2) 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) Put on your personal protective equipment
4) Ensure the area to be prepared and exit points are clear of obstruction and that safe access and egress is maintained.
5) Check any electrical or hand tools for damage or faults, faulty or damaged tools must be removed from service immediately.
6) Place tools and equipment in safe storage near the work area
7) Large and/or heavy items will be tandem lifted; do not lift beyond your capabilities.
8) Do not leave tools and equipment unattended at any time.
9) Ensure area is left safe at end of each shift

Sub Floor Preparation and screeding

1) Put on your personal protective equipment
2) The sub floor must be sound, dry, free from cracks, clean and free from materials that would impair adhesion.
3) Remove existing floor covering if necessary
4) Sweep and vacuum the floor and ensure it is free from dust and loose debris
5) Remove all debris to designated waste disposal area
6) Test the sub floor with a hygrometer and ensure a relative humidity reading of no more than 75%
7) Prime the sub floor with a suitable priming agent
8) Mix the cement screeding compound in a bucket in the ratio of 6 litres per 25kg bag
9) Use a mechanical mixer to agitate the compound
10) Pour onto primed surface and distribute evenly with a smoothing trowel or screeding rake
11) Float off with wooden float to finish
12) Allow to dry for at least 4-6 hours