



**METHOD STATEMENT
BRICK AND BLOCKWORK**

North West Facilities Ltd
17-18 Gaerwen Industrial Estate
Gaerwen
Isle of Anglesey
Tel: 01248-422555
Fax: 01248-422556
Mobile: 07891-557581

Project/Contract	To provide labour and materials for brick and block work to various sites across Gwynedd
principal 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
Document Author	David Hartley	Director		14/11/11
Authorised by	Harriette S Hartley	General Manager		14/11/11
Authorised by	Stephen Brazier	Site Manager		14/11/11
Authorised by (for Client)				

Emergency Contact Details			
Contact	Harriette S Hartley		
Tel	01248-422555		
Mobile	07891-557581		

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Staff Information Sheet

The following worksheets 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 task, if you have any questions please contact your manager or safety representative.**

The main hazards to your safety and health are;

- a) Falling from Height
- b) Injury from slips trips and falls
- c) Exposure to inclement weather.
- d) Injury from Manual handling
- e) Severe burns/Contact dermatitis from exposure to wet concrete and dust.
- f) Injury to other contractors and members of the public
- g) Injury from machine and vehicle movement

The main hazards to the environment are;

- a) Waste produced from the task.

Preventative Measures you must take;

- a) You must be "competent" to carry out the task.
- b) You must NOT work alone
- c) You must ensure the area is safe to work in and left safe for other contractors.
- d) You must ensure the safety of tenants and members of the public
- e) You must not lift beyond your capabilities.
- f) Visitors and other members of staff prohibited from entry unless accompanied by competent person, all visitors to be issued with appropriate personal protective equipment
- g) 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 (Where Necessary)
- d) Safety Glasses
- e) Overalls
- f) Gloves
- g) Safety boots

Environmental Protection Measures you must take;

- a) you must dispose of all waste to the correct disposal area or skip

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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 & PPE

This project will be carried out by staff and sub-contractors NWF. All staff are time served Builders with relevant experience, and hold advanced City & Guilds or NVQ level 1& 2 certificates. A Full List of worker qualifications and competencies are available for inspection, All site workers will wear Safety boots, Hi visibility vests 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 prepared for this task which will be discussed with members of staff and the principal contractor, 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.

Tenants Warning & Safety

It is the responsibility of the principal contractor to provide tenants with safety information prior to the job starting; NWF will consult with tenants on a day to day basis and ensure they are aware of the risks present during the works; extra care will be taken when children are present. Staff will not leave any area of work in a dangerous condition or with risks to themselves or tenants, all tools and equipment will be cleared to secure storage at the completion of each shift. Scaffold will be made inaccessible.

Welfare

The principal contractor 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. When NWF are the principal contractor, It may be necessary occasionally for them to identify suitable local amenities for staff and sub-contractors.

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. From 1st October 2009 first aiders will have to attend a 3 day training course every 3 years and a refresher course every year in between.

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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 by all staff.

Material Handling

All materials required for site will be unloaded to a designated unloading and storage area. 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, the site foreman will be responsible for planning and supervising material movements around the site.

Manual Handling

All staff have been instructed on the potential dangers of manual handling and staff will not lift items of equipment beyond their capabilities. Heavy or awkward items will be broken down into smaller units 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 at height

Falls from height remain the single biggest cause of death in the construction industry.

All employees have been made aware of the dangers and consequences of falling from height, all working at height will be properly planned, organised and supervised; only competent members of staff will be allowed to work at height and it is the responsibility of the site foreman to ensure conditions are safe before allowing any work at height to take place. The foreman will carry out a risk assessment before carrying out work at height and put in place equipment and measures to prevent falls occurring.

Where he can not eliminate the risk of a fall he will put in place measures and equipment to minimise the distance and consequences of a fall, should one occur.

All company equipment will be inspected on a regular basis and any damaged equipment will be withdrawn from service immediately.

Ladders; ladders will only be used as an access to scaffold or for carrying out light work of short duration. Ladders must be tied and or footed.

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All staff and sub-contractors are required to read and understand HSE leaflet [INDG402 the Safe use of Ladders & Stepladders](#).

Ladders which are owned and maintained by NWF will be inspected on a regular basis, damaged or unsuitable ladders will be removed from site immediately

Please also see [Practical Alternatives to Using Step Ladders Part 1](#) and [Practical Alternatives to Using Step Ladders Part 2](#)

Scaffold; Scaffold will be provided and erected by an approved contractor; the hand rail will extend a minimum 1 metre above the working area. All work will be carried out from the scaffold; the site foreman will ensure a handover certificate is received from the contractor prior to allowing access to the scaffold. During the works access to the scaffold will be via ladder which will be tied off at the top, ladders will be removed or boarded off at the end of each shift to prevent unauthorised access.

MEWPS (Mobile Elevating Work Platforms) to include Cherry pickers, Scissor lifts, self propelled booms, vehicle mounted platforms etc. MEWPS will be supplied by a competent company; the site foreman will ensure that only competent staff are allowed to use the MEWP, competent means someone with the necessary knowledge, training and experience to operate the MEWP safely and without risk to himself or others, i.e. PAL card holders. Safety harnesses will be worn whilst working in the MEWPS. All staff will be trained to operate the MEWP from the ground controls and recover a “hung up” worker who has fallen whilst wearing a safety harness

Aluminium tower scaffold; the site foreman will ensure that Aluminium Tower Scaffolds are erected correctly by a competent person. Aluminium tower scaffolds must be used on flat level ground and the stabiliser riggers must be fully deployed and secured prior to working from the tower.

Daily visual checks will be carried out by the site foreman on all the above items and defects reported immediately, any equipment suspected of being unsafe for whatever reason will be withdrawn from service

Vehicle Control

It is the responsibility of the principal contractor to control vehicle movements on site in such a manner as to not cause unnecessary risks to workers/visitors etc, NWF staff will follow all rules and guidelines whilst driving on site

Excavation/trench Safety

No machines are allowed near the excavations to minimise the risk of collapse, all trenches will be protected from collapse with braced timber shuttering, and sandbags, the site

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foreman will ensure the safety of each excavation prior to allowing work. Barriers will be erected around all excavations. Access and egress to trenches will be via short timber ladders, all excavations will have a banksman on duty and an evacuation hoist on site whilst the trench is being worked.

Lifting Operations

All lifting operations will be carried out in accordance with LOLER (The lifting Operations and Lifting Equipment regulations 1998).

All lifting on site will be properly planned, supervised and controlled by the site foreman. The foreman will ensure only competent persons carry out lifting operations and any lifting equipment is fit for purpose, i.e. sufficiently strong and stable for its intended use

The lifting equipment will positioned to prevent risk of injury and any accessories such as chains carry the appropriate test certificates and records of inspections.

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.

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Method Statements

Scope of Construction Work

This method statement describes the work process for the following

- 1) Construction of Block works
- 2) Construction of stone work
- 3) Setting out of windows and doorways
- 4) Lifting and positioning of Lintels and supporting steel work

Step by step process

Start of works

- 1) Report to site office and inform site manager of arrival, collect permit to work
- 2) Attend any induction as required by the principal contractor
- 3) Put on your personal protective equipment
- 4) Take tools and equipment to work area.
- 5) Cordon off work area if required to do so.
- 6) Ensure the area to be worked and exit points are clear of obstruction and that safe access and egress is maintained.
- 7) Check any electrical or hand tools for damage or faults, faulty or damaged tools must be removed from service immediately.
- 8) Do not leave tools and equipment unattended at any time.

Block work/Stone work, setting out

- 1) Carry out work to ensure walls will be level and plumb
- 2) Position blocks/Stones work near work area using site crane or fork lift truck
- 3) Collect mortar in tubs from mixing silos or mobile mixing units
- 4) Crane to lift mortar tubs into position
- 5) Carry out Block and Stone work as per contract drawings
- 6) Build walls up to level and arrange scaffold
- 7) Set out windows and doorways as per contract drawings
- 8) Ensure all settings are level and plumb
- 9) Scaffold access will be built up as the height increases
- 10) Floors must be installed before allowing work above 1st and 2nd floor level

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Lifting and positioning of Lintels and Support Steel Work

- 1) All lifting work will be properly planned and supervised
- 2) Cranes will be used to lift heavy items into position
- 3) Slinging work to be carried out by competent personnel
- 4) Loads will have a hand line attached
- 5) Slung loads will be guided into position and positioned by 2 men working from suitable access equipment
- 6) Lintels will be fixed in position

Finishing

- 1) All tools and equipment will be cleared to secure storage at the end of each shift
- 2) Staff will leave area clean and tidy at end of shift
- 3) Report to site office and sign off permit to work where necessary

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