

## METHOD STATEMENT TILING

**North West Facilities Ltd**  
**17-18 Gaerwen Industrial Estate**  
**Gaerwen**  
**Isle of Anglesey**  
**LL60-6HR**  
**Tel: 01248-422555**  
**Fax: 01248-422556**  
**Mobile: 07891-557581**

<b>Project/Contract</b>	<b>Application of ceramic tiles to internal rooms in residential properties</b>
<b>Contractor</b>	<b>Apollo</b>
<b>Site Address</b>	<b>Various sites across Gwynedd</b>
<b>Project Start Date</b>	<b>14<sup>th</sup> November 2011</b>
<b>Expected Duration</b>	<b>As per Apollo's program</b>
<b>Projected Completion Date</b>	<b>As per Apollo's program</b>

	<b>Name</b>	<b>Title</b>	<b>Signature</b>	<b>Date</b>
<b>Document Author</b>	David Hartley	Director		14/11/11
<b>Authorised by</b>	Harriette S Hartley	General Manager		14/11/11
<b>Authorised by (for Client)</b>	Stephen Brazier	Site Manager		14/11/11

<b>Emergency Contact Details</b>			
<b>Contact</b>	<b>Harriette S Hartley</b>		
<b>Tel</b>	<b>01248-422555</b>		
<b>Mobile</b>	<b>07891-557581</b>		

### **Data Protection Statement**

The information and data provided herein shall not be duplicated, disclosed or disseminated by the recipient in whole or in part for any purpose whatsoever without the prior written permission from North Wales Facilities Ltd, or North West Facilities Ltd.

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.

<b>Series:</b>	MS	<b>Series &amp; Number</b>	MS006	<b>Issue Date:</b>	14/11/11
<b>Revision Number</b>	2	<b>Revision Date</b>	30 <sup>th</sup> October 2011	<b>Page 1 of 7</b>	

## METHOD STATEMENT TILING

**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 hazards associated with building sites
- b) Injury from slips trips and falls.
- c) Injury falling from step ladders
- d) Injury from Manual Handling
- e) Injury to tenants & members of the public from tiling operations.

**Preventative Measures you must take;**

- a) You must be “competent” to carry out the task.
- b) Warning signs or other means of warning members of the public/tenants must be placed at the entrance to the work area
- c) Members of the public and children must be excluded from the work area
- d) Visitors and other members of staff are prohibited from entry unless accompanied by competent person, all visitors issued with personal protective equipment
- e) You must read and be familiar with the COSHH Safety Data Sheets for tile adhesive
- 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

**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**

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

Series:	MS	Series & Number	MS006	Issue Date:	14/11/11
Revision Number	2	Revision Date	30 <sup>th</sup> October 2011	Page 2 of 7	

## METHOD STATEMENT TILING

### General Precautions

#### 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. 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 principal contractor is responsible for providing NWF adequate washing, toilet, drying and refreshment facilities for staff and sub-contractors, Apollo 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 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.

#### 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

Series:	MS	Series & Number	MS006	Issue Date:	14/11/11
Revision Number	2	Revision Date	30 <sup>th</sup> October 2011	Page 3 of 7	

## METHOD STATEMENT TILING

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.

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

### **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.

Series:	MS	Series & Number	MS006	Issue Date:	14/11/11
Revision Number	2	Revision Date	30 <sup>th</sup> October 2011	Page 4 of 7	

## METHOD STATEMENT TILING

### Task Description

This method statement describes the work process for the tiling including repairs of kitchens and bathrooms at various residential properties including:

- a) Site establishment
- b) Tenants warning and safety
- c) Stripping and preparation
- d) Application
- e) Finishing

### Prior to starting work

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 substances such as adhesive and grout.

- Ensure Personal Protective Equipment is worn at all times.
- Place Warning signs at the extremes of the work area prior to the work commencing.
- Physically check the condition of all equipment before and after use

### Step by step guides

#### Preparation of walls

- 1) Put on your personal protective equipment
- 2) Ensure the area to be prepared and exit points are clear of obstruction and that safe access and egress is maintained.
- 3) Clean down walls using proprietary cleaner
- 4) **N.B.** Chemical cleaners and work tools such as hot air strippers will not be left unattended in residential properties, this is especially important where children are present
- 5) Ensure wall is structurally stable, on plane, and consists of a suitable substrate.
- 6) Ensure wall is clean dry and free from dust and contaminants
- 7) Remove all debris and waste to designated waste disposal area
- 8) Do not leave tools and equipment unattended at any time.
- 9) Ensure area is left safe at end of each shift

Series:	MS	Series & Number	MS006	Issue Date:	14/11/11
Revision Number	2	Revision Date	30 <sup>th</sup> October 2011	Page 5 of 7	

## METHOD STATEMENT TILING

### Setting Tiles

- 1) Put on your personal protective equipment
- 2) Cover floor area and any furniture/fittings to prevent damage to goods
- 3) Ensure correct adhesive for type of tiles being applied, if necessary consult tile supplier
- 4) When doing full walls, shower enclosures etc hang a plumb line and mark to ensure good level of finished tiles
- 5) Mix sufficient adhesive to cover desired application area and apply to wall using flat side of trowel
- 6) Comb the adhesive to a uniform depth using the notched side of trowel
- 7) Fit spacers or wedges to top of sinks, shower trays etc to allow 3mm
- 8) Fix first run of tiles ensuring level and plumb
- 9) Fit spacers or wedges between tiles
- 10) Lay next row of tiles
- 11) "Beat in" tiles with mallet and protective wood
- 12) Tiles will be cut where necessary using proprietary cutting tools. Notched, curved or quarter round cuts will be done with a wet saw
- 13) Wipe off excessive adhesive with clean wet sponge
- 14) Remove all waste and debris from site to designated area, site will be left clean and tidy at the end of each shift

### Grouting

- 1) Allow adhesive to cure for 4 hours
- 2) Cover floor area and any furniture to prevent damage
- 3) Mix sufficient grout to cover required area, refer to manufacturers instructions
- 4) Using grout float spread grout into joints
- 5) Make sure all joints are filled
- 6) Allow grout to set for 20 minutes then wipe residue of with damp sponge cleaned regularly
- 7) Minimal clean-up water should be used to ensure proper grout curing and maintain colour uniformity
- 8) Shape grout joints with grout tool
- 9) Buff tiles with clean cloth

### Cleaning and Handover

- 1) The bathroom will be cleaned prior to handover; all waste and debris will be removed to the designated waste area.
- 2) The site manager will check all work prior to handover
- 3) Handover to client

Series:	MS	Series & Number	MS006	Issue Date:	14/11/11
Revision Number	2	Revision Date	30 <sup>th</sup> October 2011	Page 6 of 7	

**METHOD STATEMENT**  
**TILING****Care of equipment**

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

Series:	MS	Series & Number	MS006	Issue Date:	14/11/11
Revision Number	2	Revision Date	30 <sup>th</sup> October 2011	Page 7 of 7	