**Method Statement Installing and Deinstalling Banners**

|  |  |  |  |
| --- | --- | --- | --- |
| Description of Project | Installing and de-installing banners on the roundabout in centre of Baildon | Project No: | 1/24 |
| M.S. Ref No: |  |

|  |  |
| --- | --- |
| Site Address | Baildon |
| Contact Details | Clerk 01274 593169 |
|  |  |

|  |  |  |
| --- | --- | --- |
| Proposed Start Date | Duration of Job | No. of Workers on Site |
| As advised by BTC re. booking dates for a banner slot. | 10-15 mins | 2 |

|  |
| --- |
| 1. **Scope/Description of Work** |
| *Include the Location, Method and Sequence of Work. Include sketches/duration of activity/ programme.*   * Complete task outside of peak travel/traffic hours (eg. after 10am and before 3pm) * Cross road safely and access the roundabout. * Care is taken climbing onto roundabout, use hand holds wherever possible. * High visibility jackets are worn at all times. Stout supportive shoes are worn. * **Do not step on** safety grille to Yorkshire Water hatch * One person watches the traffic from a safe position on the base of the roundabout and one person ties the banner on the frame |

|  |
| --- |
| 1. **Project Organisation for Health and Safety and Control** |
| *Identify H&S Responsibilities, supervision and frequency of inspections, toolbox talks, etc.*  The organisation installing the banner should satisfy themselves that they have read the risk assessment (available from BTC) and that the operative has the strength and ability to step up 0.65m onto the roundabout.  All questions prior to installing a banner should be directed to BTC.  High visibility jackets are available from BTC.  Stout shoes not provided. |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| 1. **Risk and Controls** | | | | | |
| *Identify: - The significant risk to health and safety associated with the task undertaken*  *-The control measures and precautions to be implemented to control the identified risks* | | | | | |
| **Main Risks and Controls** | | | | | |
| See Risk Assessment attached | | | Controls | | |
| Falling into busy traffic | | | High vis jacket  Stout footwear  Two people  Appropriate agility  Do not complete if ice, snow or heavy rain present | | |
|  | | |  | | |
|  | | |  | | |
|  | | |  | | |
| **Relevant Risk Assessments** | | | | | |
| *RA Ref No.* | *Description. Attach RA* | | | | |
|  |  | | | | |
| **Personal Protective Equipment** | | | | | |
| **Minimum Site Requirements** | | | | | |
| 1. High Visibility Jacket or Vest BS EN 471 Class 2 | | | | | |
| Hazard | | PPE | | BS Standard | Type |
| Falling into traffic on/off the roundabout | | High vis jacket | |  |  |
| Secure step onto top of roundabout | | Stout shoes | |  |  |
|  | |  | |  |  |
|  | |  | |  |  |
| **Emergency Procedures** | | | | | |
| **On Hearing the Fire Alarm:**  N/A  **On Discovering a Fire:**  N/A  *Name designated Fire Marshalls* | | | | | |

|  |
| --- |
| 1. **Access and Egress** |
| *Include employee and vehicle site access arrangements, signing in procedures, etc.*  *Include description of access equipment used for the task e.g. MEWP, Podium, Scaffold*  **Do not use portable steps due to risk of slipping** |

|  |
| --- |
| 1. **Lighting** |
| *Include responsibility for provision and type of task lighting required*  *Include responsibility for provision of general and emergency lighting*  **N/A** |

|  |
| --- |
| 1. **Plant and Equipment** |
| *List all plant and equipment to be used for task*  *Include Calibration certification where required*  *Include PAT testing and other inspections to be carried out e.g. PUWER, LOLER, etc.*  **N/A** |

|  |
| --- |
| 1. **Training Certification** |
| *CSCS, CPCS, CISRS, ECA, IPAF, PASMA, Asbestos etc.*  **N/A** |

|  |  |
| --- | --- |
| 1. **Hazardous Substances and Materials** | |
| **Substance/Material** | **COSHH/MSDS Attached** |
| **N/A** |  |
|  |  |
|  |  |
|  |  |

|  |
| --- |
| 1. **Waste Management** |
| *Segregation, waste removal*  **To remove a banner follow all the same instructions** |

|  |
| --- |
| 1. **Special Control Measures** |
| *Hold Points, permits, temporary works, emergency arrangements, rescue plans, public protection, tool tethering arrangements, harness requirements etc.* |

|  |
| --- |
| 1. **Site Deliveries, Logistics** |
| *CLOCS, WRRR* |

|  |  |
| --- | --- |
| **Risk Assessment Checklist** | **Completed & Attached**  **Yes/No /N/A** |
| Task specific Risk assessments | Yes |
| COSHH Assessments | N/A |
| Manual Handling Operations | N/A |
| PPE | High vis jacket |
| Noise | N/A |
| Hand Arm Vibration | N/A |

**COMMUNICATION OF INFORMATION**

The client:

Method statement issue No:

Site address:

Declaration:

I have read and fully understood the duties & responsibilities placed upon me within this Method & risk assessment for the works I am about to undertake.

I understand and agree to comply with all regulations & code of practices including the individual site aspects relating to the health and safety of others and myself. Whilst undertaking the operations/tasks required on this site

Record of document induction training/Toolbox Talk

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Employment Status** | **Name** | **Signature** | **Induction by:** | **Position** | **Date** | **Time** |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |

Company representative declaration:

I can confirm that the above named operatives have received the above Safe system of work, risk & method statement induction, on behalf of *Insert Company Name*

I am satisfied that the operative(s) named above fully understands the operation/tasks related to the safe system of work, risk & method statement.

Company Representative Name: Company Representative Signature:

Date: Time of Briefing:

APPENDIX A – Risk Assessments

*Attach task specific, subject and general risk assessments here*