

COUNTRYWIDE FLOORING (BOURNEMOUTH) LIMITED

Task Method Statement	Ref No: LTP Battelle Works	Rev No: 2.0
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Title	Replacement flooring – Uplift & re install of Carpet tiles & Vinyl.
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This document shall be used where planned work tasks are being undertaken through the course of a project.

When complete this document must be a specific, proportional and a representative account and instruction of the work being undertaken and the working environment prevailing.

Where an item is 'not applicable' to the task indicate 'n/a'. Add rows as necessary to accommodate text entry.

1) CDM Principal Contractor or Main Contractors details:	Name:	BRENMAR		
	Address:	Waltham business Park, Swanmore, Southampton, SO32 2SA		
	Project Manager:	Mark Harvey		
	Tel:	01489 891196 / 07711644535		
	E-mail:	mark@brenmar.co.uk		
2) CDM Clients name:				
3) Project name or title:	Flooring modifications to Various Areas	Project No. and/or job no.:		
4) Site address/location:	Langstone - Battelle			
5) Task/activity being undertaken:	To install deepfill latex then re install existing carpet tilesand install vinyl.	Start date/time:	Monday 18 th October 2011 at 4PM	
		Finish date/time:	Friday 23rd October 2011 at 6PM	
6) Arrangements for demarcation of works between various parties at site:	Work to be carried inside of normal office hours. If any areas are still occupied barriers will be used to ensure segregation.			
7) Access & egress arrangements (inc. vehicle routes, pedestrian & vehicle segregation and parking)	Delivery of materials to goods in.			
8) Access method planned to allow working at height:	N/A			
9) Arrangements for disconnection/reconnection of mechanical & electrical services:	Lighting control system requires updating to ensure adequate lighting levels.			
	Undertake site induction.			























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10) Sequence of operations and/or the method the project or task must be carried out: (Attach drawings & sketches if appropriate) (Attach programme if appropriate)	1. Confirm daily that safe access is available. Check tools and ensure adequate labor is available.		
	2. Check locations of work on plan start in area least or unoccupied, ensure segregation of Imperium staff if required. Collect all materials and tools/PPE.		
	2. Using stripper, lift the existing flooring and dispose as directed by Brenmar and dispose of in waste disposal skip supplied by Countrywide Flooring (BMTH) Limited. Control dust levels.		
	3. Remove tacking solution on existing floor areas if required using scarifying machine following manufacturers instructions.		
	4. Install 6mm plywood or latex as per manufacturers instructions if required.		
	5. Apply Carpet tiles to prepared surface. Use Altro & F.Ball adhesive and tackifier to manufacturers instruction & vinyls with f44 water based adhesives.		
	6. Use 65kg roller where necessary to (remove air bubbles) if required.		
	7.		
	8..		
	9.		
11) Plant, Equipment & Materials to be Installed or Used:	1. Floor tiles		
	2. Adhesive solution – tackifier		
	3. Stripper solution – NOT REQUIRED		
	4. 6mm Plywood – Far eastern		
	5. 65kg roller and various hand tools, hot air gun.		
12) Known hazards, risks and dangers: (Reference these to the 'Task Specific Risk Assessments' attached for this task as form FO-HSE-034)	1. Using various adhesives		
	2. Manual handling (boxes of floor tiles)		
	3. Manual handling (65kg roller)		
	4. Inhalation of dust and debris		
	5. Cutting self with carpet knife.		
	6. Disposal of waste – skip to be provided by Countrywide Flooring (location at rear)		
13) Client or site specific safety rules that apply (Include details of 'Permits to Work' required for specified work elements, include who is responsible to issue permits)	1. Reverse park		
	2. Wear PPE at all times when work is being carried out.		
	3. Site induction and walk through before works commence.		
	4. Report accidents immediately to BRENMAR supervisor.		
	5. No lone working without prior agreement and method statement.		
14) Site Supervisors or Clerk of Works name:	Neil Howarth	Tel:	Neil 07590564493

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	Name	Role/Trade	Competence Details
15) Personnel involved (include their specific areas of competence) (Attach copies of competence records/certificates as necessary e.g. CITB; CSCS; CPCS; PASMA; IPAF; Asbestos Awareness, etc.)		Flooring Contractor	
	Neil Howarth	Flooring Contractor	NVQ Qualified level 2
		Flooring Contractor	
		Flooring Contractor	
	Nick Barrow	Flooring Contractor	level 2 NVQ & Time Served
16) Specific additional task related staff training/competence requirements:	Countrywide flooring (Bournemouth) Limited are members of the SAFE contractor scheme Cert available if required		
17) Sub-contractors involved including their special areas of competence:	1. Lee Clarke – 26 years time served experience plus Level 2 NVQ qualified		
	2. Neil Howarth - time served in trade 10 years in various locations carrying out all types of flooring tasks across the country, NVQ qualified installer		
	3. Nick Barrow– Time served flooring contractor		
	Details as per listed above, certificates can be provided if required.		
18) Tools & equipment needed to undertake the work (Include certification/calibration & any special training requirements needed)	1. Hand Scraper		
	2. Pump Trucks		
	3. Stanley knife		
	4.		
	5.		
19) Contingency plans should works or project not go to plan:	Re-arrangement at a different date,		
20) Include or reference plans to deal with, manage and dispose of waste from site:	All Carpet off-cuts is to be carefully kept in bags. This is then to be disposed of by Countrywide Flooring Ltd into skips provided. Waste adhesives must also be disposed of by Countrywide Flooring in the correct manner i.e lids removed to allow for adhesive residue to dry and then safely be disposed of (adhesive water based).		
21) Include or reference details of environmental, heritage, nature or SSSI, issues etc:	N/A		
22) Attendance and services to be provided by others: (Include items such as welfare facilities, scaffolding, etc.)	1. Welfare facilities to be provided by BRENMAR and briefed at induction.		

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23) Emergency procedures to be put in place on this site for accidents, major spillages, terrorist alert, etc: (Attach detailed plans of best route to local A&E hospital)		1. Induction will give all operatives detailed information about bomb procedures 2. Induction will give all operatives detailed information about fire procedures 3. Spillage kit will be available if problems occur with petrol mixer																																			
24)		See reception																																			
 First Aid	Name of on-site first aider: First aid box or medical centre location:	Reception																																			
25) COSHH hazardous substances likely to be used: (Attach COSHH risk assessments from www.sypolcms.com and MSDS sheets as needed)		<table border="1"> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Toxic or Very Toxic</td> <td>Harmful or Irritant</td> <td>Corrosive</td> <td>Dangerous for the Environment</td> <td>Oxidizing</td> <td>Highly flammable</td> <td>Explosive</td> </tr> <tr> <td>No</td> <td>Yes</td> <td>No</td> <td>No</td> <td>No</td> <td>No</td> <td>No</td> </tr> <tr> <td colspan="2"> Applicable: </td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td colspan="2"> Others – state details: </td> <td>Cement dust</td> <td></td> <td></td> <td></td> <td></td> </tr> </table>								Toxic or Very Toxic	Harmful or Irritant	Corrosive	Dangerous for the Environment	Oxidizing	Highly flammable	Explosive	No	Yes	No	No	No	No	No	Applicable:							Others – state details:		Cement dust				
																																					
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26) COSHH materials storage arrangements:		No storage has been requested.																																			
27) Welfare requirements for this project or task:		1. Toilets in reception. 2. Drinking water and food available.																																			
29) Occupational health assessments and arrangements for health monitoring as required:		N/A																																			
30) Other relevant information & comments:																																					

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31) PPE Requirements

28) Personnel Protective Equipment Requirements: use this section to specify items of standard and specialist PPE needed: The minimum requirement whilst on site and working is Hat, Glasses, Gloves, Boots, Body/Arms/Legs Covered Up & High Viz	PPE Items	Applicable:	Specify the exact Type of PPE to be worn on this site and/or doing this task	State the Safety and/or Occupational Health Reason the Item is needed
	 Safety Boots	Yes	Hard toe boots	Required to protect feet whilst carrying boxes of Carpet tiles and moving Vinyl
	 Hard Hats	No		
	 Safety Gloves	Yes	Normal all round protection.	At all times.
	 Hearing Protection	No		
	 Eye Protection	Yes	General safety goggles	Where necessary while using the adhesives
	 Face Protection	No		
	 Body Cover / Overalls	No		
	 High Visibility	Yes	Long or short sleeved.	At all times.
	 Respiratory Protection	Yes		All adhesives used are water based.
	Any Other PPE Specialist Items needed, for example:- Harness, Foul Weather Kit; Asbestos Kit; Hot Work Kit; Confined Spaces Kit, etc. – State Details:			

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All work shall be undertaken by qualified competent persons or other staff under the direct supervision of qualified competent persons and in all cases will be carried out in full accordance with safety procedures specified in the company's Safety Health & Environmental Management Standards.

The production of this Task Method Statement does not replace or preclude the use of on-site risk assessment as required by Safety Health & Environmental Management Standards.

Prepared by:	Lee Clarke		
Position:	Managing Director	Date:	18.10.2011
Reviewed by:	Lee Clarke Countrywide Flooring (Bournemouth) limited		
Position:	Managing Director	Date:	18.10.2011

Items Attached:	Yes	No	Attachment References or Comment
Task Specific Risk Assessments	x		
Competence Certificates		x	
Sketches & Photos		x	
Site Layout Plans		x	
Switching Programmes		x	
Manufacturers Instructions		x	
Task Specific Work Programme	x		
COSHH Risk Assessments	x		
MSDS Sheets			
Emergency Procedure Plans	x		
Spillage Plans		x	
Map & Directions to Local A&E		x	
Client and/or CDM Principal Contractors' Site Safety Rules		x	
Waste Management Plan	x		Corruns waste disposal facility
Environmental Plan	x		
Other, please state			

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Method Statement Briefing Record

This document must be briefed to operatives, contractors, client employees and others as needed.

Briefing delivered by: Lee Clarke

Position: Managing Director

Date: 18.10.2011

We (the undersigned) have been briefed on, we have read and understood the attached method statement and will comply with the specified requirements and control measures. If the work activity changes or deviates from that originally envisaged, we will seek further advice and request an amended method statement.

Name (Print):	Signature:	Date:
Lee Clarke		
Neil Howarth		
Nick Barrow		