LANGTON
HOLDINGS LTD
Albert House
3 Monk Bridge Road
Leeds LS6 4DX
Tel: 0113 275 8366
Email: office@cwlangton.co.uk
www.cwlangton.co.uk

Method Statement

Task	Insulating	Date	08/02/2016
Site	Cockcroft House	Work Type	New Build
Site Address	Cockcroft House, 118 Cardigan Road, Headingley, Leeds, LS6 3NF		
Main Contractor	CW Langton		
Statement No.	CM7(MS)	Creator	Max Hardy

Objective

To complete all fitting of insulation on the new build project to the standard required by the architectural drawings provided and to the manufacturer's guidelines.

This method statement is to be used for all aspects of insulation fitting and in conjunction with the relevant risk assessment for this task (CM7(RA)).

All works shall be carried out to the main contractor's specification and all materials used shall be done so in accordance to the manufactures guidelines and recommendations.

All operatives undertaking works at the site named above must read, understand and work to this safety method statement. Any deviation from this safe system of work will result in disciplinary action or a sub-contractors notice of non-compliance.

Reducing Risk

1	Full use of all PPE equipment throughout the whole kitchen fitting and by every operative when there is a risk of personal injury. PPE equipment to be used includes; Hi-visibility jacket, steel toecap boots, hardhat, eye protection and face mask.
2	Good housekeeping practices to reduce trip and fall hazards.
3	Continual inspection of tools, equipment and materials.
4	Operatives to wear tool-belts to carry hand tools to work location if accessing the work place from ladders. This is to ensure three point contact at all times.
5	Working area to be cleared of debris and waste produced by others prior to joinery works commencing.
6	Disposable overalls and gloves to be worn when handling insulation.
7	Dust to be removed regularly to prevent build up and increase fire risk. Off cuts to be regularly placed in bins.

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Work Method	
1	All drawings will be studied and understood before works commence.
2	Materials will be delivered and then stored as close to the working area as possible.
3	All insulation will be set out to the architectural drawings supplied to operatives, as well as any guidelines given by the manufacturer.
4	Experienced operatives using correct methods of manual handling will supply all materials and equipment.
5	All cutting that is undertaken will be done using equipment that has dust extraction devices fitted.
6	Operatives to wear respiratory protection to FFP2 when cutting, which has been face-fitted. Gloves and eye protection to be worn as appropriate.
7	All PPE to be worn before opening the packages of insulation.
8	All insulation must be installed into the walling.
9	Working platforms to be erected by competent persons if necessary. Hop ups to be of Class 1 Industrial Standard.
10	The insulation is not heavy but is bulky therefore operatives carrying insulation packages must ensure they have a clear view of their path.
11	All materials will be cut using equipment compliant with the Provision and Use of Work Equipment Regulations 1998 and the Electricity at Work Regulations 1989.
12	All surplus or broken materials will be cleared from the working area as soon as possible.
13	Good standards of housekeeping to be maintained at all times, including the clean up of any dirt or dust therefore controlling the emissions given from site.
14	All equipment and tools used by the operatives shall be securely stored in the designated safe storage point when not in use.

Plant / Equipment	
1	Hand tools
2	Power tools
3	Circular saw
4	Nail gun (if required)
5	Working platforms

This method statement will be the subject of a toolbox talk provided by the main contactor or appointed site manager to all staff concerned with the task of insulating.

This method statement is made publically available via the developer's website www.cwlangton.co.uk.