

3. On arrival at site, the senior event operative will:

- Report to site contact, occupy the working area and confirm the work to be carried out and clearly explain what is to be done.
- Verify and conform site safety procedures and rules.
- Report any chemicals for the build brought on to the site.
- Carry out site safety inductions.
- Identify fire, first aid and emergency procedures.
- Identify adequate welfare facilities.

4. Local site hazards.

The event supervisor will inspect the worksite for local hazards and confirm that this method statement adequately addresses all hazards. The event supervisor will conduct a toolbox talk and all operatives will sign on to this method statement to acknowledge that they understand the hazards and control measures. Operatives are empowered to stop work if they identify any significant hazards or deficiencies in any safe system of work that they believe could cause a significant issue.

5. Housekeeping.

Operatives will maintain a high standard of housekeeping and will follow a “tidy as you go” approach to the work.

6. Tools, Equipment and Personal Protective Equipment.

Tools and equipment will be checked by internal procedures, for example pre-use inspections, PAT testing (transformers and 110V tools etc.) No mains voltage tools will be used.

7. Manual handling.

All personnel will be trained in manual handling techniques and no one is to attempt to handle any load that they feel is beyond their personal capability. Where it is practicable, loads will be moved using mechanical aids. Team lifting will be employed to move heavier loads. The site supervisor will control all team lifting.

8. Slips, trips and falls.

Avoid wet and slippery areas and wear suitable safety footwear. Do not leave tools and equipment lying around. A high standard of housekeeping is to be observed at all times. Check the working area for changes in level. The senior operative will check the site for tidiness.

9. Noise.

Anyone who cannot have a normal conversation over a distance of 2 Metres (6 Feet) or where there is a mandatory hearing protection sign will be required to wear hearing protection.

10. Waste Material and Environmental Controls.

Waste will be disposed of in the correct receptacles.

11. Use of hand tools

Operatives will examine hand tools before use and discard any damaged tools. Operatives will wear eye protection and gloves when striking any hand tool. If using any tool with a cutting edge, always cut away from the body and put tools away when they are not in use. gloves are to be worn if handling any items with hot or sharp edges.

12. Vehicle and Plant movement.

All vehicle movement including deliveries of tools and equipment and collection of waste will be controlled by a banksman. Vehicles will switch on hazard warning lights and headlights during loading and unloading operations.

13. Work at height (Pop Up Steps) if required

Carry out a visual check of the steps for serviceability, e.g., stays and feet. Check ground conditions are level and load bearing. Erect the Steps so you are facing the area to be worked on.

14. COSHH – Hazardous Substances

In general, few hazardous substances will be taken to the site. Safety data sheets are held for all hazardous substances and COSHH assessments will be produced accordingly.

Sequence of operations

The sequence of operations will be in accordance with the agreed programme of works. Variances will be notified to the client for approval: