



**METHOD STATEMENT FOR:** .....

**INSTALLATION TYPE:** Sports Hall / gymnasium / changing room

**MAIN CONTRACTOR:** .....

**DATE OF STATEMENT:** .....

**VERSION NUMBER:** .....

Before we commence our works on site, we will require **written confirmation** that the following works have been completed in the sports hall / gymnasium / changing room area as applicable:

1. LIGHTING AND HEATING
2. ELECTRICAL POWER POINTS
3. FLOOR DOWN AND SEALED
4. ALL OTHER TRADES TO HAVE FINISHED IN THE SPORTS HALL / GYMNASIUM / CHANGING ROOM (LEAVING SITE OF WORKS CLEAR FOR OUR TECHNICIANS).

We require unrestricted access to work in the hall between 8.00 am and 7.00 pm and we shall also require vehicle access for the off-loading of our equipment into the sports hall.

If the situation changes subsequent to you confirming the above, please contact us **in writing** as soon as possible with all necessary details so that our workload can be re-scheduled to take into account the delayed installation date.

**IN THE EVENT THAT WE ARE NOT PREVIOUSLY ADVISED, WE REGRET THAT A CHARGE WILL BE MADE FOR AN ABORTIVE VISIT. THIS WILL BE AN “AREA CHARGE” BASED ON YOUR DISTANCE FROM OUR FACTORY AND A “PER MAN HOUR CHARGE” BASED ON LOADING, UNLOADING AND TRAVELLING TIME.**

1.0 **Project Information**

1.1 Location of Works: .....

1.2 Sub Contractor: Continental Sports Limited

2.0 **Delivery and Offloading**

2.1 Check with site foreman on arrival to site. Advance arrangement made by letter or telephone.

2.2 Vehicle parked as close as possible to installation site

2.3 The equipment is off-loaded manually by the two fitters and carried into the room where installation will be carried out – the lorry has a drop down tailgate for this purpose.

3.0 **Distribution**

3.1 Main Contractor issued with copy of method statement prior to installation date and copy to site manager on arrival

4.0 **Materials**

4.1 Materials used and requiring physical installation will include (as applicable to the equipment ordered):

- Sports hall netting and trackway,
- Basketball equipment,
- Spotting rig,
- Floorplates/sockets,
- Associated sports equipment and furniture for the sports hall and / or changing room equipment and / or gymnasium.

Also delivered by the same team of fitters may be other portable items of sports equipment.

5.0 **Drawing Information**

5.1. Drawings issued by Drawing Office – contact Garry Spivey, Drawing Office Manager

5.2 Drawings issued after final site survey for approval by client. Setting out drawings, installations drawings both issued and used by fitters on site.

5.3 Client requested to sign documents after installation to confirm correct location of installed equipment.

## 6.0 **Schedule of Plant and Equipment**

- 6.1 Scaffold and tools necessary for installation work. Electrical equipment tested for safety and certified – all electrical equipment runs on 110v transformers.

## 7.0 **Location on Site of Works**

- 7.1 Location as directed by Site Manager/Client Representative.

## 8.0 **Nature of Works**

- 8.1 **High level work** to include (where appropriate) – installation of trackway and netting from brackets attached to roof structure/bearers/purlins. Basketball goals / spotting rig attached to supporting steelwork from roof structure.

**Low level work** to include (where appropriate) – installation of basketball goals attached to wall/steel structure.

**Floor level work** to include (where appropriate) – installation of floor fixings for games posts.

## 9.0 **Access**

- 9.1 Security forms/ID cards submitted prior to arrival on site for validation.
- 9.2 Photographic ID cards to be carried by fitting personnel whilst on site and shown if requested.

## 10.0 **Preparing Area for Work**

- 10.1 All fitters wear soft soled, non-marking footwear to protect floor
- 10.2 Heavy duty canvas, plastic or hardboard is laid out in the localised area of the specific working location to protect the floor. Such protection to be moved around the room as the work location in the room changes. Full covering of the entire floor is not undertaken.
- 10.3 Scaffold is positioned on plastic or plywood sheets to protect floor. Wheels of the scaffold are non-marking
- 10.4 Ground level work – i.e. installation of floorplates/sockets – is carried out with floor covers surrounding the work area
- 10.5 Area cleared of all other trades and equipment to be installed located on coned / marked off area.

## 11.0 **Control Measures to Ensure Safety of Third Parties**

- 11.1 All other trades cleared from working area and area secured by coning / marking off.

- 11.2 All operatives are required to wear hard hats.
- 11.3 Supervision of materials and tools being used on towers controlled by chargehand.
- 12.0 **Method of Works**
- 12.1 Erection and use of scaffold tower undertaken by qualified fitters who have passed the necessary examination in the use of scaffold, including the requirements of out-rigger where necessary. Each fitter carries personal certificate for inspection on site.
- 12.2 All equipment including steelwork hoisted into position. Equipment being lifted by the fitters is secured by means of ropes / chains and this equipment is lifted above the height of the scaffold. The scaffold is moved back in position and the equipment then lowered onto the platform.
- 12.3 High level work carried out first, comprising of attachment of brackets using the appropriate fixings and steelwork by means of clamp fixings onto exposed roof members.
- 12.4 Trackway/spotting rig then attached to secondary steelwork or telescopic brackets.
- 12.5 Division and cricket nets then attached to trackway.
- 12.6 If electronically winched basketball goals are being installed, electrical work to connect power source to winch and control panel undertaken by qualified electrician employed by Continental Sports Ltd.
- 12.7 All fixings to side walls/steel columns are undertaken using rawlbolt fixings appropriate to the structure.
- 12.8 Floor fixings are final element of fixture and fixing work and these are installed to suit the floor type.
- 12.9 Residual dust is removed with vacuum cleaners etc. and all waste is removed from site.
- 13.0 **Site Supervision**
- 13.1 Site Supervisor – T B A. The supervisor has 2-day CITB Site-Supervisors certification.
- 13.2 Contracts Manager – G M Spivey
- 14.0 **Site Safety**
- 14.1 On arriving at site all fitters will attend (if required) a site induction to be carried out by Contractor
- 14.2 Operatives will have a copy of this method statement and be experienced in carrying out these particular works, adhering to the methods as defined in this statement

- 14.3 Minimum requirements for PPE to be worn at all times
  - i) hard hats
  - ii) safety boots or shoes tested to 200 joules
  - iii) high visibility vests / jackets
  - iv) gloves

15.0 **Facilities**

15.1 Operatives will use facilities as provided by Contractor

16.0 **First Aid Provision**

16.1 First aid kit carried on site

17.0 **Risk Assessment**

17.1 See sheets in enclosed booklet

18.0 **COSHH Assessment**

18.1 See sheet in enclosed booklet

19.0 **Manual Handling Assessment**

19.1 See sheets in enclosed booklet

20.0 **Emergency Procedures**

20.1 All as Contractors Safety Plan

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**Operatives' Confirmation**

Signed, read and understood by:

- 1) Operative's name: .....  
Signature: ..... Date:.....
- 2) Operative's name: .....  
Signature: ..... Date:.....
- 3) Operative's name: .....  
Signature: ..... Date:.....
- 4) Operative's name: .....  
Signature: ..... Date:.....