



METHOD STATEMENT FOR:
INSTALLATION TYPE: **Gymnastic training facility**

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.

1. LIGHTING AND HEATING
2. ELECTRICAL POWER POINTS
3. FLOOR DOWN AND SEALED
4. ALL OTHER TRADES TO HAVE FINISHED IN THE SPORTS HALL (LEAVING HALL 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

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 Gymnastic equipment including apparatus, foam and mats and associated sports equipment for the gymnastic training facility.

5.0 **Drawing Information**

5.1. Drawings issued by Drawing Office – contact Garry Spivey

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 run on 110v transformers.

7.0 **Location on Site of Works**

7.1 Gymnastic training facility location as directed by Site Manager/Client Representative.

8.0 **Nature of Works**

8.1 **High level work** – installation of gymnastic apparatus attached to supporting steelwork from roof structure.

Low level work – installation of gymnastic apparatus attached to wall/steel structure.

Floor level work – installation of floor fixings, pit edging, foam, trampolines and other low level gymnastics apparatus

9.0 **Access**

9.1 Identity forms/photographic 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 or plastic dust covers laid out to protect floor

10.3 Scaffold is positioned on plywood or plastic sheets to protect floor. Wheels of scaffold are non-marking plastic

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 outrigger where necessary. Each fitter carries personal certificate for inspection on site.

12.2 All equipment including steelwork hoisted into position using block and tackle with a certified working load of 500 kilos. All operatives qualified in this procedure. Equipment being lifted by the fitters is secured by means of 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 Gymnastic equipment then attached to secondary steelwork or telescopic brackets.
- 12.5 All fixings to side walls/steel columns are undertaken using rawlbolt fixings appropriate to structure.
- 12.6 Floor fixings are final element of fixture and fixing work and these are installed to suit the floor.
- 12.7 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.
- 13.2 Contracts Manager – G M Spivey

14.0 **Site Safety**

- 14.1 On arriving at site all fitters will attend 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

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