

# Safety Method Statement - Sign Installation at J.B House

<i>Date works to Commence</i>	28.04.2005
<i>Description of Work and Location</i>	<p>C&amp;S Signs (UK) Ltd are to carry out sign installations at J.Blogg Office Block, Bristol. Work comprises of interior sign installation through-out the building.</p> <p>Installation will require use of hand tools and battery operated tools.</p> <p>Work will take no more than two days (all permitting).</p> <p>We understand that the premises will not be trading at the time works will be undertaken.</p>
<i>Supervision</i>	<p>C&amp;S Signs (UK) Ltds' Installation Manager is Stephen Weller. Stephen is experienced in all aspects of the sign installation work on this project and will supervise our fitter(s) and ensure all work equipment is in a satisfactory condition.</p> <p>He is familiar with accident reporting procedures. He will liaise with the site manager before and during the work, particularly explaining the sequence of work and any specific requirement we need to carry out the work.</p>
<i>Pre-site Preparation Work</i>	All designs and placement of signage has been agreed with Joe Bloggs and Janet Bloggs Senior Management
<i>Work Operations</i>	<p>Vinyl Window Graphics &amp; Wall Mounted Signage</p> <ol style="list-style-type: none"><li>1. Assess work area.</li><li>2. Having unloaded equipment and materials, check to ensure all components are in satisfactory condition/working order.</li><li>3. Ensure ladders are placed on a level and firm footing (if required).</li><li>4. Commence Installation work.</li><li>5. On completion of Installation works ensure a check is made of all areas and remove all equipment and waste material.</li></ol>
<i>Control of Operations</i>	<ol style="list-style-type: none"><li>1. Our Installations Manager, Stephen Weller will control all operations, in liaison with the site manager if necessary.</li><li>2. Ladders will be checked and made secure before use.</li></ol>
<i>Storage / Materials / Handling</i>	There are no special requirements for the storage of materials or equipment.
<i>Competence of Operatives</i>	The work requires a maximum of two fitters; the Manager, Stephen and a fitter - who will be closely supervised.
<i>Accompanying Assessments</i>	Risk assessments have been completed for; Working at Height and Manual Handling.
<i>Plant and Equipment</i>	The only equipment required for this job is hand tools, ladders and battery operated tools.
<i>Safety of 3rd Parties</i>	Men working signs are deemed as being sufficient controls to reduce the risk to third parties to an acceptable level (if required).

*PPE Requirements*

PPE requirements are safety footwear. Safety helmets, working gloves and high visibility vests are provided (if required).

*First Aid Requirements*

The first aid kit supplied by C&S Signs (UK) Ltd is deemed sufficient for the works being undertaken.

*Emergency Procedure*

All fitters working on site must make themselves aware of all fire escape routes. These routes must be kept clear and unobstructed at all times.

*Environmental Issues*

No specific environmental controls are necessary.

Signed: .....

Date: .....

**Hazard**

Working at high levels

**High/Med/Low**

Medium

**Risk Assessment**

Falls

**Controls**

Do not work from ladders unless a risk assessment has taken place. All ladders must be checked at the end of each working day.

**Maintain Controls**

Site Management to supervise and ensure controls are in place.

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**Hazard**

Manual Handling & Lifting

**High/Med/Low**

Medium

**Risk Assessment**

Back problems, muscle damage

**Controls**

Fitters to be trained in manual handling & lifting

**Maintain Controls**

Ensure safe working procedures are followed along with site management to supervise and ensure controls are in place.