

Method Statement (Reviewed March 2016)



Client: _____

Location: _____

Date: _____

Description of the Work: _____

Work carried out by: Educational Play Staff

Method

1. Arrival date, time and location will be prearranged and confirmed at least a week prior to delivery. Alterations or delays on the day will be communicated by telephone.
2. Educational Play staff will wear uniform with identifiable logo on, and have appropriate PPE, stout footwear and gloves where applicable
3. The Company's vehicle will arrive and staff will report to reception in the first instance. They will sign in and follow visitor arrangements as laid down by the location.
4. Clarification of the site for the structure will be sought and arrangements discussed with relevant bodies for access to the site of vehicles for off-loading, or route for the carrying of parts and tools to the site.
5. Arrangements will need to be made for Educational Play staff to have access to toilets and a power supply to plug in rechargeable power tools. If a power lead is required to the site a separate discussion will take place to agree the safest route for the lead to run.
6. The safety of children and staff within the vicinity of the site is paramount and a discussion will take place to ensure Educational Play staff are aware where children and staff maybe and the times during which they maybe passing close to the site or playing in the direct vicinity.
7. If it is deemed necessary by Education Play staff a cordon of hazard tape will be set up around the site to clearly define its boundary. It is required that the staffs at the premises keep children away from the site.
8. Unless otherwise agreed all works by Educational Play will take place within the site. Noise and dust will be kept to a minimum; tools will be handled with care and will not be left close to the site boundary.
9. Upon completion of the delivery all areas of the site will be cleared of waste and a physical inspection by a representative of the premises will be required.