



Method Statement

Method Statement Details

Method Statement Date	24/03/2026
Method Statement Author	Sam Zaidi
Project/Contract	Loddon Bridge Dental Practice, RG5 4BE
Start Date	07/04/2026
Expected job duration	05 Months
Client Contact	Ahmed Aleshaiker
Description	Merging neighboring attached property with an existing Dental Practice to expand it.
Site Address	281 Loddon Bridge Road Woodley Reading RG5 4BE

Signatures

	Name	Title	Signature	Date
Document Author	Sam Zaidi	Project Manager		24/04/2026

Data protection statement

The information and data provided herein applies only to the contract for which it was written, it shall not be duplicated, disclosed or disseminated by the recipient in whole or in part for any purpose whatsoever without the prior written permission.

It is the duty of all employees to observe the following Method Statement framed to provide a code of good practice and conduct with the object of preventing accidents. At all times employees must work in a safe manner both to prevent personal injury to themselves or to other personnel.

Emergency Contact Details

Name	Sam Zaidi	Asad Zaidi	Mark Barrett	Excel Building Contractors
Telephone Number				

To be observed by all staff at all times, any deviation from these control procedures must be authorised by the site manager or safety representative.

Communication with Other Workers on Site.

All staff will report to the site office for induction on arrival at the site. The site manager will inform staff of any hazards that are present on site. Staff will inform the site manager of the work to be carried out and how it could affect other trades working on the site. Where necessary notices will be posted advising of any hazards present during the works. Where contractor activities cross, the senior person must liaise with the other trades to ensure safe operation.

First Aid

It is the responsibility of the company to ensure adequate First Aid provision for its staff. Adequate means provision of a trained first aider, suitable first aid equipment and/or the provision of an appointed person at the minimum.

An Appointed Person is a person provided by the employer to take charge of the situation (e.g. to call an ambulance) if a serious injury/illness occurs in the absence of a First Aider. The Appointed Person can render emergency First Aid if trained to do so. All staff when inducted will be made aware of the location of the First Aid kit.

Manual Handling

All staff and contractors have been instructed on the potential dangers of manual handling, and have received manual handling training. Equipment provided to reduce manual handling must be used where provided. Staff and contractors will not lift items of tools or equipment that are beyond their capabilities. Heavy or awkward items will be split into smaller units where possible or dual lifted where this is not possible. It is the responsibility of the site foreman/employer to identify and control manual handling activities as they occur on site on a day to day basis.

Material Handling

All materials required for site will be unloaded to a designated unloading and storage area which will be away from the work area as far as is practicable. This area will be kept tidy to minimise trip hazards. Materials as and when required will be collected from the storage area and transferred to the work area. All staff will take care when handling materials and will use mechanical aids wherever possible. When stacking materials particular care must be taken to ensure that the stack is secure and that the product does not get damaged.

Personal Protective Equipment (PPE)

PPE will be provided as a last form of protection against a hazard. Staff will use the appropriate PPE for the task as identified in the risk assessment.

All site workers will wear Safety boots, Hi Visibility Vests, Hard Hats and protective clothing at all times, other items of PPE such as eye protection, hearing protection and gloves are available to be worn as and when necessary and as determined by the risk assessment.

Preparation & Induction

A risk assessment will be carried out for all tasks which will be discussed with members of staff and the sub contractors, any queries or concerns will be raised with the contract manager who will ensure it is dealt with. Staff and sub contractors will be inducted onto site in order to understand the hazards present on site and the tasks that are to take place. Staff will also be advised of other site activities that could impact on their work and be made aware of any liaison that needs to take place between different trades. Staff will follow all site rules and safety procedures.

Staff and Training

The task will be carried out by staff from Excel Building Contractors Ltd, all staff are qualified, experienced, receive ongoing training, and hold suitable qualifications. Apprentices are under constant supervision by experienced members of staff.

Any sub contractors appointed by us have been assessed for their ability and suitability to carry out the tasks allocated to them.

Tools and Electrical Equipment

All tools and equipment will be visually inspected on a regular basis, defective or damaged equipment will be removed from service. Electrical tools will be 110V or battery operated where possible. Sub contractors will not be allowed to bring on to site any damaged or defective tools, the site foreman is responsible for ensuring that all tools and equipment allowed on the site are fit for purpose. Any portable electrical equipment taken on to site must be PAT tested every 3 months when used on construction sites, 6 monthly for heavy use activities and annually for other activities. A risk assessment will determine if inspection periods need to be varied.

Welfare

The principle contractor is responsible for providing adequate washing, toilet, drying and refreshment facilities for staff and sub-contractors, staff and contractors are responsible for ensuring that such welfare facilities are maintained in a clean and wholesome manner. This will be your responsibility when you are the principle contractor, it may be necessary occasionally for your company to identify suitable local amenities.

Site Set Up

1. Verify that a first aid kit is available on-site.
2. Ensure the site is secure and cleaned upon completion of the work.

Strip Out

1. Ensure the area to be dismantled and exit points are clear of obstruction and that safe access and egress is maintained
2. All power to lighting to be disconnected by the client
3. All power to dado trunking to be disconnected by the client
4. Test any electrical circuit before commencing work and ensure it is dead
5. Carefully remove existing toilet, wash basin, flooring and existing wall cladding
6. Remove all debris to designated waste disposal area
7. Do not leave tools and equipment unattended at any time

Demolition of Wall

1. Remove fixtures and fittings from wall
2. Starting at top of wall use pick and hammers to demolish wall in small chunks for easy removal, taking care to avoid flying debris.
3. Monitor wall as demolition commences for possible collapses.
4. Work down the wall, ensuring all wasted is removed from the working area as quickly as possible to keep escape routes clear and minimise risk of trips and falls.

First Fix Plumbing Works

1. Isolate Hot & cold water pipes locally where necessary
2. Carry out new installation parts
3. Ensure waste pipe work are connected correctly
4. Where plastic pipe is connected with solvents, staff will follow all safe use instructions
5. Compression fittings to be used where pipe connections are required
6. Check all joints
7. Liaise with facilities manager to turn water supplies back
8. Carry out further checks for water tightness and quality of finish

Partition Fixing and Erection (Metal Stud Partition)

1. Put on your personal protective equipment
2. Ensure the area to be worked and exit points are clear of obstruction and that safe access and egress is maintained
3. Fit galvanised steel top channel to ceiling working from step ladders, ensure company ladder procedure is followed
4. Mark out and fit shoes to floor, soffit and abutments, fix with proprietary screws
5. Mark out position of doors, openings, glazed units etc
6. Acoustuds are friction fitted vertically at either 450mm or 900mm centres within the channel centres to form the framework
7. Slide vertical aluminium partition posts into top channels and floor shoes and fix with self tapping screws
8. Slide angle brackets into position and fix with self tapping screws
9. With stud framing at 900mm centres, mid-height noggins are located between studs
10. Additional framing is installed as required to support heavy fixtures
11. Measure and cut to size plasterboard to fit to partition posts which are fixed at 400mm centres to all framing members to form the lining
12. Plasterboard to be cut with an electric Mitre/Chop saw
13. Acoustuds are sleeved with gypframe channel to full height either side of the door opening, or alternative, a timber ground is fitted
14. Respiratory, when sawing or sanding plasterboards, use local exhaust system to control dust or wear a half face mask to EN149 Class FFP 2 if dust cannot be controlled
15. Electrical and other services are normally installed after one side is boarded. horizontal runs are routed through cut outs in the studs
16. Fixing channels can be installed between studs to support recessed switch boxes/socket outlets
17. Install mineral fibre insulation prior to fitting plasterboard to other side
18. Remove all debris to designated waste disposal area
19. Do not leave tools and equipment unattended at any time
20. Ensure area is left safe at end of each shift

Installation of Electrical sockets and Additional Cabling

1. Install back boxes in desired locations.
2. Install trunking between sockets
3. Install cables for power sockets and free standing cooker
4. Check the supply is dead by electrical test meter before connecting to supply
5. Finish all cable connections
6. Check all connections and cabling for security and integrity
7. Before re-energizing the system all non live testing will be carried out
8. Test results written on Installation Certificates to be provided
9. Energise power supply to new circuit and check operation.
10. Tidy work area and remove all debris to designated waste area
11. Leave site in safe condition at times

Lighting Installations

1. Check with principle contractor/site foreman and liaise with other contractors before switching off lighting
2. Lock off lighting circuit, key to be kept with the electrical foreman
3. Fit warning signs to isolating switches
4. Prove the circuit is dead via test meter
5. Reposition lights according to new arrangement and alter existing switching arrangement where necessary
6. Check all connections and fittings for security and integrity
7. Re energise lighting supply

External Lighting Installations

1. Run Armoured cable from main building to metal sheds
2. Site supervisor and electrician to ensure any isolation request is received prior to starting the works
3. Fit warning signs to isolating switches
4. Install PIR external security lights
5. Electrician to test all circuits and issue safety certificate on completion

Plastering - Skim of Walls & Ceilings

1. Prepare safe access for reaching ceiling
2. For large areas proprietary working platforms should be erected
3. Ensure intensity and direction of lighting is suitable to enable a satisfactory finish
4. Prepare ceiling surface and apply coat of pvc adhesive , allow to dry to tack condition
5. Mix hand trowelled gypsum by mechanical paddle using a clean container, ensure all material in a batch is mixed thoroughly
6. Ensure that dust is kept to a minimum during mixing and that mixing is carried out in a well ventilated area. Wear en 149 FFP2 dust mask to prevent inhalation of gypsum dust.
7. Apply gypsum finish to a uniform thickness of approx 3mm.
8. Smooth with a steel float trowel to even surface suitable for decoration
9. Fit new corner beads as required allowing for additional skim layer
10. Prepare walls surface and apply coat of pvc adhesive , allow to dry to tack condition
11. Mix hand trowelled gypsum by mechanical paddle using a clean container, ensure all material in a batch is mixed thoroughly
12. Ensure that dust is kept to a minimum during mixing and that mixing is carried out in a well ventilated area. Wear en 149 FFP2 dust mask to prevent inhalation of gypsum dust.
13. Apply gypsum finish to a uniform thickness of approx 3mm.
14. Smooth with a steel float trowel to even surface suitable for decoration
15. Do not attempt to use any mix after initial set, and do not attempt to re-temper, discard all such mix immediately
16. Do not attempt to plaster where extremes of temperature or moisture will affect the finish
17. Dismantle and remove all access equipment
18. Clear floor surface of waste
19. Remove all debris to designated area / skip, leave work area clean and tidy
20. Make good any damage after completion of second fix and carpentry work

Skirting Boards and Architraves

1. Measure and cut skirting and architrave materials to fit the dimensions of the room.
2. Ensure the walls are clean and free from debris before installation.
3. Apply adhesive to the back of the skirting and architrave for secure attachment.
4. Align skirting at the base of the walls and architrave around door frames, ensuring proper spacing.
5. Secure skirting and architrave with appropriate fixings, such as nails or screws.

6. Check for levelness and make adjustments as needed during installation.
7. Miter cut corners for a seamless and professional finish.
8. Fill any gaps or seams with appropriate filler material.
9. Sand surfaces to achieve a smooth and even finish.
10. Apply paint or finishes to skirting and architrave as desired.
11. Conduct a final inspection to ensure proper installation and finishing.

Painting

1. Cover floor area and any furniture etc with dust sheets to prevent paint splashes
2. Prepare all walls and woodwork for painting by sanding down (ensure a face mask is worn)
3. Ensure surface is clean, dry and free from dirt, grease, and oil
4. When working from stepladders/step ups the company working at height procedure must be followed
5. Prepare paint for application. i.e. mixing etc
6. Apply emulsion paint with brush or roller and allow to dry, do not apply too much and watch for runs etc
7. Check first coat for correct coverage and allow to dry
8. Apply second coat where necessary and allow to dry
9. Apply gloss finish coat and allow to dry
10. Items such as brushes and rollers should be air dried and stored

Kitchen Unit Fitting

1. Fit new pre assembled kitchen unit carcasses and appliances as per contract drawings.
2. Ensure the units and carcasses are level and plumb
3. Fit new unit doors and surfaces
4. Carry out appliance test to ensure suitability of operation and safety
5. Check and test all plumbing connections
6. Turn on services and check all appliances for safety and correct operation

Cleaning and Handover

1. Perform a thorough cleaning of the entire workspace.
2. Dust surfaces, including desks, shelves, and electronic equipment.
3. Clean windows, mirrors, and other glass surfaces.
4. Vacuum and/or mop all floors.
5. Disinfect commonly touched surfaces such as doorknobs and light switches.
6. Wipe down and sanitize kitchen and restroom areas.
7. Empty and clean waste bins, replacing liners as needed.
8. Pay special attention to high-traffic areas and frequently used spaces.
9. Ensure that all office equipment is dust-free and in working order.
10. Check and restock cleaning supplies for the next occupant.
11. Inspect for any damages or maintenance issues.
12. Repair or report any identified damages to maintenance.
13. Complete a final walk-through to ensure all areas are clean and in order.
14. Prepare a comprehensive cleaning checklist for documentation.
15. Hand over a clean and well-maintained workspace to the next occupant or the responsible party.

Construction Management & Environmental Control

Parking of Vehicles

All operatives and visitors will park in designated areas agreed prior to commencement of works. Parking will be arranged to minimise disruption to neighbouring properties. No unauthorised parking will be permitted on surrounding residential roads. Site personnel will be encouraged to car share where possible to reduce vehicle numbers.

Loading and Unloading of Plant and Materials

All deliveries will be pre-booked and scheduled to avoid peak traffic hours where possible. Loading and unloading will take place within the site boundary or at an agreed safe location adjacent to the site. A banksman will be present where necessary to ensure safe manoeuvring of vehicles and to minimise risk to pedestrians and other road users. Deliveries will be coordinated to prevent congestion.

Storage of Plant and Materials

Materials and plant will be stored in designated areas within the site boundary as identified by the Site Manager. Storage areas will be organised to ensure safe access and egress routes are maintained at all times. Hazardous materials will be stored in accordance with COSHH regulations. All materials will be stored securely to prevent theft, damage, or risk to the public.

Erection and Maintenance of Security Boarding

The site will be secured at all times using appropriate hoarding, fencing, or boarding in accordance with site requirements. All access points will be controlled. Security measures will be inspected regularly and maintained throughout the duration of the works. Warning signage will be clearly displayed to inform the public of construction activities and restricted access.

Wheel Washing Facilities

Where required, wheel washing facilities will be implemented to prevent mud and debris being transferred onto the public roads. This may include manual cleaning or portable wheel wash systems. The site access point will be monitored, and any debris deposited on the highway will be cleaned

promptly.

Measures to Control Dust and Dirt

Dust generation will be minimised through the following measures:

- Damping down of work areas during dry conditions
- Use of dust extraction on tools where applicable
- Sealing of skips and waste materials where necessary
- Regular cleaning of site access routes and surrounding areas
- Avoidance of unnecessary material handling

All operatives will follow best practices to minimise airborne dust and maintain a clean working environment.

Scheme for Recycling and Disposal of Waste

All waste will be managed in accordance with the Duty of Care and relevant environmental legislation. Waste will be segregated on site where possible (e.g., general waste, timber, metal, plasterboard). Designated skips will be provided and regularly collected by licensed waste carriers. Recycling will be prioritised wherever practicable. Waste transfer notes will be retained for all disposals.

I have read and understood the contents of this Method Statement.

Anything I did not understand has been explained to me to my satisfaction.

I agree to follow the Method Statement and understand that any instructions are provided for my safety and the safety of others.

Print Name

Signed

Date[illegible]