

TASK HISTORIC FLOOR REPLACEMENT WORKS ON A LISTED PROPERTY					DATE July 2025	
This is a High level, Method statement/Risk assessment & must be reviewed before use to confirm suitability. The works are in close proximity to the neighbours property & adjacent to Lloyd Road so constant consideration needs to be given to the working environment. If further measures are considered necessary for the task, these should be added to the site specific, form.						
EQUIPMENT USED Hand tools, power tools, small mechanical plant, pallets, materials for sub floor works			CAN TASK BE ELIMINATED?		Yes	No ✓
SUBSTANCES USED / PRODUCED TBC subject to Architect detail			ARE COSHH ASSESSMENTS NEEDED?		Yes ✓	No
HAZARDS IDENTIFIED			H	M	L	WHO MAY BE AT RISK
Deterioration of original flooring			✓			Operatives ✓
Dust inhalation			✓			Contractors ✓
Manual handling			✓			Public ✓
Work equipment hazards – cuts, abrasions, noise, eye injury, vibration			✓			Staff
Services – contact with live services in or around walls			✓			Children
Slips, trips and falls – items in work area, cables, debris, access required						Visitors
Injury to residents or clients – all of the above			✓			Young persons
			✓			
CONTROL MEASURES REQUIRED					TASK SPECIFIC PPE	Tick
- Check Asbestos R&D survey & risk assessment prior to commencing - See hand tools risk assessment - See relevant COSHH assessment for future substances to be used - Fitters are to wear standard PPE at all times (hi vis, safety footwear, hard hat) - Task specific PPE shall be worn as shown opposite -----> - Provide good ventilation throughout area - Damp down area where possible to minimise airborne dust from floor - See manual handling assessment & use mechanical aids wherever possible - Always ensure you have adequate room to work - Cordon off the work area with barriers and display warning signage - Limit the work area to those authorised to be there - Keep work areas and access routes tidy and clear of work equipment - Ensure suitable welfare facilities are available on site - Always wash hands before eating, drinking, smoking and going to the toilet. - Operatives must be trained and competent to operate specific plant and equipment - Notification must be given to residents - See separate plant & work equipment risk assessments as appropriate - Always select the safest form and use of access equipment - Works to be carried out in strict order to maintain current state and complete the reinstatement & additional works without unnecessary disturbance. - Review risk assessment, method statement & any other relevant information with operatives prior to commencing to ensure all are conversant with the safe system of work - Ensure all services are located, isolated or rendered safe prior to commencing work					• Goggles / specs	•
					• Ear Defenders	•
					• Gloves	•
					• Dust Mask P3	•
					• Respirator (half face)	•
					• Overalls	•
					• Coveralls with hood	•
					• Waterproof clothing	•
• Company clothing	•					
• Other:	•					
					•	
MONITORING RESULTS: On-going supervision and monitoring is required to ensure the control measures are followed						
RESIDUAL HAZARD LEVEL: Acceptable provided control measures are strictly adhered to						
REVIEWED BY: PL GH					REVIEW DATE Every 12 months or when legislation changes	

JOB / TASK : HISTORIC FLOOR REPLACEMENT WORKS ON A LISTED PROPERTY	FBC JOB NO:
---	-------------

LOCATION:

ADDITIONAL SITE SPECIFIC HAZARDS IDENTIFIED	ADDITIONAL CONTROL MEASURES REQUIRED

ASSESSMENT OF REMAINING RISKS (circle)	H	M	L
--	----------	----------	----------

METHOD STATEMENT

- In principle we have 2 options as to how to deal with the removal & reinstatement of a timber or brick floor within a listed or period property.
- Option 1 – Timber Flooring
 - Firstly photographs are taken of the whole floor area and adjacent elements.
 - The floor is then split up the area into a grid using string lines, with fixing points on the adjacent surfaces, and each section is further photographed to capture any close up detail.
 - The floor is then carefully removed/unfixed with consideration to the fragility and surface of the item whilst removing any fixings or retaining elements.
 - If removing timber floor, low tack tape can be applied to each individual board & number labelled accordingly.
 - A sketch of the flooring & the numbers used for labelling is then drawn and kept on file for reinstatement.
 - The flooring material is carefully transferred to a room/location of a bigger size and is laid out in the same order in which it has been removed from its original location.
 - Once all reusable material has been removed , access to and photographs of the substructure can be taken, to ascertain any repair, remedial, removal or structural works necessary.
 - After the sub floor preparation works have been completed, the flooring is reinstated in the reverse order to which it was removed.
 - It is initially “dry fitted” to ensure that there has been no deterioration of the flooring or obstructions from adjacent surfaces.
 - The flooring is then carefully taken back up adjacent to where the first board is to be refixed, for working space for the operatives.
 - The floor is re-fixed by appropriate and agreed means, in reverse order to its removal, with due regard to the existing and probable new fixing locations required.
 - Once complete, the string lines are reinstated to allow the “as built” photographs to be taken for record purposes.
- Option 2 – Brick paved floors
 - Firstly photographs are taken of the whole floor area and adjacent elements.
 - The floor is then split up the area into a 1m grid using string lines, with fixing points on the adjacent surfaces, and each section is further photographed to capture any close-up detail.
 - Each gridded square is then allocated a number and marked on a drawing.
 - The floor is then carefully removed/unfixed from within the square, with consideration to the fragility and surface of the item whilst removing any fixings or retaining elements.
 - The bricks are taken up from the bottom left of the grid, working to the right, in individual rows and laid out in the storage location, in exactly the same manner, until the square is completed.
 - If there is very limited storage space on site, the square of bricks is laid onto a pallet with its appropriate number label places on top.
 - The bottom left corner of the pallet is marked indicating the bottom left corner brick paver and its direction.
 - This layer is then covered and the 2nd square of bricks is laid on top of the protection after being taken up in exactly the same order from the floor as before.
 - Again the number label is placed on top & then protected.
 - This process is repeated stacking each pallet in turn, but ensuring the direction of the pallets is the same as the direction of the flooring grid.

-
- If there is sufficient storage space to be able to lay the complete floor out, the removal & placement process is completed from the bottom left position, working in rows as before.
- Once all bricks have been transferred, if necessary, a photograph of the area should be taken.
- Any bricks that are considered unfit to be re-laid, will need to be replaced with an appropriate substitute, which may require the confirmation from the Planners/Conservation Officer.
- Any sub floor works, repairs or structural works required can then be completed in preparation for the reinstatement.
- The bricks are then re-laid starting with the bottom left corner and again completed in rows working away from the re-laid bricks.
- A final photograph will be required for the file and submitted to the client as part of the works report and kept on file.

RESPONSIBLE PERSON:	PRINT NAME:	SIGN:	DATE:
---------------------	-------------	-------	-------

METHOD STATEMENT/RISK ASSESSMENT

I confirm that I have been briefed on the hazards and controls of this activity and will work in accordance with the safety measures

Name	Sign & Date	Name	Sign & Date