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Written by: James Jones-Hughes  
Date: Date here

## **METHOD STATEMENT**

### **Activity: Setting Out / Surveying**

**Site address:**

Site Address here

**Date of works:** Date here

### **Description of activity**

Setting out / surveying.

**Involves:**

- Establishment of site control points from OS stations
- Survey of existing site features or as-built elements
- Setting out site elements
- Marking elements

### **Supervision and personnel**

- James Jones-Hughes – 07950 955727
- Waldemar Mazur – 07854 858865

### **Method of work**

- Prior to starting work, the site induction will be completed and the operative's CSCS card provided for scanning/copying
- The scope of work shall be agreed with site management and may be subject to change as the work proceeds
- Setting out shall be done in accordance with standard practice, and marking out done using pencil, permanent marker, spray paint and nails
- Marking of party walls and neighbouring property will be done as agreed with site management
- Upon completion of the setting out, site management will be shown the work and satisfaction assured, with any further work being carried out as time allows

- Any survey work will be done in accordance with site instructions regarding scope and detail, and survey drawings provided within an agreed time frame

## **Training**

All operatives are adequately trained to carry out required tasks.

All site operatives hold current certification and have the following training:

- CSCS certification

## **Legislation**

- Health and Safety Work Act 1974
- The Management of Health and Safety at Work Regulations 2006
- Workplace (Health, Safety and Welfare) Regulations 1992
- Control of Substances Hazardous to Health Regulations 2002
- The Personal Protective Equipment at Work Regulations 2002
- The Manual Handling Operations Regulations 1992
- The Construction (Design and Management) Regulations 2015

## **PPE requirements**

- Hard hats
- Safety boots
- Hi-vis vest
- Safety gloves (where applicable)
- Safety glasses (where applicable)

## **Welfare**

Welfare arrangements are supplied by the client or principal contractor.

These should be in line with Schedule 2 of the Construction Design & Management Regulations 2015 (CDM). All sites are to have a minimum amount of welfare facilities available for workers, which include the

Following:

- Toilets
- Washing facilities
- Drinking water
- Changing rooms and lockers
- Heating
- Rest facilities

## **First aid**

Refer to the onsite safety notice board for all first aid information.

A first aid box with enough equipment to cope with the number of workers on site should be provided for by the client or principal contractor.

The client or principal contractor should nominate an appointed person to take care of first-aid arrangements.

The number of appointed first aiders shall be dependent on the number of employees.

## **Emergency procedures**

The client or principal contractor will ensure that the existing site emergency procedures are followed and that relevant information is given to operatives at time of induction or when changes are made to procedures.

The closest hospital location will be provided by site management.