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WORKED EXAMPLE: METHOD STATEMENT

Bathroom first and second fix in a lived-in house

Hollins & Reed Plumbing Ltd · 12 to 23 October 2026 · In charge: Dan Hollins

Worked example of a method statement. Change it to fit your job before you use it.

Job details

Company	Hollins & Reed Plumbing Ltd
Site and work area	9 Vicarage Road, Stockport
Planned dates	12 to 23 October 2026
Customer	Mr and Mrs Lowe
In charge on site	Dan Hollins
Team	Two plumbers: Dan Hollins leads and runs the job between trades; Tom Ellis works with him. The tiler and the electrician work to Dan's programme.
Work	Bathroom first and second fix in a lived-in house
Risk assessment	Bathroom first and second fix in a lived-in house: worked example RAMS, a separate document
Prepared by	Dan Hollins
Signature	
Date	

Work and boundaries

Isolate/drain, sanitaryware, fit/replace pipe, cold joint, water pressure test. Areas: First-floor bathroom; Landing and stairs as the carry route

Working arrangement

- Access: the floor or ground.
- Test boundary: A new pipe section.
- Other people will be using the area.
- The family stays at home; children are kept out of the bathroom and landing while it is open. Pipes run under the floor and in a boxed duct, so no walls are chased, and joints are press-fit, so

no hot work. This is the only bathroom: the family keeps the downstairs toilet and the kitchen sink throughout, and we agree the days without a bath with them before we start. The old cistern and bath panel are checked for asbestos before they are touched. Hold point: nobody plasters, tiles or closes the duct over pipe that has not passed its test.

Emergency arrangements

Know where they are on day one: stopcock under the kitchen sink, gas emergency valve at the meter in the hall, consumer unit in the hall cupboard. Leak or failed joint: Tom Ellis shuts the stopcock, power off to anything wet, buckets and sheets, tell the family. Smell of gas: open up, no switches, valve off, ring 0800 111 999. Fire: everyone out by the stairs, meet at the front gate, count the family. Burn or scald: cool running water for 20 minutes. First aider: Tom Ellis, kit in the van. Nearest A&E named on the job sheet and the route checked on the day. Dan Hollins rings 999, gives 9 Vicarage Road, and meets the crew at the gate; if he is the one hurt, Tom Ellis does.

Planned method

1. **Set up the work area**
   Confirm the work area and scope before starting. Keep other people outside the active work area. Keep entrances and escape routes clear.

2. **Keep people clear of the work**
   Agree how people get past or around the work while it is going on. Put barriers or signs where a route crosses the work. Do not leave open work unattended.

3. **List every feed before you open the pipe**
   Trace inlets, returns, bypasses and stored sections that can refill the work. Agree where the isolation stops before you start.

4. **Check the route before you cut**
   Use service information and a suitable detector before cutting or drilling. Stop if old lagging or an unknown material is in the route.

5. **Get the test written down before you fill**
   Write down what is being tested, what you fill it with, what pressure, how long, and what counts as a pass. Do not fill or put pressure on until those numbers are written down.

6. **Check hoses and connectors**
   Inspect hoses, gauge, caps and connectors for damage before filling. Check their ratings and compatibility with the written arrangement.

7. **Check for asbestos before you disturb anything**
   Check the asbestos survey covers exactly what you will disturb, to the full depth. Register only, or nothing: get a refurbishment survey or a sample first. Read what it says about old pipework, lagging, boards, sealants, toilet cisterns or panels under baths. No survey, or a material you do not recognise: stop and get it checked.

8 **Find and isolate hidden services**
Find cables and pipes before you disturb anything: drawings, then a detector. Mark what you find. Not sure what is there? Turn the supply off, or do not start. Have cables and gas isolated by the right person and prove them dead before you start.

9 **Carry the plumbing materials safely**
Plan the route, clear it, and get help with anything long or heavy. Store materials close to the work so nobody carries further than they need to.

10 **Cool hot water before you open it**
Turn off the heat source serving the section. Wait until the water is safe to handle before opening a fitting.

11 **Close and mark every isolation valve**
Close each valve that can feed the work, including a bypass or second feed. Tie or label the valves so they are not opened by mistake.

12 **Drain to the agreed safe point**
Connect the hose or place trays before opening the drain. Open the drain slowly and keep the discharge under control.

13 **Prove the section is empty**
Open the drain or outlet at the work and watch the flow stop. Break the joint only after the section cannot refill.

14 **Depressurise before disconnecting**
Ensure the system is depressurised before disconnecting the fitting. Keep a tray under the joint.

15 **Take out the old suite**
Isolate and drain first, then protect the route out. Lift out the bath, basin and WC with a team or a mechanical aid. Treat foul water as a serious health hazard.

16 **Protect open connections**
Cap or cover open supply, waste and flush connections while other work continues. Remove covers before final connection and inspection.

17 **Support the pipe and its fittings**
Fix the pipe on supports that suit its material and route. Do not leave a joint carrying the weight of the pipe.

18 **Keep joints where they can be reached**
Leave every joint accessible for inspection and repair. Fit an access panel if the agreed route needs a cover.

19 **Cut the pipe end square and clean**
Cut the pipe without crushing it and remove burrs or score marks. Use the preparation required by the fitting instructions.

20 **Fit the right insert or seal**
Use the insert, olive, seal or thread material specified for the fitting. Keep fittings clean until they are ready to use.

21 **Seat the pipe fully in the fitting**
Push the pipe to the stop or marked insertion depth. Tighten or press the fitting exactly as its instructions say.

22 **Pull-check the joint**
Pull the pipe to check that it is secure.

23 **Mark where the test stops and keep people back**
Work out which pipes and fittings are in the test, and shut off or take out anything that cannot take the pressure. Keep people out of the area and stand where you can watch the gauge.

24 **Fill and vent the water section**
Fill with clean water and open the vents. Let the air out before raising the pressure.

25 **Raise the pressure in steps**
Apply the written low-pressure check first. Raise the pressure in steps and hold each one as the written test says. Water pipework is tested at not less than 1.5 times its maximum pressure. Test first fix before anyone plasters or tiles over it.

26 **Let the pressure off before you touch it**
After the test, open the drain or relief point. Check the gauge reads zero before you go near it or disconnect anything.

27 **Secure the sanitaryware support**
Use the fixing points and frame instructions. Make sure the support holds the fitting firmly in place.

28 **Lift and carry the item safely**
Plan the route before moving the fitting. Use an aid or help when the item is heavy, bulky or hard to grip.

29 **Connect water and drainage**
Connect the supply using suitable fittings, and stop water flowing back into the supply. Connect the drainage and keep open ends and seals clean.

30 **Test and flush the new run**
Test the completed run using the written arrangement for the system. Flush it before it is handed back for use.

31 **Bring the water back on slowly**
Bring the system back on slowly and inspect each joint before use.

32 **Run and inspect the finished fitting**

Turn supplies on slowly and run the taps, flush or waste. Look around every connection before the room is handed back.

33 **Clear and hand back the area**

Remove tools, waste and unused materials. Check the area is clean and ready to use. Tell the customer or whoever runs the site when the work is complete.