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WORKED EXAMPLE: METHOD STATEMENT

Hanging office doors in existing linings, out of hours in a working building

Hollins & Reed Joinery Ltd · 12 to 16 October 2026, 6 pm to 10 pm · 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 Joinery Ltd
Site and work area	Second floor offices, 14 Mill Street, Stockport
Planned dates	12 to 16 October 2026, 6 pm to 10 pm
Customer	Thornley Vale Estates Ltd
In charge on site	Dan Hollins
Team	Two joiners: Dan Hollins hangs the doors, cuts the recesses and is the first aider; Priya Shah is his deputy and trims the leaves.
Work	Hanging office doors in existing linings, out of hours in a working building
Risk assessment	Hanging office doors in existing linings, out of hours in a working building: worked example RAMS, a separate document
Prepared by	Dan Hollins
Signature	
Date	

Work and boundaries

Hang non-fire doors. Areas: Meeting rooms 1 to 6

Not our work:

- Corridor, stair and lobby doors, which are fire doors.

Working arrangement

- Access: the floor or ground.
- Other people will use parts of the area at times.

- We work 6 pm to 10 pm on weekdays, once the staff have gone, with the cleaners told which room is closed. One room at a time, and every doorway is left hung or clear before we go. The building dates from 2006. The new leaves are 44 mm solid core, about 38 kg each on the delivery note, so they come up in the goods lift, move on a door trolley and two people lift each one. Three hinges rated for that weight go in the existing recesses in each lining. The fire door schedule shows these six rooms open off the open-plan office and none of their doors is a fire door. A fire door is only rated as the doorset it was tested with, so the corridor and stair doors are not part of this job. The old doors and offcuts go down the goods lift to our van each night.

Emergency arrangements

Building alarm: stop, leave by the nearest stair, not the lift, and meet at the rear car park gate. Priya Shah rings 999 and gives 14 Mill Street, Stockport, second floor; Dan Hollins does if Priya is the one hurt. Dan is the first aider and the kit is in the tool store on the second floor. Priya then tells the night security officer on the Mill Street reception, who meets the crew at the main door and holds the lift.

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. **Check the door and fitting guide**
   Check the leaf for damage before moving it. Confirm from the building's fire door schedule and the door itself that it is an ordinary internal door, not a fire door. Read the fitting instructions for this door and hardware.

4. **Find hidden services**
   Check the drawings, then use a detector, along any fixing line into a wall or floor. Mark what you find and keep fixings clear of it. If you are not sure what is there, do not drill.

5. **Carry the doors safely**
   Each leaf is 38 kg. It goes on the door trolley from the goods lift to the room, along a route cleared first. Two people lift it on and off the trolley, onto the trestles and into the opening, one calling the lift.

6. **Take the old door off**
   Wedge the leaf and have a second person hold it before the last hinge screw comes out. Stand it clear of the route and leave no opening unattended.

7. **Check the size before trimming**
   Measure the opening and hold the door in the frame before cutting. Check the maker’s trimming allowance first.

8 Control the dust when cutting

Run every saw, router and planer on on-tool extraction to an M Class extractor, and never cut in a closed room without it. Wear an FFP3 mask (APF 20) when you sand or cut for any length of time, fit tested and clean-shaven, and keep other people out of the dust.

9 Limit noise and vibration

Wear ear defenders when cutting. Note how long each person's hands are on each tool while it runs. Take the tool's vibration figure from the maker or HSE's table and check it fits how you use it. Points per hour times hours on the trigger, added up for the day, gives the exposure: 100 points is the action value, 400 is the limit. HSE's vibration calculator does the sum. Over 100, cut it with lower-vibration kit or less time, and never pass 400. Write the result down. Sharing the work does not replace this. Keep the tools maintained.

10 Trim and rout the door on trestles

Lay the leaf flat on trestles and clamp it, never on its edge against a wall. Plane or saw to the marked line, then rout the hinge recesses with the jig clamped down. Wait for the cutter or blade to stop before lifting the tool.

11 Support the door while hanging it

Put the leaf on wedges before lining up the hinges. Keep it supported until the hinge screws are secure.

12 Fit the latch and handles

Pilot and cut the latch recess to the hardware instructions. Fix the latch, handles and keep plate with compatible fixings.

13 Check the finished door

Open and close the door several times. Check the latch engages and the leaf clears the floor and frame. Tighten the remaining hinge screws after the position is right.

14 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.