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WORKED EXAMPLE: METHOD STATEMENT

Repainting occupied offices

Hollins & Reed Decorating Ltd · 12 to 14 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 Decorating Ltd
Site and work area	Second floor offices, 14 Mill Street, Stockport
Planned dates	12 to 14 October 2026
Customer	Thornley Vale Estates Ltd
In charge on site	Dan Hollins
Team	Two decorators: Dan Hollins leads and agrees each room with the office manager; Priya Shah works with him.
Work	Repainting occupied offices
Risk assessment	Repainting occupied offices: worked example RAMS, a separate document
Prepared by	Dan Hollins
Signature	
Date	

Work and boundaries

Prepare surfaces, paint by brush or roller. Areas: Meeting rooms 1 and 2; Open-plan office; Corridor

Working arrangement

- Access: a podium.
- Working height: rooms about 2.7 m.
- Ground or floor: level, carpeted.
- Sanding dust: On-tool extraction.
- Paint: water-based matt emulsion, data sheet with the office manager.
- Other people will use parts of the area at times.
- Offices stay in use; each bay is screened off and released to us by the office manager, one at a time, and desks are moved only with staff agreement. Fire doors are never wedged; corridors

and stairs stay clear. Only the day's paint comes to the work, lids on; tins and wash water go by the agreed waste route. The older paint was tested with a lead test kit: no lead found. The asbestos survey covers the textured ceilings: none found. A detector head goes off only with the building manager's agreement: the second decorator checks that area while it is off, and it is back on before we leave.

Emergency arrangements

Fire bell: stop, close the tins and leave by Stair B. Do not use the lifts. Muster at Car Park C and report to the floor marshal. Fall from the podium: stop, do not move someone with a back or neck injury unless they are in danger. Spill or anyone unwell from the paint: open up, move staff away, stop using the product and bring the data sheet; tell the building manager at once. First aid: Reception, ext 200. Priya Shah rings 999; Reception meets the crew at the Mill Street door.

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 paint information**
Read each label and safety data sheet before opening or mixing paint. Keep the product names with the RAMS.

4 **Check preparation products**
Read labels and safety data sheets for cleaners, fillers and strippers. Set skin, eye and ventilation controls before use.

5 **Check the surface as you go**
Compare the surface with the agreed description before scraping, filling or stripping. Stop if the material, coating or damage is different.

6 **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 paint, textured coatings, boards and walls. No survey, or a material you do not recognise: stop and get it checked.

7 **Set up access equipment**
Use access equipment suited to the task and work area. Check the equipment before use. Keep the area below the work controlled.

8 **Set fresh air before painting**
Open doors and windows where the site allows it. Use the ventilation named by the product assessment.

9 **Keep paint tins closed**
Close tins and containers when they are not being used. Clean spills with the agreed waste method.

10 **Control sanding dust**
Use the sanding dust method named in this document, and stop if it fails. Wear an APF 20 mask (FFP3 or P3) for dusty sanding: fit tested and clean-shaven.

11 **Apply the specified paint**
Use the specified brush or roller and follow the product order and drying instructions.

12 **Keep people away from wet paint**
Mark or barrier wet areas and protect floors and fittings. Only hand the area back when the product allows it.

13 **Wash before leaving the job**
Wash hands after painting and before eating, drinking or smoking. Change contaminated clothing where the assessment requires it.

14 **Clean up without raising dust**
Use a suitable vacuum for settled dust and collect wet waste safely. Do not dry sweep or blow dust into the room.

15 **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.