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WORKED EXAMPLE: METHOD STATEMENT

Skimming and patching walls in an occupied house

Hollins & Reed Plastering 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 Plastering Ltd
Site and work area	6 Larch Close, Stockport SK2 5TH: living room
Planned dates	12 to 14 October 2026
Customer	Mr and Mrs Lewis
In charge on site	Dan Hollins
Team	Two people: Dan Hollins plasters and is the first aider; Priya Shah mixes, carries and is his deputy.
Work	Skimming and patching walls in an occupied house
Risk assessment	Skimming and patching walls in an occupied house: worked example RAMS, a separate document
Prepared by	Dan Hollins
Signature	
Date	

Work and boundaries

Fill the old fixing holes and skim four walls of one room. Areas: Ground floor living room, four walls

Not our work:

- The ceiling, woodwork, sockets and switch, and the rest of the house. Nothing electrical is unscrewed or moved.

Working arrangement

- Access: A hop-up with a 450 mm platform, not steps.
- Working height: walls to the ceiling at 2.4 m.
- Ground or floor: level timber floor under dust sheets.

- The work area will be kept clear of other people.
- The Lewis family, two adults and two children, live in the house throughout. The living room is shut off to them for the three days, with the door closed, and they use the kitchen and the back door. The hall has a dust sheet down for the bags and water. We use their downstairs toilet and basin. The house was built in 2006 and its plaster is sound under old emulsion. Nothing is hacked off, nothing is cut and no fixings go in. The old television bracket and picture hook holes are filled, then the four walls, about 34 m², get a coat of Thistle Bond-it and a two-coat skim of Thistle MultiFinish. Five 25 kg bags come in one at a time on a sack truck to the living room door. Its data sheet gives no burns warning, but it can irritate the eyes, skin and lungs.

Emergency arrangements

Priya Shah rings 999 and gives 6 Larch Close, SK2 5TH; Dan Hollins does if Priya is the one hurt. Dan is the first aider and the kit is on the hall table. Whichever of us is not hurt stays with the casualty, and Mrs Lewis, or whoever is at home, opens the front door and waits to bring the crew in. Plaster in the eye: rinse with clean water from the bottle by the door and get medical advice. Fire: shout, get everyone out of the front door, meet on the pavement by the gate, and ring 999.

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 **Check the walls first**
Go over each wall for loose or hollow plaster, flaking paint and damp, and stop if you find any. Clean off dust and grease.

3 **Shut the room off**
Shut the living room door and open the window before the first bag is opened. Keep the door shut while plaster is tipped and mixed, so the dust stays out of the house.

4 **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.

5 **Work from the hop-up, not steps**
The 450 mm hop-up gives both feet a platform for the top of each wall. Stand in the middle of it and face the wall. Keep a hand free as you step up, with the hawk passed up or set on the platform first. Get down and move it rather than reach. Never stack anything on it to gain height.

6 **Carry the 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.

7 Prepare the mixing and coating area

Keep clean water, tools and materials within reach without blocking the route. Protect floors and nearby finishes from wet plaster, render and splashes.

8 Tape over the sockets and switch

Tape over the two sockets and the light switch before any wet work. The faceplates stay on and nothing is unscrewed. Plaster up to the plate, not over it, and take the tape off once the skim has set. If water gets into one, switch it off at the consumer unit and leave it off until an electrician has looked at it.

9 Fill the holes, then seal the walls

Pull any old plugs and fill the bracket and hook holes with a ready-mixed filler, as its tub says. Stir the Bond-it and put one coat on by hand over clean, dry walls. One 10 litre tub does 45 m². Keep the room above 5°C and let it dry fully before the first coat of plaster.

10 Run the paddle mixer safely

The paddle runs at low speed from a 110 V transformer in the hall, with the lead under the door. A full bag takes 11.5 litres of clean water. Wear an FFP2 mask, fit tested, to tip the plaster low into the water, with goggles and waterproof gloves. Stop the paddle before taking it out of the bucket, and switch off at the plug before cleaning it.

11 Mix the plaster as instructed

Add clean water to the mixing bucket. Gradually add the plaster while mixing.

12 Skim the walls

Lay on the first coat and the second to about 2 mm, and trowel up as the plaster sets. Keep goggles on for the top of the wall. It sets in about 1.5 hours, so mix only what will go on in that time.

13 Let coats set and protect them

Apply coats and finish them in the sequence and times the product gives. Protect the new surface while it dries or cures before decorating or exposing it.

14 Wash tools in a bucket, not the sink

Wash tools and buckets straight after each mix, in a bucket kept for it. Nothing goes down the sink or a drain. Let it settle, and take it away in the van with the bagged waste.

15 Rub down nibs by hand

A trowelled skim should need no sanding. If a nib is left, rub it off by hand with the window open and the FFP2 mask on. No power sanding. Vacuum the floor with an M Class vacuum, and do not sweep.

16 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.