MM CARPENTRY LTD

GENERIC METHOD STATEMENT

Carpentry, Joinery, Furniture Installation, Kitchen Fitting and 1st / 2nd / 3rd Fix Works

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Responsible person	Mark Mansfield	Contractor	MM Carpentry Ltd
Website	www.mbmjoinery.com	Email	Mark.Mansfield@mbmjoinery.com

1. Purpose and scope

This document sets out the general sequence and minimum safety controls for non-specialist carpentry and joinery undertaken in domestic, commercial, retail, shopfitting, refurbishment and new-build environments. It covers furniture and cabinetry installation, kitchens, first-fix carpentry, second-fix joinery, and third-fix fixtures, fittings and snagging.
Site-specific risk assessments, drawings, permits and manufacturers' instructions take precedence where more stringent. Works outside the agreed scope require further assessment.

2. Responsibilities

• Site supervisor / lead operative: brief operatives, verify competence and access, coordinate with the principal contractor, inspect equipment and stop unsafe work.

• Operatives: follow the RAMS and site rules, use PPE and guards, report defects and near misses, and maintain tidy, segregated work areas.

• Principal contractor / client: provide relevant site induction, welfare, emergency arrangements, current drawings, service information and coordination with other trades.

3. Before commencing work

• Attend induction and daily briefing; confirm authorised working areas, welfare, emergency exits, first aid and fire arrangements.

• Review scope, current drawings, dimensions, fixing specifications and material delivery; assess walls, substrate strength, hidden services and any asbestos information.

• Check material handling routes, storage, ventilation, lighting and adequate exclusion of other site users.

• Check tools, blades, cables, batteries, guards, dust extraction and access equipment; use appropriate 110 V or battery equipment, or protected 230 V where authorised.

• Identify permits required for drilling, hot works, work at height or isolations. Do not proceed until permissions and appropriate controls are in place.

4. Standard work method

• Receive, inspect and safely store materials on stable level ground, keeping access and escape routes clear.

• Set out to approved drawings and confirm measurements, levels, door swings, openings and relevant tolerances before cutting.

• Locate concealed electrical, gas, water and other services using drawings, checks and suitable detection before drilling or fixing; isolate where necessary by authorised competent persons.

• Use stable cutting benches, clamps and suitable tooling. Maintain blade guards and on-tool extraction; cut in designated locations where practicable.

• Move heavy or awkward components using team lifting or mechanical aids following an assessment; avoid twisting and over-reaching.

• Install appropriate fixings to sound supporting substrates in accordance with design and manufacturer requirements; verify secure fixing and alignment.

• Inspect at agreed hold points; finish edges and exposed surfaces; remove offcuts, dust and waste frequently.

• Carry out final checks, protect completed works, clear waste and report defects or outstanding works to the site representative.

5. Activity-specific methods

A. Furniture items and fitted cabinetry: Verify items, drawings and fixing positions. Assemble on protected level surfaces. Lift into place using assistance as necessary. Secure tall units and wall-mounted furniture with designed anti-tip or structural fixings suitable for the substrate. Fit doors, drawers and hardware; check operation, stability and clearances.

B. Kitchen fitting: Confirm layout and service positions; establish datum and level lines. Install and securely fix base, tall and wall cabinets to suitable supports. Fit panels, plinths, cornice and trims. Cut and fit worktops using suitable dust suppression/extraction and manufacturer guidance, protecting cut edges and joints. Mark and form appliance/sink openings only as authorised. Position integrated appliances to installation instructions. Plumbing, gas and electrical connections or testing are undertaken only by appropriately qualified and authorised trades.

C. First-fix carpentry: Set out and install timber grounds, battens, noggins, framing, linings, supports, floor-related timber and other approved first-fix elements. Inspect structural drawings and relevant loading requirements; structural changes, temporary works or load-bearing alterations require designer approval and a separate method where necessary. Maintain required fire, acoustic and moisture barriers.

D. Second-fix carpentry: Measure and fit internal doors, skirting, architraves, window boards, stair trim, panelling, shelving and other finished joinery. Support items during cutting and fitting, use appropriate fixings and check finished levels and clearances. Fire doors and associated seals, ironmongery and gaps must follow the applicable approved specification and manufacturer certification; non-compliant changes are prohibited.

E. Third-fix / final fix: Install handles, catches, locks, hinges, door stops, fixtures, decorative trims and final cabinetry accessories. Undertake alignment, adjustments, sealing where specified and snag rectification. Check that doors, drawers, locks and fittings function correctly and do not compromise fire, access or safety requirements.

6. Main hazards and controls

• Cuts / punctures: competent tool users, guards, clamps, safe blade changes and suitable gloves when handling materials (not near rotating parts).

• Dust (including wood and silica-containing materials): select low-dust methods; use on-tool extraction at source, suitable M-class extraction where required, and task-assessed RPE with appropriate fit testing; do not dry-sweep or use compressed air.

• Noise / vibration: select quieter, low-vibration tools; manage exposure, hearing protection and task durations according to assessment.

• Manual handling: assess weight, route and grip; use trolleys, lifting aids or team lifts.

• Falls: work from suitable inspected steps or platforms; do not stand on cabinetry or makeshift platforms; work-at-height task assessment where needed.

• Electricity / hidden services: inspect equipment and identify concealed services; isolate safely before intrusive works.

• Falling materials / instability: secure units and stock; establish exclusion areas under overhead works and confirm adequate fixings.

• COSHH / fire: review safety data for adhesives, sealants and finishes; ventilate and store safely; apply hot-work permits where required.

• Others on site: segregate work area, manage leads and waste, and coordinate deliveries and noisy/dusty work.

7. PPE, equipment and environmental controls

Minimum PPE is determined by site rules and the task assessment, typically protective safety footwear, suitable workwear and eye protection. Use hearing protection, gloves, head protection, high visibility clothing and suitable RPE as required. Typical tools include cordless drills/drivers, saws, planers, routers, levels, clamps, dust extraction, hand tools, tested access equipment and material handling aids. Segregate reusable material and waste, dispose of packaging and sharp waste appropriately and prevent dust, spills and noise nuisance.

8. Emergency arrangements

Follow site emergency plan and induction instructions. Stop work, make the area safe without exposing others to danger, raise the alarm and contact the appointed first aider / emergency services when required. Report injuries, incidents, damage to services, uncontrolled dust release and near misses promptly. Do not disturb potentially asbestos-containing materials; stop, isolate area and inform site management.

9. Completion, inspection and handover

Inspect fixtures and fittings for security, alignment, finish, function and damage. Ensure access routes are clear, remove tools and waste, protect installed work and communicate any defects, deviations, uncompleted items or specialist trade requirements. Obtain relevant client or site supervisor sign-off where required.

10. Project-specific review and briefing record

Project / site: _____ Principal contractor: _____

Scope / work area:

_____

Site-specific risks, permits, changes or additional controls: _____

_____

____

Prepared / reviewed by: _____ Signature: _____ Date: _____

Operative(s) briefed (name / signature / date):

_____

Document limitation: This generic method statement is not a substitute for a project-specific risk assessment, a site survey, fire-door installation scheme, structural design or specialist electrical, gas or plumbing method statement. Review and amend before acceptance on each site.