



METHOD STATEMENT FOR LOFT INSULATION INSTALLATION

MS03-LOFT INSULATION

Ref Number: MS03	Doc Title: Method Statement for Loft Insulation installation	
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Overview of revisions

REVISION	DATE	DESCRIPTION OF CHANGES
00	19/11/2025	First Issue

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1.0 Purpose

The purpose of this Work Method Statement is for installation of loft insulation within a domestic or small commercial property. This activity should be performed with strict compliance and implementation of Safety requirements & procedures and project specifications

2.0 Scope of Work

The scope of this Method Statement covers the works carried out during the Installation of Loft insulation within the loft space.

3.0 Objective

Strict adherence to this method statement is critical to the health and safety of all manpower engaged in the work.

- Any deviation must first be authorized prior to the deviation being carried out.
- Work safely throughout the entire process.

4.0 References & Standards

- Safety Code of Practice
- Required Standards.
- Aura Retrofit HSE MS Safe work procedures
- Part L and F of the building regulations best practice
- Contract Requirements & Specifications.

5.0 Term & Definitions [If Any]

The technical terms & definitions to be carried out during the works are below:

- HSE – Health, Safety, and Environment
- PTW – Permit to Work
- Toolbox talk – Pre-work briefings related to safety
- PPE – Personal Protective Equipment
- MOS – Method of statement
- Contractor – [Name of the Client/contractors]
- Performer – Contractor Engineer

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6.0 Responsibilities

- Ensure strict compliance with PTW and procedure if applicable.
- Deploy competent and certified staff.
- Conduct pre-job briefings/toolbox talk/Hazard Communication.
- Ensure usage of correct tools and equipment.
- Ensure to keep away from other equipment or wires/cables not related to the job.
- Maintain good housekeeping at all times.
- The site Engineer will be managing the activities to execute the works as detailed in MOS with safe practice and procedure
- The contractor should strictly follow plant rules and regulations while doing the job.
- Provide all necessary tools, equipment, and material required at the site.
- Stop all unsafe work activities.
- Ensure availability of all required tools to maintain a safe working environment.
- Ensure compliance with procedures concerning equipment and related certification and permits.
- Ensure that the workers under his command fully understand the hazards and risks involved in the job and are responsible to ensure they work in a safe environment.
- The site team must be aware of the worker about fire, health and safety and specific site requirements. As the workers will be working within unfamiliar buildings, they must also be made aware of the positions of fire alarm call points, fire ensure that home owners are fully briefed on works taking place and risks during the period of works being carried out.

7.0 Work Method

- On arrival at the client's home, we would be discussing in detail what works will be carried out and, and if possible, the order, they will be carried out.
- Liaise with the customer to confirm and finalize working hours where applicable, the final outcome of works carried out
- Empty loft area of all obstructions and stored items.
- Use the dust sheets stair runner protectors and any other appropriate protection deemed necessary by the installation
- Installer to wear all PPE including face mask to avoid and respiratory issues
- Where possible use own ladder to gain access into the loft area
- Ensure adequate lighting is present.
- On completion of works post all the certification in a advisable place

8.0 Plant/Equipment:

- Battery-powered drills saw, and screwdrivers
- Hand tools
- Ladders / Steps
- PPE appropriate to the task

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9.0 Manpower Resourcing

S.N.	POSITION	NUMBER OF EMPLOYEES
1		
2		
3		
	TOTAL	

Appendices (As Applicable)

1. Risk Assessment (Attached)