

METHOD STATEMENT

ELECTRICAL FITTING

Project/Contract	Supply and fit electrical extractor fans
Electrical Contractor	Zyber Construction Ltd
Site Address	6 & 7 Highfield Close
Project Start Date	To be decided
Expected Duration	to be specified
Projected Completion Date	to be specified

Emergency Contact Details			
Contact	Perparim Shehu		
Mobile	07572 067 747		

Data Protection Statement

The information and data provided herein applies only to the contract for which it was written, it shall not be duplicated, disclosed or disseminated by the recipient in whole or in part for any purpose whatsoever without the prior written permission from Zyber Construction Ltd.

Staff Information Sheet

The following method statement has been developed to provide a safe system of work and must be adhered to at all times, any significant deviation from this system must first be authorised by your manager or safety representative. **Please read the entire sheet before beginning, if you have any questions please contact your manager or safety representative.**

The main hazards to your safety and health are;

- a) Injury from slips trips and falls.
- b) Injury from Manual Handling
- c) Injury from contact with Electricity
- d) Injury to other contractors and visitors during works.
- e) Injury from power tool hazards

Preventative Measures you must take;

- a) You must be “competent” to carry out the task.
- b) Barriers and/or warning signs must be placed around the work area
- c) You must isolate any electrical supply to the equipment you are working on
- d) Visitors and other members of staff are prohibited from entry unless accompanied by competent person, all visitors issued with personal protective equipment
- e) You must be trained and competent to use power tools
- f) You must follow all directions given by the project manager or his agents

Personal Protective Equipment you must wear;

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- a) Safety Glasses
- b) Overalls
- c) Gloves
- d) Safety boots

Environmental Protection Measures you must take;

- a) You must dispose of waste and spoil to the designated area or skip provided for waste.

Quality Control

- a) Adhere strictly to the following procedure to ensure quality of service
- b) If in doubt contact your manager for clarification before proceeding.

General Precautions

To be observed by all staff at all times, any deviation from these control procedures must be authorised by the site foreman or safety representative.

Staff & Training

This project will be carried out by staff and sub-contractors to **M&P Electrical Installations Ltd**. All members of staff are experienced time served electricians and hold the following qualifications: City&Guilds Electrical Qualifications or equivalent, CSCS Safety Qualifications, Asbestos Awareness Certificate. **M&P Electrical Installations Ltd** has an on-going program of training.

A site manager will be appointed to each contract who will be responsible for quality and safety. Apprentices and young workers will be supervised and are not allowed to carry out tasks or operate machinery for which they have not been trained.

PPE

All site workers will wear Hard Hats, Safety boots, protective clothing, and hi visibility vests at all times, other items of PPE such as eye protection and gloves are available to be worn as and when necessary.

Preparation & Induction

All members of staff required to work on this contract will be given copies of risk assessments and method statements, any queries or concerns will be raised with the contract manager who will ensure it is dealt with. Staff will be inducted onto site by the principal contractor and will follow all site rules and safety procedures

Welfare

The principal contractor is responsible for providing adequate washing, toilet, drying and refreshment facilities for M&P Electrical Installations Ltd staff and sub-contractors, M&P Electrical Installations Ltd are responsible for ensuring that such welfare facilities are first of all provided by the main contractor and that they are maintained in a clean and wholesome manner.

First Aid

It is the responsibility of the company to ensure adequate first aid provision for its staff. Adequate means provision of a trained first aider, suitable first aid equipment and/or the provision of an appointed person at the minimum.

A trained first aider will be a suitable person who has attended an HSE approved course of at least four days' duration and he/she will re-train at least every three years on a course of not less than two days.

An Appointed Person is a person provided by the employer to take charge of the situation (e.g. to call an ambulance) if a serious injury/illness occurs in the absence of a first aider. The Appointed Person can render emergency first aid if trained to do so.

Access egress

The principal contractor is responsible for providing safe access and egress to the site, **M&P Electrical Installations Ltd** staff will ensure safe access and egress is maintained for themselves and other contractors working in or near their area of control. Good standards of housekeeping will be maintained.

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Material Handling

All materials required for site will be unloaded to a designated unloading and storage area, which will be away from the work area as far as, is practicable. This area will be kept tidy to minimise trip hazards. Materials as and when required will be collected from the storage area to the work area. All staff will take care when handling materials.

Manual Handling

All staff and contractors have been instructed on the potential dangers of manual handling, and have received manual handling training. Staff and contractors will not lift items of tools or equipment beyond their capabilities. Heavy or awkward items will be broken down into smaller pieces or dual lifted where this is not possible. It is the responsibility of the site foreman to identify and control potentially dangerous manual handling situations as they occur on site on a day-to-day basis.

Working from Step Ladders

The majority of tasks carried out at height involve working below 2 metres from step ladders; all staff have been made aware of the dangers of working from step ladders and have been instructed on the safe use of ladders. Staff are required to read and understand HSE leaflet INDG402 the Safe use of Ladders & Stepladders. Only competent members of staff will be allowed to work from stepladders and it is the responsibility of the site foreman to ensure conditions are safe before allowing any ladder work to take place.

Contractor/Visitor Safety

M&P Electrical Installations Ltd will liaise with other contractor's staff on a day-to-day basis and ensure they are aware of the risks present during the works. Staff and contractors will not leave any area of work in a dangerous condition or with risks to themselves, other contractors, tenants, or visitors, all tools and equipment will be cleared to secure storage at the completion of each shift. Scaffold, ladders and any other access to height will be made inaccessible.

Tools and Electrical Equipment

All items of tools and equipment will be visually inspected on a regular basis defective or damaged equipment will be removed from service. Electrical tools will be 110V where possible, sub contractors will not be allowed to bring on to site any damaged or defective tools, the site foreman is responsible for ensuring all tools and equipment allowed on the site are fit for purpose

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Method Statements

Task Description

This method statement describes the work process for the supply and installation of electrical extractor fans in the kitchen and bathrooms.

Step by step process

Preparation

- 1) Refer to site safety rules for information on signing in and starting work
- 2) Report to site foreman before commencing work in any area
- 3) Sub contract staff will be inducted onto sites by the main contractor; all members of staff are obliged to follow the main contractor rules and regulations whilst on site.
- 4) The sub contractors site foreman will ensure that all safety measures are followed, by his staff, the site foreman will set up and manage work patterns, equipment storage, control of visitors and protection of clients and members of the public
- 5) All materials and equipment will be delivered to site by suppliers and kept in designated storage areas.
- 6) The site foreman will ensure staff are competent to complete the job safely and that apprentices are properly supervised.
- 7) Physically check all equipment for signs of undue wear or damage, particularly plugs and cables

Disconnection & Stripping out

- 1) Report to site foreman and receive permit to work
- 2) Inform all other contractors of start of works especially power disconnection
- 3) Liaise with the principal contractor and other contractors to ensure safe operation.
- 4) Cordon off work area if practical to do so.
- 5) Isolate and disconnect bus-bar Mains supply.
- 6) Prove the system is dead by electrical test meter
- 7) Ensure system is locked off and keys to padlock are kept with engineer
- 8) Fit sign to isolated supply box; DANGER MEN WORKING
- 9) Dismantle existing fittings as per contract drawings
- 10) Remove fittings etc from site to designated waste or handover to client as contract dictates
- 11) Leave site in safe condition at all times

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Installations

- 1) Put on your personal protective equipment
- 2) Check the system is dead by electrical test meter
- 3) Carry out appropriate alterations and installations as per contract drawing
- 4) Do not leave tools and equipment unattended at any time.
- 5) Ensure area is left safe at end of each shift
- 6) Check all connections and cabling for security and integrity
- 7) Before re-energizing the system of all non live testing will be carried out and test results written down on Electrical Installation Certificates to conform to BS: 7671
- 8) Reinstall power supply to new circuit and check operation.
- 9) Tidy work area and remove all debris to designated waste area
- 10)

Lighting Installations

- 1) Check with principal contractor/site foreman and liaise with other contractors before switching off lighting
- 2) Lock off lighting circuit, key to be kept with the electrical foreman
- 3) Fit warning signs to isolating switches
- 4) Prove the circuit is dead via test meter
- 5) Reposition lights according to new arrangement and alter existing switching arrangement where necessary
- 6) Check all connections and fittings for security and integrity
- 7) Re energise lighting supply

Test and Handover

- 1) NICEIC tests will be carried out on all installations prior to handover, the contract manager is responsible for delivering the certificates to the principal contractor, a copy to be held on file at **M&P Electrical Installations Ltd**
- 2) Snagging works will be carried out to client satisfaction
- 3) Handover to client

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