

Method Statement

Contractor Name:

Address:

Telephone:

Email:

**Site
Address**

Start Date:

28-09-2017

Finish Date:

Name of Client or Main Contractor

Template Document

**Brief Outline
of the works**

Electrical first and second fix

Site Supervisor:

Tel:

**Key Plant and
Tools**

Handtools: Hammer, Knives Etc, Generator, Power Tools, Kango, Extension Leads, SDS Drill, Battery Drill/Screwdriver

Key Materials

Fuse board, cables

**Specific Staff
Training**

Safe Pass, Manual Handling

**Emergency
Procedures:**



Site First Aider/Local Doctor:

location of First Aid:

Location of Nearest Medical Facility:

Sequence of Operations:

1st fix

Discuss and mark locations for services with client

Internal walls to be chased on site using wall chaser and kango

Using a ladder the joists will be drilled and cables marked then ran back to the main board

all cables through block walls will be cased in conduit and clipped into position

Socket and light switch fixed will be fixed into wall using rawl plugs and screws

2nd fix

All faces to be installed on service boxed

Lighting fixtures put in place and wired

Main board wired up and Certificate sent into ESB for connection

All works will be completed and CertEd to Safe Electric standard

Method Statement

**Equipment used
for Work @
Height:**

Podium Ladder, Step Ladder

**Storage
Arrangements:**

All equipment will be stored in the van

**Required
Personnel
Protective
Equipment:**

Hard Hat, High Viz Clothing, Safety Boots, Safety Glasses, Gloves

**Welfare
Arrangements**

Toilet and canteen on site by main contractor

Method Statement

Risk Assessments		
Hazards	Risk Rating Before Controls	Controls
Falls from Height - Employees may get injured falling from unprotected edges	High	No work is allowed on unprotected edges, main contractor to be informed of any unprotected opes
Podium Ladders - The incorrect use or using faulty Podium Ladders may lead to employees falling	High	Podium Ladders to be checked before use Podium Ladders to be placed on a firm level base Handrail to be closed behind the user when working from deck
Step Ladder - The incorrect use or using faulty StepLadders may lead to employees falling	High	Step Ladders to be checked before use Step Ladders to be placed on a firm level base User to have 3 points of contact at all times Never work from the top three steps of the Step Ladder
Falling Objects - Employees and others may get injured by getting struck from objects falling from working platforms	Medium	Employees to make supervisor aware if toeboards are not in place on working platforms Work platforms swept down on a regular basis Netting is placed around work platforms to prevent objects from falling Never throw objects from a height Hard hats worn by all on site
Slips trips & falls - Employees and others in the works area may get injured from tripping in the works place	Medium	Workplace is kept clean and tidy at all times Materials are stored in a tidy manner so that walkways are kept free Any packaging, banding or straps are tidied up Tidy as you go

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Risk Assessments

Hazards	Risk Rating Before Controls	Controls
Manual Handling - Employees may suffer sprains and strains from incorrect lifting techniques, awkward lifts or lifting items that are too heavy.	High	All employee's are trained in Manual Handling Materials are places close to where they are needed to avoid carrying long distances Heavy/awkward items are transported on trolleys etc. Staff are informed to get help when carrying heavy objects Work is rotated so that staff get breaks from low level works
Working around others - Others persons in the workplace may get injured	Medium	All works to be coordinated Others in the working area are informed of the hazards. IE Read through & sign onto the Method Statement
Working in or around Machinery - Employees may get struck by machinery	High	Employees to wear high vis vest at all times Employees to ensure that the driver is aware of their presence never to approach the machine from the side or from the rear Employees to report any dangerous activity by drivers
Mobile generator could result in electrocution, fumes, fire or explosions causing injury or financial loss	Medium	Generator is checked before use, reported defects are dealt with promptly and unsafe equipment is taken out of use Generator is operated outside, in a well ventilated area and as far away as possible from work areas Generator is turned off and allowed to cool before refueling or putting into away at the end of the shift

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Risk Assessments

Hazards	Risk Rating Before Controls	Controls
Extension Leads - Extension leads on site may lead to trip hazards or electrocution of employee's	Medium	<p>All extension leads to be 110v only</p> <p>All extension leads to be ran over head or around the perimeter of the works so that they are not a trip hazard</p> <p>Never roll an extension across a pathway used by pedestrian or vehicular traffic</p>
Working with Power Tools -Incorrect use or using faulty equipment may lead to injury to employee or others	Medium	<p>All power tools to be checked before use</p> <p>Only qualified competent persons allowed to use power tools</p> <p>Area where tool is to be used checked for any hazards beforehand. ie Check walls for any hidden cabling before drilling</p> <p>Long hair/loose clothing tied back to prevent entanglement</p>
Handtools: Small tools e.g. knives, screwdrivers, files, hammers, mallets, spanners, staplers etc. - Both minor and major cuts, bruises or burns to predominantly the fingers and hands	High	<p>Employees to never hold the work piece in the hand whilst working on it with any form of tool.</p> <p>Assess each operation and use jigs or fixtures for he work piece wherever practicable</p> <p>Never use hand tools whose handles are missing, loose or damaged.</p> <p>Avoid worn or chipped heads on hammers/mallets.</p> <p>Only use tools for their designed purpose</p>

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Risk Assessments		
Hazards	Risk Rating Before Controls	Controls
Kango, Inappropriate use may lead to striking hidden services, or being struck by flying particles that can cause cuts, lacerations, amputation and other serious injuries.	Medium	<p>Employees are trained and competent in the safe use of Kango</p> <p>Kango checked before use to ensure that safety guards are in place and working</p> <p>Kango is disconnected when not in use</p> <p>Never undermine foundations or knock opes through unsupported walls and floors</p> <p>Area to be broken up checked for services</p> <p>Operators to rotate every 15 mins to reduce exposure of vibration.</p> <p>PPE to be worn: Ear Protection, Eye Protection, Anti Vibration Gloves, Dust Masks and Head Protection as required.</p>
SDS Drill, Inappropriate use may lead to striking hidden services, or being struck by flying particles that can cause cuts, lacerations, amputation and other serious injuries.	Medium	<p>Employees are trained and competent in the safe use of SDS Drill</p> <p>SDS Drill checked before use to ensure that safety guards are in place and working</p> <p>SDS Drill is disconnected when not in use</p> <p>Area to be drilled up checked for hidden services</p> <p>Operators to rotate every 15 mins to reduce exposure of vibration.</p> <p>Any large cores do not undermine the structure</p> <p>PPE to be worn: Ear Protection, Eye Protection, Anti Vibration Gloves, Dust Masks and Head Protection as required.</p>
Battery Drill/Screwdriver, Inappropriate use may lead to striking hidden services, or being struck by flying particles that can cause cuts, lacerations, amputation and other serious injuries.	Medium	<p>Employees are trained and competent in the safe use of Battery Drill/Screwdriver</p> <p>Battery Drill/Screwdriver checked before use to ensure that safety guards are in place and working</p> <p>Battery Drill/Screwdriver battery removed when not in use</p> <p>Area to be drilled up checked for hidden services</p> <p>PPE to be worn: Ear Protection, Eye Protection, Dust Masks and Head Protection as required.</p>

Method Statement

Risk Assessments

Hazards	Risk Rating Before Controls	Controls
Nips & Cuts to Hands - Cuts, abrasions damaging hands or leaving body open to infection	High	Employees to wear gloves when handling sharp or abrasive materials

Method Statement

All work will be undertaken by qualified competent persons with experience of the type of work described above, and in all cases in full accordance with safety procedures specified in the company's health and safety policy.

Method Statement Briefing Record

Briefing delivered by: _____

Position: _____

Date: _____

We (the undersigned) have read and understood the attached method statement and will comply with the specified requirements and control measures. If the work activity changes or deviates from what was originally envisaged, we will seek further advice and request an amended method statement.

Name (Print)	Signature	Date