

# **SITE SPECIFIC RISK ASSESSMENT & METHOD STATEMENT**



Unit 6, Antelope Industrial Estate, Rhydymwyn, Mold, Flintshire, CH7 5JH

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Date of Issue	Ref No.	Authorised By	Revision No'
26th May 2023	M23G001	Zara Bostock	8

<b>Location:</b>	Wrexham, Wales
<b>Project Title:</b>	Test project
<b>Issue Number:</b>	8
<b>Compiled by:</b>	Zara Bostock
<b>Company Position:</b>	Web Developer
<b>Date Compiled:</b>	25th April 2023
<b>Date Issued:</b>	3rd May 2023

## Project Details

### Description of work to be undertaken:

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**Please read this document carefully and implement the requirements of this method statement.**


**Estates Department to arrange for all isolations to circuits before lights are worked on. Both Estates and Mega electricians to work alongside each other to achieve isolations of the replacement fittings and only to be re-energised when both parties have agreed work has been completed and safe to do so.**

## Project Technical Details

<b>Name of Contractor:</b>	Mega Electrical
<b>Address Details:</b>	Unit 6, Antelope Industrial Estate, Rhydymwyn, Mold, Flintshire, CH7 5JH
<b>Telephone No:</b>	01352877877
<b>Supervisor Responsible on Site:</b>	Another Test Operative - 01234567890
<b>Client:</b>	Test Client
<b>Principal/Main Contractor:</b>	Mega Electrical
<b>Project Manager - Responsible for Safety on Site:</b>	Test Operative - 01234567890
<b>Commencing:</b>	1st May 2023
<b>Completion:</b>	5th May 2023
<b>Number of Employees on Site:</b>	3

### Operatives on Site:

	<b>Name: Another Test Operative</b>  Company: Mega Electrical  Position: Electrician
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	<b>Name: Test Operative</b>  Company: Mega Electrical  Position: Electrician
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**Name: Third Test Operative**

Company: Mega Electrical

Position: Electrician

# Method Statement

## 1.0 Sequence of Works

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## 2.0 Tools and Equipment Required

- Step Ladders
- Test Kit

## 3.0 PPE Required

- Safety Goggles
- Safety Helmet

## 4.0 Access to the Place of Work

- All employees, contractors and visitors will attend the site induction carried out by the supervisor responsible for the site.
- All employees, contractors and visitors will register their presence within the daily site register.
- All persons will comply with site rules in the wearing of personal protective equipment.

## 5.0 Access Equipment to be Used (Scaffolding, Podium Steps and Step Ladders where Podium Steps cannot be used)

- All site rules and conditions must be strictly adhered to and any person failing to do so will be subject to Mega Electrical NW Ltd disciplinary action and may be removed from site.
- **All podium steps, step ladders and scaffolding to be correctly tagged for safety.**
- Carry out daily examination of podium steps, step ladders and scaffolding for signs of damage or defects before use.
- Scaffolding to be erected by operatives holding PASMA qualification and signed off when safe.
- The company supervisor is to be notified of any defects from above checks and that all working areas and means of access / egress are clear and free from obstruction; on discovery of any obstruction will ensure the area is made safe immediately.

## 6.0 Materials Handling and Storage

All materials will be below the recommended guidance for manual handling lifting weight of 25kg.

## 7.0 Power Sources and Isolations Required

All works must be carried out by a qualified and competent electrician.

## 8.0 Training requirements

- CSCS accreditation
- JIB cards

## 9.0 Supervision and Coordination of Activities

- The Site Supervisor / Foreman will manage the site activities on a daily basis and their responsibility is to control the working area and interface the company activities with the client.
- Site Emergency procedures must be strictly adhered with and all site rules will apply.
- The Site Supervisor will have overall responsibility for the safe coordination of the company scope of works.
- The Site Supervisor will highlight any unsafe conditions or actions to the Site Manager and will take the appropriate actions to make conditions safe.

## **10.0 Environmental Considerations - Site environmental considerations must be adhered to at all times**

- All insulation and package materials must be kept from entering the drainage system.
- These include for general waste, timber, waste plastics and cardboard etc. and any special waste.
- Noise will be kept to a minimum whilst on site.
- Foul and abusive language will not be tolerated and operatives found using such language or gestures will be removed from site immediately.
- Transistor radios will not be permitted on site.
- The use of mobile phones must only be used in accordance with site rules.
- Fires will not be allowed on site and any burning of materials is strictly prohibited.

## **11.0 Protection of the Public**

- As far as reasonably practicable site traffic must be kept to a minimum and local traffic around the site must be treated with care.
- Site supervisor shall exchange information with client / occupier to ensure full reciprocal knowledge of existing hazards, demarcation of areas of responsibility and work hazards.
- Access equipment will be provided to ensure maximum safety of workers and occupants.
- Details of existing services will be obtained before the start of works.
- Cones and bi-lingual signage will be installed to isolate working area from members of the public.
- Work to be co-ordinated to reduce risks to third parties from trip hazards, no materials or tools to be left unattended, comprehensive signs/barriers to be used.
- Standby Man / Site Supervisor / Foreman monitoring to include: initial checks to ensure safe systems of work are in place before work begins, that barriers and signs have not been removed or tampered with and that working areas are left clean and tidy at the end of each work period.

## **12.0 Waste Disposal Arrangements**

- During the day debris will be collected and disposed in accordance with the company procedures.
- During each working shift the debris will be removed and deposited into the skips and WEEE recycling containers provided in the onsite compound.

## **13.0 Fire and Emergency Procedures**

The fire and emergency plan and procedures given at the site induction will be strictly adhered to during the project and all site operatives will adhere to the information given.

## 14.0 Review of Method Statement

The Mega Electrical NW Ltd site supervisor responsible for the works will ensure that the work area has been inspected and is free from risk of injury or that suitable and sufficient measures have been taken to comply with current health and safety legislation prior to any work being undertaken. This method statement will only be amended by Mega Electrical NW Ltd site supervisor and authorised in agreement with Mega Electrical NW Ltd senior management, any such amendments will be recorded and further instruction given to each operative of the amendments.

## 15.0 Communication of Risk Assessment and Method Statement

- All operatives will be instructed of the risk assessment and method statement for their scope of works as part of the Toolbox Talk procedures prior to commencing work.
- They must ensure they fully understand the work involved, the hazards and the level of risk they may be exposed to.
- Following instruction, they each must sign the register attached.
- Each operative must work to the method statement, any deviation must be authorised by the Mega Electrical NW Ltd site supervisor.

**Any operative not working to the specific method statement will be subject to disciplinary action.**

## 16.0 Emergency Contacts

Site Project Manager	Test Operative	01234567890
Safety and Environment Advisor	Emma Lampka	079693000080
Off Site Emergency Number	Mega Electrical	01352877877
Out of Hours/24hr Emergency Number	Mega Electrical	01234567890