



**Method Statement**  
For  
**Installation of Office First Fix Electrics**

At  
**EMR Building**  
**Emcor**  
**Oldbury, B69 3EU**

Revision Record						
Status (revision)	Prelim	Rev A				
Date	02-04-13	08-04-13				
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Approved by						
<b>Note:</b> This method statement has been compiled based on information provided by Agile Building Services Ltd. It is a live document and must be reviewed and modified, as necessary, to take into account significant changes imposed by the Client, the Principal Contractor, the contract, the environment changes in methodology or any other element that may affect the safe execution of works as far as it applies to the project and those affected by the activities associated with the project before work commences. Provision is made within Section 9.0 of the method statement for adding additional site information and alterations.						

<b>Client</b>	Emcor	<b>MS Ref.</b>	MS002-Rev A
<b>Project</b>	Installation of Office First Fix Electrics	<b>Project Ref.</b>	ME1006
<b>Site</b>	EMR Building, Union Road, Oldbury	<b>Date</b>	02-04-13

Item No.	Schedule						
<b>1.0</b>	<p><b>Introduction</b></p> <p>The following method statement and associated risk assessment has been produced to cover the first fix electrical installation in the office block which will be undertaken by Agile Building Services Limited as part of the project within the EMR Building, Oldbury in association with Emcor.</p> <p>This method statement is to be read in conjunction with the <b><u>Risk Assessments</u></b> and any specifications, scopes of work, schedules and drawings prepared for the projects.</p> <p>All tasks and operations will be in-line with the latest project programme.</p> <p>Agile will be using Emcor's / Vinci's first aider's</p> <p><b>Temporary Power Supply And Lighting</b></p> <p>In order to provide adequate lighting to operatives working in areas with limited natural light task lighting will be provided to all affected work areas.</p> <p><b>Access</b></p> <p>Access to the area must be strictly controlled to prevent members of the client's staff and others accessing the site. This will apply specifically to hazard zones below the podiums which are to be used to gain safe access to height.</p> <p><b>Preliminaries</b></p> <p>It is likely that the work will entail dust, noise pollution and although it is accepted that whilst some disruption will occur with these works it must be controlled and kept to an absolute minimum so as not to impact on the remaining adjacent facilities which will be in use throughout the period of this project.</p>						
<b>2.0</b>	<p><b>Personnel Involved</b></p> <table border="0"> <tr> <td>➤ <b>Agile Operations Director</b></td> <td>– Kevin Flint</td> <td><b>Mob:</b> 07860 382254</td> </tr> <tr> <td>➤ <b>Agile Site Manager</b></td> <td>– Ian Moss</td> <td><b>Mob:</b> 07788 181831</td> </tr> </table> <p>Adequate number of operatives to carry out the work to schedule will be provided by Agile Building Services Ltd and associated sub-contractors these are anticipated to be between 2–4 operatives.</p> <p>All operatives will attend a weekly tool box talk given by either Vinci or Emcor, they will also be required at time to time to attend special tool box talks on items or occurrences which come up.</p> <p>The duration of the containment works is approx 2 weeks</p>	➤ <b>Agile Operations Director</b>	– Kevin Flint	<b>Mob:</b> 07860 382254	➤ <b>Agile Site Manager</b>	– Ian Moss	<b>Mob:</b> 07788 181831
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3.0	<p><b>Schedule of Equipment</b></p> <ul style="list-style-type: none"> <li>➤ Podiums</li> <li>➤ Warning barriers, warning tape and supports for exclusion areas</li> <li>➤ Cable Baskets</li> <li>➤ Metal Conduit</li> <li>➤ Uni Strut and threaded rod</li> <li>➤ All required hand tools for the work required</li> <li>➤ Battery drills</li> <li>➤ Still Saw</li> <li>➤ Scaffold tower for high level works <b>Only to be erected by competent persons and 'tagged'</b></li> <li>➤ Statutory H&amp;S signage – ensure that the hard hat sign is provided</li> <li>➤ 110V Extension leads</li> </ul> <p><b>Note:</b></p> <ul style="list-style-type: none"> <li>➤ All powered hand tools to be PAT tested and bear a label denoting date of last test.</li> <li>➤ All equipment to be in good condition and used only for the purpose for which it was intended.</li> </ul> <p>High level work will be carried out on podiums as the primary access equipment, but if required a scaffold tower will also be used, this must only be erected by PASMA trained operatives.</p>
4.0	<p><b>Schedule of PPE</b></p> <ul style="list-style-type: none"> <li>➤ Safety Hat (mandatory for the site)</li> <li>➤ Safety boots or shoes (mandatory for the work being undertaken)</li> <li>➤ Hearing protection (as required for task)</li> <li>➤ Safety Glasses (mandatory for the site)</li> <li>➤ Gloves Minimum Cut Level 3 (mandatory for the site)</li> <li>➤ P3 Dust Mask (as required for task)</li> <li>➤ Hi-Vis Vest/Coat (mandatory for the site)</li> <li>➤ Overalls/coveralls (mandatory for the work being undertaken)</li> </ul> <p><b>Note:</b></p> <ul style="list-style-type: none"> <li>➤ All PPE to be selected for its suitability to overcome a particular risk.</li> <li>➤ All PPE to be maintained in a good condition.</li> <li>➤ Site Supervisors to provide identification vest (HiViz )for all operatives</li> </ul> <p><b><u>NOTE: All activities undertaken within this Method Statement WILL take into account the site requirements laid down within the attached Risk Assessments and the Health &amp; Safety Plan. No work will commence until the above document has been read and fully committed to by the site supervisor and the operatives.</u></b></p>
5.0	<p><b>Operation Procedures</b></p> <ul style="list-style-type: none"> <li>➤ Sign in to the Emcor site register.</li> <li>➤ Undertake a site induction which will be given by Emcor &amp; Vinci Construction for the site specific issues then on completion of this Agile site supervisor will co-ordinate an induction which will incorporate the reading, understanding, signing and dating of this method statement associated risk assessment and other associated documents.</li> <li>➤ Ensure that operatives are familiar with where the fire call points are, in case of fire, and fire escape route. These will be highlighted on signage by each exit point within the building.</li> <li>➤ Follow the existing fire and emergency procedures laid down by the Client.</li> </ul>

<b>5.0</b> <b>Cont'd</b>	<ul style="list-style-type: none"> <li>➤ Establish where the fire escape routes are and the 'muster point' and Agree these with the Vinci &amp; EMCOR Site Manager. <ul style="list-style-type: none"> <li>○ <b>Fire Marshall – Mobile: TBA</b></li> </ul> </li> <li>➤ Agree areas of work for the day and activities to be performed</li> <li>➤ Provide mobile contact of the site supervisor/foreman</li> <li>➤ An adequate amount of material will be taken from the storage area to the work area in the morning, for the days works</li> </ul> <p>Note: Manual handling of the materials must be controlled with no operative expected to lift if the weight exceeds 20Kg or is awkward to manually handle.</p> <p>Any drilling above head height will result in the requirement for the operative to wear a dust mask.</p> <ul style="list-style-type: none"> <li>➤ Supply and install all required cable baskets, brackets and steel conduit into the appropriate and agreed locations ( as per the supplied drawings )</li> <li>➤ Podiums will be used for all high level works and must be checked prior to use.</li> <li>➤ Ensure that all cutting operations to suitable size cable baskets / conduits, are undertaken using suitable equipment – chop saw etc and that suitable PPE is worn to protect eyes and hands.</li> <li>➤ All accessory boxes will be installed to the drawings and will comply with all DDA regulations.</li> <li>➤ Follow the advice given within the Risk Assessment to implement the above works</li> <li>➤ If a chop saw is used a hot works permit must be issued by Emcor</li> <li>➤ Place the conduit bender / vice on some protective material ( ie cardboard ) to protect the floor from marking from the cutting compound.</li> <li>➤ Read the COSHH leaflet supplied with the cutting compound.</li> <li>➤ Care must be taken when cutting and threading the metal conduit to avoid cuts and injury from the waste metal.</li> <li>➤ All installed items must be checked regularly for quality</li> </ul> <p>Note: Gloves are to be worn when handling cable baskets &amp; conduits.</p> <ul style="list-style-type: none"> <li>➤ Drill underside of floor deck to install fixings to support cable tray runs adequately above the ceiling level. When drilling high impact glasses / goggles will be worn.</li> </ul> <p>Note: Any drilling of masonry above head height will require the operative to wear a dust mask and safety glasses to prevent dust going in to the eyes or throat.</p> <p>If Asbestos Containing Materials are suspected work will stop immediately until an inspection has been carried out and clearance by a qualified, competent person is given to continue</p>
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	<ul style="list-style-type: none"> <li>➤ Check level and alignment of baskets / conduits.</li> <li>➤ Test all mechanical fixings to ensure tightness and ensure that no loose or unfixed elements are left in place.</li> <li>➤ On completion remove all redundant materials from the area ready for the next phase of work.</li> <li>➤ All rubbish is to be taken to the waste disposal area where there are streamed skips provided by Vinci</li> <li>➤ Sign off work area on completion.</li> </ul>
<b>6.0</b>	The handling methods considered within the RA should be adopted or adjusted to suit the site conditions. If adjustments are made, notes of these should be added to the RA and to this MS.
<b>7.0</b>	<p><b>General Considerations</b></p> <ul style="list-style-type: none"> <li>➤ All small tools are to be locked away when left unattended.</li> <li>➤ All powered tools to be isolated when not in use. They must be battery powered or 110v. Note: Charging of battery powered tools must be undertaken off site.</li> <li>➤ All powered tools to have been PAT tested and labeled within the last six months.</li> <li>➤ Any locks fitted within the work area are not to impact on any existing alarm systems that are already in existence.</li> <li>➤ All staff and visitors shall be made aware of the current work situation and hazards that may be present before entering the work area.</li> <li>➤ If the Clients representatives wish to visit the site on a frequent basis, they must undergo a full induction, sign the visitor's book and wear all the required PPE. Except in an emergency, access to the site for non PC persons outside of the PC working hours should not be permitted.</li> <li>➤ COSHH assessments to be made available on the site as necessary.</li> <li>➤ Attention is to be given to ensuring equipment and fittings are not degraded by debris and keeping all work areas in a clean and tidy state.</li> <li>➤ See details contained within the attached Risk Assessment covering the importance of the various issues.</li> <li>➤ Care is to be taken in the use of the mobile towers and the practical guidance is to be followed specifically with respects to movement of the towers and re-stabilizing them after relocation.</li> <li>➤ Attention is to be given to ensuring equipment and fittings are inspected within the recommended timescale as set out in the corresponding legislations.</li> <li>➤ The Works above do not include any live testing at this stage, when testing is required separate RAMs will be issued.</li> </ul>
<b>8.0</b>	<p><b>Assessment of Risk</b></p> <p>See separate risk assessment</p>

9.0	<p><b>Site Variations</b> (To be completed on site for any unforeseen eventuality, agreed and countersigned by the Client, Site Supervisor or Building Owner).</p> <ul style="list-style-type: none"><li>➤ The concrete floor in the EMR building has various bolts &amp; concrete plinths protruding up care must be taken when moving around the site.</li><li>➤ Care must be taken when working near the edge of the first floor. If any of the edge protection is missing stop work in that area and contact Emcor.</li><li>➤ There are other trades working in the office area, so care must be taken that our activity does not impede there works and vis versa.</li><li>➤ There are several large holes in the concrete on the ground floor care must be taken when working in there vicinity.</li><li>➤ There is equipment in the building for the clients fit out, care must be taken when maneuvering the scissor lifter around the site and also when moving materials around site.</li><li>➤ When moving around the site care must be taken, as there is a lot of plant moving around for deliveries and works etc.</li></ul>

<b>10.0</b>	<b>Acceptance of Method Statement and Risk Assessment</b> (The method statement, associated risk assessment and safety guidance shall be read and signed in the space below by all persons undertaking tasks covered by the scope and definition of the project on the understanding that they have understood the hazards involved and the precautions to be taken to mitigate risk to themselves and any other persons who may be affected by the tasks being performed.)			
<b>Doc Ref:</b>	<b>MS002-Rev A Installation of Office first fix electrics</b>			
	<b>Name (print)</b>	<b>Signature</b>	<b>Company</b>	<b>Date</b>
	<b>Comments</b> <ul style="list-style-type: none"> <li>• All contractors shall be competent within their own areas of expertise and shall deploy safe working methods at all times.</li> <li>• All sub contractors must be instructed as to their requirements whilst on site to comply with the Clients site rules the requirements set out by Agile and the requirements to ensure public safety at all times.</li> </ul>			