



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

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

Revision Record						
Status (revision)	Prelim					
Date	14-03-13					
Author	Kevin Flint					
Checked by						
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>	MS001-Prelim
<b>Project</b>	Installation of First Fix Electrics	<b>Project Ref.</b>	ME1006
<b>Site</b>	EMR Building, Union Road, Oldbury	<b>Date</b>	14-03-13

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 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 Assessment</u></b> and any specifications, scopes of work, schedules and drawings prepared for the projects.</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 staff and the public and accessing the site.</p>
<b>2.0</b>	<p><b>Personnel Involved</b></p> <p>➤ <b>Agile Contracts Director</b> – Kevin Flint <b>Mob:</b> 07860 382254</p> <p>➤ <b>Agile Site Manager</b> – As Above <b>Mob:</b></p> <p>Adequate number of operatives to carry out the work to schedule will be provided by Agile Building Services Ltd and associated sub contractors.</p>
<b>3.0</b>	<p><b>Schedule of Equipment</b></p> <ul style="list-style-type: none"> <li>➤ MEWPs ( Scissor Lifter )</li> <li>➤ All required hand tools for the work required</li> <li>➤ Batter 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>➤ Warning barriers, warning tape and supports for exclusion areas</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 which will be carried out using a scissor lifter, there will always be an operative on the ground in case of emergency, and will be conversant with the emergency lowering procedure of the scissor lifter.</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 (mandatory for the site)</li> <li>➤ P3 Dust Mask (as required for task)</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> <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><b>Note:</b></p> <p>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>➤ The MEWP must be checked every day prior to use.</li> <li>➤ The MEWP will then be loaded with the lighting bus bar and fixing materials as well as hand tools for the job.</li> <li>➤ Care must be taken when moving the MEWP across the site of items protruding out of the concrete slab and other contractors.</li> <li>➤ Supply and install all required cable trays, brackets and lighting bus bar into appropriate and agreed locations</li> </ul>

<b>5.0</b> <b>Cont'd</b>	<ul style="list-style-type: none"> <li>➤ Ensure that all cutting operations to suitable size cable trays / trunking, is undertaken using suitable equipment – chop saw etc and that suitable PPE is worn to protect eyes and hands.</li> </ul> <p>Note: Gloves are to be worn when handling cable trays, trunking.</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.</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> <ul style="list-style-type: none"> <li>➤ Check level and alignment of trays / trunking.</li> <li>➤ On completion remove all redundant materials from the area ready for the next phase of work.</li> <li>➤ Sign off work area on completion.</li> </ul>
<b>6.0</b>	<p>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.</p>
<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 within a dedicated 'charging' area ideally within the PC's site cabin facilities if a 240v charging system is to be used.</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> </ul>

<b>7.0</b> <b>Cont'd</b>	<ul style="list-style-type: none"> <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> </ul>
<b>8.0</b>	<b>Assessment of Risk</b>  See separate risk assessment
<b>9.0</b>	<b>Site Variations</b> (To be completed on site for any unforeseen eventuality, agreed and countersigned by the Client, Site Supervisor or Building Owner). <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 maneuvering the scissor lifter around the site.</li> <li>➤ There are areas of the floor which are not level and slope down to a man hole, great care must be taken when positioning the Scissor lifter.</li> <li>➤ There troughs in the concrete floor which have been left out for the retaining wall, there's have only got a wood board covering them, great care must be taken to make sure that the scissor lifter does not go on theses wood coverings, a suitable place must be identified where the scissor lifter can cross the troughs.</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 Installation of 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>			