

**HEALTH AND SAFETY SITE METHOD STATEMENT**

<b>Customer</b>	Various Customers		
<b>Site Address</b>	Various Sites	<b>Project No.</b>	N/A
<b>Site Project Manager</b>	Jason Wood	<b>Job No / Reference No.</b>	As per individual job number
<b>Company Address</b>	JGR House, Exchange Road, Lincoln, LN6 3JZ Tel – 01522 698883		

<b>Method Statement produced by</b>	Trevor Foster	<b>Status</b>	Health & Safety Manager
<b>Signature</b>		<b>Date</b>	5 <sup>th</sup> November 2019

The following Method Statement and associated Risk Assessments for this project have been completed to the best of my abilities based on the information received from the Site Project Manager, my understanding of the task at hand and of the expected site conditions, without attending site.

<b>Principal Contractor Details</b>	
<b>Company Name</b>	N/A
<b>Company Address</b>	N/A
<b>Site Contacts</b>	N/A

<b>Scope of Works</b>	
<b>Project Timescales</b>	Works to be carried out at various times  All works will be co-ordinated by JGR Site Management, who will liaise with Client / Site Management to ensure all works are carried out safely with minimum disruption to the site
<b>Description of Works</b>	Carry out the maintenance on a variety of refrigeration and air conditioning equipment and associated services by Maintenance Engineers, at various locations.

<b>Methodology</b>	<p><b>Important Note – Dust Control</b></p> <p>All JGR maintenance works will generally produce minimal dust, however, where required, the following controls will be implemented</p> <ul style="list-style-type: none"><li>▪ Use natural / additional ventilation units where required. Any additional ventilation equipment will be hired from a reputable hire company, who will provide all testing and examination certificates for the equipment.</li><li>▪ Provide tools and equipment with powered extraction, connected to a suitable ventilation unit (e.g. vacuum extractor). The ventilation units will have a class M or class H filter to remove the harmful dust particles. All extract equipment will be hired from a reputable hire company, who will provide all testing and examination certificates for the equipment.</li><li>▪ Ensure suitable Local Exhaust Ventilation (LEV) to be used in work area. All LEV equipment will be hired from a reputable hire company, who will provide all testing and examination certificates for the equipment.</li><li>▪ Where able, clear immediate area of all persons likely to be affected by any airborne dust contamination, flying debris or noise</li><li>▪ Particle / Dust Mask (BS EN 149:2001) will also be worn by all operatives whose works create dust</li></ul> <p><b>Site / Area Set-up</b></p> <p>Prior to carrying out any tasks on site the engineer will -</p> <ol style="list-style-type: none"><li>1. Make contact with site / store management and inform them of reason for visit and complete site sign in procedures, if required</li><li>2. Request access to the Asbestos Register for the building and ensure that the area is safe with no Asbestos Containing Materials (ACM's)</li><li>3. Assess the working area and then discuss and agree a plan of works with site / store management to ensure site staff, visitors and customers will not be affected by the engineer's activities</li><li>4. Ensure, where required, that there are suitable safety barriers / signs erected around the area where works are being carried out to warn others of the site works and prevent unauthorised access to work area</li></ol>
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### Site Works

Depending on the nature of the visit the engineer will -

1. Carry out a visual assessment on the equipment to be worked on and the surrounding environment and identify the tasks required to complete the works.

When assessing the site and works to be carried out engineers should ensure they take into account all factors surrounding the works on site, such as the -

- I. Weather and light conditions, when working outside
- II. Weight of tools and equipment to be used during site works
- III. Accessibility to the location of plant and equipment to be worked on.

2. Review the Task Procedures and Risk Assessments located in the Maintenance Engineers Safety Folder and ensure -

- I. He is competent and qualified and to complete the works
- II. That all works can be completed safely by himself, **without the** need of assistance from any other JGR engineers or other equipment.
- III. That all control measures are in place, prior to commencement of works.

For example –

- o If using ladders & step ladders follow control measures detailed in the *Use of Ladders & Step Ladders* risk assessment.

3. Ensure that you are wearing all items of Personal Protective Equipment (PPE) required to carry out the tasks, as detailed in the Risk Assessment manual and Task Procedures manual located in the maintenance engineers Safety Folder

4. Ensure that all tools and equipment used to carry out the works are suitably controlled to ensure site staff, visitors and customers are not affected by the engineer's activities

5. Carry out works on site, following all control measures, as detailed in the Risk Assessment manual and Task Procedures manual located in the maintenance engineers Safety Folder

### Site / Area Clearance

On completion of all works on the engineer will –

1. Ensure the site is cleared of all tools, along with surplus equipment and materials and waste packaging in readiness, if required, for any walk-through / inspection to be carried out by site management.
2. Make contact with site management to confirm works carried out and what, if any, additional works are required.
3. Fully complete job sheet, ***including job number and full details on works carried out on site***, and then ***ensure it is signed by site management*** and leave a copy on site.
4. Complete site sign out procedures, if required.

**IMPORTANT NOTES –**

Should the engineer be unable to **SAFELY** complete the works on site, the engineer should stop works and the following actions should be carried out –

**In Working Hours –**

The engineer should contact either the Service Supervisor or Guy Wood to discuss the issues on site and arrange further assistance on site and develop an action plan to resolve the problems on site.

Should the Service Supervisor and / or Guy Wood be unavailable, the engineer should contact the Health & Safety Manager, Trevor Foster.

The engineer should then make contact with site / store management and provide an update on how they plan to resolve the issues on site.

If the Service Engineer leaves site **without** fixing the fault due to safety reasons, they should fully complete job sheet, **including job number and full details on the visit to the site**, and then **ensure it is signed by site management** and leave a copy on site.

**Out of Hours –**

The engineer should liaise with site management and explain what works can be done safely and what cannot and the reasons for this.

The engineer should work with store management to develop a suitable course of action to minimise the effects of the fault on site, such as recommending store destock fridge / freezer etc. until we can return safely to carry out the works.

If the engineer leaves site **without** fixing the fault due to safety reasons, they should fully complete job sheet, **including job number and full details on the visit to the site**, and then **ensure it is signed by site management** and leave a copy on site.

Prior to carrying out any tasks on site, site operatives will assess the working area and ensure the immediate area is free from cables, machinery or any other items which may affect the works to be carried out.

General Site Safety Information	
<b>General Arrangements</b>	<p><i>JGR Building Services maintenance engineer will upon arrival at the site asses site conditions and inform the Health &amp; Safety Manager of</i></p> <ul style="list-style-type: none"> <li>▪ <b>Any works required on site NOT covered by this Method Statement</b></li> <li>▪ <b>Any requirement to amend / alter a working method detailed in this Method Statement</b></li> <li>▪ <b>Any other site issues not cover by site health and safety documentation</b></li> </ul> <p>The JGR maintenance engineer will co-ordinate all works with site management and will ensure site management are aware of all site personnel and / or equipment entering or leaving sites throughout the during of works</p> <p>All tools and equipment will be under the control of JGR maintenance engineer at all times.</p> <p>Approval will be sought by site management prior to storing any items of tools and equipment anywhere on site.</p> <p>All required tools and materials will be transported to the working areas by hand and stored away from store staff, customers and visitors and kept in a clean and tidy manner to avoid blocking any site access and egress routes.</p> <p>All tools that are required to complete site works will be stored away when not in use, either on JGR vehicle or stored in the designated storage area, pre-arranged with the site management to ensure that an obstruction is not made to any normal or emergency access / egress routes.</p> <p>JGR maintenance engineer will be responsible for the removal of and disposal of all redundant or waste materials, these items will be disposed of in the correct manor throughout the duration of works.</p> <p>Upon completion of the works the JGR maintenance engineer will be available for a walk through by JGR and the Client / Store management, should it be required.</p> <p><b>Safety will be JGR's objective at all times</b></p>
<b>Precautions and limitations</b>	<p>All works undertaken by JGR will be carried out by a competent engineer.</p> <p>Permission will be obtained from site management prior to storing any equipment and materials on site or commencing site works,</p> <p>All immediate work areas will be kept free from tools, equipment and cables with suitable signage / safety barriers to be erected around the area where works are being carried out to warn of works and prevent unauthorised access to work area.</p> <p>Site permit-to-work system will be implemented to control the fire risk from Hot Works on site, if no site system in place JGR permit-to-work system will be implemented prior to commencement of work.</p>

<b>Site Information</b>	
<b>Store / Premises Operating Hours</b>	Various - Engineer will work on various stores, with varied opening times. Should JGR engineers work in any areas open to members of the public, all site works will be fully segregated away from store operations
<b>On-site Parking</b>	Depending on the site location, there may or may not be any parking available on site. Engineers must ensure that they always leave their vehicles in a safe, secure and legal location and ensure that they have obtained permission and / or paid all parking charges prior to leaving vehicles unattended.
<b>Site Induction</b>	<ul style="list-style-type: none"> <li>▪ On arrival to site JGR maintenance engineer will make contact with the site / store management, prior to commencement of any works.</li> <li>▪ JGR maintenance engineer will attend, if required, any site induction being provided by the client for the site, prior to commencement of works.</li> <li>▪ JGR maintenance engineer will, if required, sign in and out at security / reception when entering and leaving site.</li> </ul>
<b>Site Working Hours</b>	08:00 – 17:30 – Normal Office / Hours 17:30 – 08:00 – Out of Hours Engineer
<b>Site Deliveries</b>	<ul style="list-style-type: none"> <li>▪ There will be no deliveries of plant, equipment or materials to site unless it has been pre-arranged, approved and co-ordinated through site management.</li> <li>▪ All plant, equipment and materials delivered to site will be suitably packaged to prevent damage to materials and equipment and also to protect all site operatives.</li> <li>▪ All materials will be off loaded by JGR operatives and stored in the designated storage area, pre-arranged with site / store management. All areas will be kept tidy to minimise trip hazards. Materials as and when required will be collected from the storage area and transferred to the work area.</li> <li>▪ All JGR operatives will take care when handling materials and will use mechanical aids wherever possible. When stacking materials particular care must be taken to ensure that the stack is secure and that the product does not get damaged</li> </ul>
<b>Working Environment</b>	The working area on site could be anywhere throughout the building. Access and permission to work in any area will be obtained from site / store management prior to commencement of works.
<b>Site Access &amp; Egress</b>	Site access and egress to be via site main entrance, unless otherwise instructed by site management
<b>Site Security</b>	For the duration of the works, the client will have overall responsibility site security. The immediate work area will be kept free from tools, equipment and cables with suitable signage / safety barriers erected around the area where works are being carried out to prevent unauthorised access to work area.
<b>Welfare Facilities</b>	As a general rule engineers will only be on site for a short amount of time. During this time engineers should politely request the use of the site welfare facilities such as adequate hand washing facilities and the toilet facilities. When using these facilities, the engineer <b>MUST</b> ensure that they leave these areas in the same condition as how they found them.
<b>Smoking</b>	In line with current legislation there is No Smoking on site. Smoking is only allowed with permission of client / principal contractor & then only in designated smoking areas
<b>Details of Temporary Structures</b>	There are no temporary site structures, offices or required during maintenance works

<b>Public Protection</b>	
<b>Temporary fencing</b>	Where required, all immediate work areas will be kept free from cables and machinery with suitable signage / safety barriers to be erected around the area where works are being carried out to warn of works & prevent unauthorised access to work area
<b>Temporary lighting</b>	Not Applicable – Site specific Method Statement will be required, should this section be applicable to site works
<b>Road traffic management</b>	Not Applicable – Site specific Method Statement will be required, should this section be applicable to site works
<b>Security of materials from vandals</b>	Not Applicable – Site specific Method Statement will be required, should this section be applicable to site works

<b>Protecting Existing Infrastructure</b>	
<b>Identify hidden services</b>	Not Applicable – Site specific Method Statement will be required, should this section be applicable to site works
<b>Use of approved cable locating tools</b>	Not Applicable – Site specific Method Statement will be required, should this section be applicable to site works
<b>Identify infrastructure susceptible to damage</b>	Not Applicable – Site specific Method Statement will be required, should this section be applicable to site works
<b>Disconnection &amp; reconnection of services</b>	Not Applicable – Site specific Method Statement will be required, should this section be applicable to site works

<b>Environmental Protection Arrangements</b>	
<b>Details of Waste and Pollution created on site</b>	General Site Waste / Redundant packaging
<b>Disposal of Site Waste Materials</b>	<p><b>General Site Waste / Redundant packaging</b></p> <p>Unless there are specific site waste disposal arrangements provided for site contractors, all waste packaging will be removed from site throughout the duration of the works &amp; where possible recycled or disposed off in accordance with current legislation</p>

<b>Hazards</b>	
<b>Significant Hazards</b>	See Maintenance Engineers Risk Assessment manual located in the Maintenance Engineers Safety Folder for details of all significant hazards associated with this project
<b>Outline of Control measures to be used</b>	See Maintenance Engineers Safety Folder for tasks identified and suitable control measures See Maintenance Engineers Safety Folder for COSHH substance list and suitable control measure Site Fire and Emergency procedures to be followed
<b>Asbestos</b>	<p><b>PRIOR</b> to commencement of work, engineers <b>MUST</b> request to see a copy of the site asbestos register to confirm the whether there are any Asbestos Containing (ACM's) on site and the locations of the ACM's on site.</p> <p>Should there be <b>ANY</b> ACM's located where works are to be carried out or you have any concerns with the work area, the engineer should contact the Health &amp; Safety Manager.</p> <p><b>Important Note</b> - The information contained in the above surveys does not guarantee that there are no other unidentified ACM's on site.</p> <p>If at any time should the engineer is unable to access the site asbestos register or suspect that they have come across any ACM's they are to <b>STOP WORK IMMEDIATELY</b> and inform the Service Supervisor and site / store management and contact the Health &amp; Safety Manager</p>
<b>Personal Protective Equipment (PPE)</b>	<p>While on site, <b>ALL</b> JGR operatives will be issued with and must wear all items of PPE, as required by site rules or as detailed in the JGR Risk Assessments and Task Procedures</p> <p>As a minimum, when on site, engineers will ensure, on accessing the site, they are wearing –</p> <ul style="list-style-type: none"> <li>▪ Hi-visibility Vest (<i>BS EN ISO 20471:2013</i>)</li> <li>▪ Protective / Safety Footwear (<i>BS EN ISO 20345</i>)</li> <li>▪ Suitable full length work trousers</li> </ul> <p>Operatives will also have the following items of equipment to had for use should the task or site conditions require them to be used –</p> <ul style="list-style-type: none"> <li>▪ Safety Glasses (<i>BS EN166:2002</i>)</li> <li>▪ Gloves (<i>BS EN 388:2016</i>) Type and cut resistance level relevant to works being carried out</li> <li>▪ Hard Hat / Head Protection (<i>BS EN 397:2012</i>)</li> <li>▪ Safety Goggles (<i>BS EN166:2002</i>)</li> <li>▪ Particle / Dust Mask (<i>BS EN 149:2001</i>)</li> <li>▪ Ear Defenders / Disposable Ear Plugs (<i>BS EN 352-2:2002</i>)</li> </ul> <p>All operatives will be inspected and checked all PPE equipment is fit for use, before use, with all equipment used in compliance with the manufacturer's instructions.</p>
<b>Persons who may be at risk</b>	Company Operatives, Site staff, Other contractors, Visitors and the general public

Site Personnel	
<b>Project Manager</b>	Jason Wood
<b>Service Supervisor</b>	Louis Gale JGR Management / Supervisors will <b>NOT</b> normally be in attendance, with maintenance engineers, while they carry out their duties
<b>Site Operatives</b>	
<b>Skills &amp; Training</b>	All JGR Operatives will have corporate identity All tasks will be completed by competent personnel. All operatives are experienced in the installation of refrigeration and air conditioning systems. The Maintenance engineer will hold the following qualifications – <ul style="list-style-type: none"> <li>▪ Appropriate CSCS / ECS card</li> <li>▪ UKATA Asbestos Awareness Training Certificate</li> </ul>

Plant & Equipment	
<b>Plant &amp; Equipment</b>	Site Plant and equipment could consist of, but not limited to, the following –  Combination Ladders / Step-ladders Battery powered drills Various Hand Tools Angle Grinders
<b>Power</b>	All electric tools and equipment will be 110v or battery powered. 240v equipment will only be used on site, with site permission and while using an approved RCD device.
<b>Lighting</b>	No requirement for additional lighting on site has been identified at this stage.
<b>Testing</b>	Company plant and equipment used on site will meet all required legislation, with maintenance and inspection certificates available upon request.  Hired plant and equipment used on site will be hired from a reputable Hire Company and meet all required legislation, with maintenance and inspection certificates provided at the time of hire.  All plant and equipment used on site will be suitable and fit for purpose for the tasks being carried out and the environment in which they are to be used. Pre-user checks will be carried out on all plant and equipment prior to being used.

<b>Accident &amp; Emergency Arrangements</b>	
<b>Site First Aid Provision</b>	First Aid cover is provided by site management - All First Aid incidents <b>MUST</b> be reported to site management and JGR Health & Safety Manager
<b>First Aid Equipment</b>	A minimum of a 10 man First Aid Kit will be held in all JGR vehicles
<b>Contact with Emergency Services</b>	Contact with the emergency services will be made by calling 999 using company mobile telephone or public telephone.
<b>Nearest Hospital (with A&amp;E)</b>	Should hospital assistance be required, contact with the emergency services should be made by calling 999 using company mobile telephone or public telephone.
<b>Fire &amp; Emergency Evacuation</b>	<p><b>Site Emergency Procedures to be followed at all times</b></p> <p><b><u>Standard Emergency Procedures</u></b></p> <p>In the event of a fire, follow the site Emergency Action Plan</p> <ol style="list-style-type: none"> <li>1. Raise the Alarm</li> <li>2. Dial 999 to call Emergency Services</li> <li>3. If possible, tackle the fire using the Fire Fighting Equipment provided, but <b>DO NOT</b> endanger yourself or others</li> </ol> <p>If you hear the alarm</p> <ol style="list-style-type: none"> <li>1. Leave the building by the nearest exit</li> <li>2. Close doors behind you</li> <li>3. Report to person in charge of Assembly Point</li> <li>4. <b>DO NOT</b> stop to collect your belongings</li> </ol> <p><b>NEVER RE-ENTER THE BUILDING FOR ANY REASON UNTIL AUTHORISED TO DO SO</b></p>
<b>Hot Works</b>	<p>All hot works are subject to a Hot Works Permit and site approval to control the fire risk on site. <b>If site management has no system in place</b>, a JGR permit-to-work system <b>MUST</b> be implemented prior to commencement of the hot works.</p> <p>JGR will provide <b>2no</b> suitable Fire Fighting Equipment (2kg Dry Powder), which will be kept adjacent to the hot works area for the duration of all hot works, along with suitable fire / welding blanket or fire retardant sheeting (to LPS1207) to be used to protect work areas, when conducting hot works</p> <p>Site Management to arrange the local isolation of fire alarm sensors, during hot works</p> <p>All hot works must cease at least 1 hours prior to the end of the work period / working day/night</p>

## HEALTH &amp; SAFETY

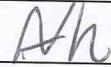
## General Policy

## Health &amp; Safety Compliance

I confirm that -

- I will follow the procedures and controls detailed in this Method Statement and associated documents on **ALL** sites that I attend.
- Should there be any reason that I am unable implement any of these procedures and controls, I will contact the Health & Safety Manager.
- If I am in doubt about any aspect detailed in these procedures and controls, I will seek clarification from the Health & Safety Manager.

Name	TOBIAS GREEN
Signature	
Date	5.11.19

Name	Adam Dork
Signature	
Date	8.11.19