

ROC Method Statement








Contractor Name	Name: ROC Network Communications	Address: Cushinstown Garristown Co Meath	Tel: 01 8354578 086 2595606
			E-mail: richard@roc.ie
Project Name:	Alterations to 4 th floor.		
Description of the Task/Activity:	Alterations to electrical layout to coincide with alterations to building layout. Disconnection of services to allow for demolition of walls and ceilings. Reinstatement and relocation of electrical services.		
Location/Building:	Bulgari Macken house.	Start Date/Time:	08/05/2023 8:00am
		Finish Date/Time	23/06/2023 17:00
Personnel Involved:	Name	Role/Trade	
	Adam Bolger	Electrician.	
	Gerard O'Connor	Electrician.	
	Zoltan Fodor	Electrician.	
	Pat Savidge	Electrician.	
	Evan Connor	Electrician.	
	Richard O'Connor	Electrician.	
Site Contact;	Adam Bolger	Tel:	085 1945279
Safety Contact ROC:	Richard O'Connor	Tel:	086 2595606
Key Plant & Tools: (Attach Certification)	Electrician's hand tools, cordless drill Data cable and electrical test equipment. Alloy tower, Step ladders.		
Key Materials.	Cat 6 data cable, back boxes, data face plates, Electrical cable, Switches, Sockets, Light fittings, Trunking / conduit.		

ROC Method Statement








Other Essential Equipment:	PPE, Safety signs. Exclusion barriers
COVID 19:	<p>All staff are required to: COVID Rules have been relaxed please keep the following in mind 4th May 2023</p> <ul style="list-style-type: none"> • wear face masks while on site N/A • practice social distancing of at least 2 metres N/A • follow appropriate hand hygiene and use hand sanitisers, which have been provided by ROC • notify Richard O'Connor if they experience any potentially COVID-related symptoms (as per symptoms described in HSE guidance) as soon as possible and stay home if experiencing any such symptoms. • Comply with any additional COVID measure in place for client sites, as requested.

Detail Specific Staff Training and Competence:	Site Induction, Manual Handling, Safe Pass, ROC Safe Electric registration No A0162 QC number 5113, Aviation Security Training.
Sequence of Operations:	<ul style="list-style-type: none"> • Work will only start when the following is in place: • <i>Relevant training records for all personnel have been issued to Bulgari.</i> • <i>Permits to work have been issued.</i> • <i>All involved have been briefed on this method statement and its accompanying risk assessment.</i> • At start of new activity or start of each new day/shift. • <i>Site crew arrives on site and report to Bulgari security. Sign in and liaise with Stephen Forde and Sean Corrigan regarding site safety arrangements and undertake site inductions if necessary. Walk through job with Stephen Forde and Sean Corrigan</i> • <i>Site crew will familiarize themselves with work area.</i> • <i>ROC to inform all others working on site, including contractors of installation area and ensure site area, all operatives will ensure area of work, including exit points are clear of obstructions to ensure safe access and egress is maintained.</i> • <i>All work will be carried out by suitably trained, qualified, and competent persons</i> • <i>Take all materials for the task to the work area</i> • <i>Unpack and keep the area tidy removing all cardboard boxes from site</i> • <i>Discuss with Stephen Forde and Sean Corrigan what services need to be disconnected and made safe.</i> • <i>Remove all fittings or containment to give IIS access to the area they need to work in.</i>

ROC Method Statement

	<ul style="list-style-type: none"> On this project there will be a greater need than usual for regular discussion between ROC and Stephen / Peter to monitor progress and make decisions about isolation and reinstatement of circuits. When demolition and building work is close to complete ROC will commence second fixing ROC will be liaise with IIS and Bulgari IT team true out the project regarding power, data and AV cabling. Task complete, work area cleared, site crew will inform Stephen and Peter and do a walk down of the work before leaving site. 						
Temporary Supports and Props needed to facilitate the works:	(If none, state none) None						
Method of Access and Egress to the work area:	Use doorways stairs / lifts and corridors building is complete.						
Fall Protection Measures: (Where work at height cannot be eliminated – consider both Personnel & Materials)	Alloy tower will be our first option for access to height. If this is not suitable for some reason, we will use a stepladder.						
Hazardous Substances: (Attach SDS if required) Applicable:							
	Very Toxic	Harmful Irritant	Corrosive	Hazardous For the environment	Oxidising	Flammable	Explosive
	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Storage Arrangements:	All materials to be brought into building through Basement.						
Details of Permits to Work:	As per IIS Requirements						
	N/A						

ROC Method Statement

SWL's:							
Required Personnel Protective Equipment:	 YES	 YES	 YES	 NO	 YES	 NO	Other: 1 High visibility clothing
Emergency Procedures:	<ul style="list-style-type: none"> Assess the situation/ scene safety Assess the patient Telephone for help (if required) Make a diagnosis Provide treatment Arrange transport Remain with the patient/confidentiality 						
	Name of On-Site First Aider:	Bulgari security					
	First Aid Box Location:	ROCs Vans, on site.					
	<i>Bulgari Emergency 1st Aid No.</i>	TBC					
	Location of Nearest Hospital:	Beaumont 01 8093000					
Welfare Requirements to be supplied by Bulgari	Toilets and Canteen.						
Services to be supplied by IIS	Walk down of work area, ROC staff access.						
Other information & Comments:							

ROC Method Statement

Risk Assessment Worksheet Section **(MAKE SITE SPECIFIC)**

List each step of the proposed work and complete a risk assessment based on the details of the step.

No	Activity / Cause / Trigger	Hazard Identified - Effect	E,O,P.	S	F	Risk Rating S x F	Control Measure / Corrective Action Identify persons responsible where necessary	S	F	Risk Rating S x F	Residual Risk
1	Personnel arrive on site	Unaware of site regulations / conditions	E	3	4	12	Report to client and be made aware of site regulations including method statements, site induction and any site restrictions	1	3	3	Low Risk
2	The wearing of personnel protection equipment	Injury to personnel if not worn	E	3	3	9	Hard hat, Safety boots (with ankle protection) gloves, glasses and high visibility clothing to be worn always.	1	3	3	Low Risk
3	Entering exiting and moving around the building	Tripping hazards	E	2	2	4	Ensure a correct movement and passage into and out of the building without colliding with people, equipment or structures.	1	2	2	Low Risk
4	Hand tools	Injury to hands / fingers	E	3	2	6	Gloves to be worn always. All tools must be checked prior to use, any tool found to be defective must be reported to the supervisor and immediately removed from site.	1	2	2	Low Risk
5	Manual Handling of cardboard boxes containing data cable	Back injury to personnel	E	3	4	12	Ensure that correct lifting methods are employed. All personnel to have completed manual handling training	1	2	2	Low Risk
6	Accessing high level tray Removing ceiling tiles.	Back injury, bump head. Fall from height.	E	3	4	12	Hard hat to be worn, Lifting out ceiling tiles must have two people.	1	2	2	Low risk

ROC Method Statement

Risk Rating			
	5 - 9	Medium Risk - Investigate and where practical reduce risk	
	10 - 14	High Risk – Action must be taken to reduce risk	
	15 - 24	Very High Risk – Risk is too high, Work MUST stop	
Person At Risk			
Client Employees / visitors		E	
Operator		O	
Member of Public		P	
S = Severity		F = Frequency / Probability	
Negligible	1	Impossible	1
Minor Injury	2	Improbable	2
Serious Injury	3	Remote	3
Major Injury	4	Occasional	4
		Probable	5
		Frequent	6

Use additional sheet if required.

Prepared by: Richard O'Connor
 Position: Owner ROC
 Approved by
 Position:

Date: 04/04/2023

Date:

Method Statement Briefing Record

Briefing delivered by:

Position:

Date:

