


To be Submitted at Least 24 hrs Prior Commencement of Work
METHOD STATEMENT

1.0	PROJECT NAME:	IIS – S&P Global	PROJECT NO:	
1.1	COMPANY:	MJF Interior Contracting	WORKS PACKAGE:	Folding wall
1.2	TITLE/TASK:	Supply & Install Espero folding wall system	REV NO:	
1.3	DATE OF ISSUE:	10/07/2023	INTERIORS CONTACT:	Stephen Forde 087 9146219

2.0	PROPOSED START DATE:	12/07/2023	PROPOSED START TIME:	07:00
2.1	EXPECTED DURATION:	2 days over 4-8 weeks		
2.2	EXACT LOCATION (S): ATTACH PLAN	<p>S&P Global Level 2 Styne House Hatch Street Upper, Saint Kevin's, Dublin 2, D02 DY27</p> 		
2.3	DOCUMENT PREPARED BY:	Mark Berney		
2.4	PRE-START SITE BRIEFING (TOOL BOX TALK):	<p><u>Site Induction</u> All operatives to have been site inducted and have read and signed the task related method statement prior to commencement of works.</p>		

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		<p><u>PPE</u></p> <p>Operatives to wear mandatory full PPE, including hard hat, safety boots, hi-viz vest, safety glasses and gloves.</p> <p>Task specific PPE to be worn as the task requires (harness, inertia reels, welding mask, cut resistant gloves, gauntlet gloves, eye protection, high impact goggles etc).</p>
		<p><u>Take 5</u></p> <p>Operatives must Take 5 before works can commence and throughout task:</p> <ol style="list-style-type: none"> 1. STOP – Stand back, look at your environment. 2. THINK – How you can carry out your task safely. 3. IDENTIFY – The risk to yourself and others. 4. CONTROL – What can you do to reduce the risk to yourself and others. 5. COMPLETE – Complete your task safely.
		<p><u>3 Golden Rules</u></p> <p>All operatives to comply with MJF's 3 golden rules whilst on site at all times:</p> <ol style="list-style-type: none"> 1. COMPLY – with the law, standards and procedures. 2. INTERVENE – (where safe and practicable) in unsafe or non-compliant situations. 3. RESPECT – our neighbours, including our workmates and colleagues.
		<p><u>Goal Zero</u></p> <p>All operatives are to observe the “Goal Zero” objectives. These are:</p> <ol style="list-style-type: none"> 1. Achieve zero accidents. 2. No harm to people. 3. Improve MJF's safety culture. 4. Enhance MJF's 3 golden rules.
		<p><u>Certification</u></p> <p>The supervisor shall ensure that all relevant certification for plant and training has been issued and approved prior to works commencement. This documentation shall be continually added to as the project progresses.</p>

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		<p>The certification for the plant used shall be kept at the workface at all times.</p> <hr/> <p><u>Access Equipment</u> If working at height, the correct access equipment must be used for the task at hand. If in doubt, work is to cease until the equipment proposed is assessed by the supervisor AND the relevant IIS Manager.</p> <hr/> <p><u>Podiums and Mobile Towers</u> A suitably qualified trained operative shall only erect, alter, or dismantle any required aluminium towers or podiums. No unqualified operatives shall be permitted or responsible for the erection, alteration, or dismantling of towers or podiums.</p> <hr/> <p><u>Scaffolding</u> Fixed scaffolding is not to be tampered with at any stage. Any alterations required are to be communicated through the IGS Manager responsible for the area. Requests are usually to be made via a builders work request</p> <hr/> <p><u>Fire Barriers (Fire Compartmentation)</u> Fire barriers are not to be tampered with. A builder's work request is to be submitted to allow the penetration (mark up) to be made and then made good following the works completion.</p> <hr/> <p><u>Deliveries</u> A minimum of 24 hrs notice shall be given to IGS of deliveries to site. Deliveries are between the hours of 08 00 to 1700 Monday to Friday and 0800 to 1400 on Saturdays. A maximum of 20 minutes unload time is allowed, anything over has to be pre-arranged with IIS.</p>
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		<p>Permits</p> <p>Hot Works Permits, Occupied Areas Permits, Weekend Works Permit, and Permit to Work on Base-build Systems, are to be submitted in advance.</p> <p>Ladder permits, Builders Work Requests, Out of Hours Working Permit, Permit to Work in Ceiling Void, Permit to Work on Electrical Systems, Services Isolation Permit, and Pipework Pressure Testing Permits, are all to be submitted a minimum of 48hrs in advance.</p> <p>Approved Method Statements are required to be viewed to enable a permit to be produced.</p>
2.5	<p>SCOPE / SEQUENCE OF WORKS:</p>	<p><i>A full and detailed description of scope/sequence of works is required from start of task to completion. Please use space below.</i></p> <p>Induction / Daily pre-start</p> <ul style="list-style-type: none"> • Under the latest CIF COVID 19 Standard Operation Procedures (SOP) – each MJF employee needs to complete the CIF COVID 19 online induction. Each MJF employee to present their digital card on induction day or when requested by IIS. • MJF require that each crew member complete a daily log sheet – to allow contact tracing in the event of an employee falling ill from COVID-19. • In an event of an employee feeling unwell it is important that that employee self-isolate <u>IMMEDIATELY</u> and inform both MJF PM & IIS safety Officer. Control measures will be put in place to safely remove the employee off-site. • MJF Project Manager and Site Supervisor must carry out a site inspection with IIS site representative to risk assess the workplace prior to works commencing. Ensure that the appropriate sequence of works and measures are in place to comply with both project timeline and COVID 19 standard operating procedures. No works can commence onsite until a safe sequence of work is agreed that will satisfy ALL COVID 19 health and safety requirements. • All MJF personnel must attend a site-specific induction prior commencing works onsite. All personnel must understand and comply with the site rules. • All works undertaken by MJ Flood personnel must be in accordance with both MJF and Folding Wall manufacturers guidelines. • It is a legal requirement to complete daily a safe start form (SPA). MJF site supervisor must walk daily the workplace in which the crew will carry out their activities to

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identify any risks or hazards they might be exposed to and report any issues to the site manager prior any works can commence.

- In addition to the standard SPA, MJF site supervisor must ensure that all works undertaken onsite comply with the latest COVID 19 SOP requirements.
- **NOTE that MJF site supervisor role is carried out by the lead install crew member. MJF project manager needs to clearly identify this person during the induction process.**
- **MJF advise all their employees travelling to and from work to maintain their social distancing with co-workers and/or the public.**
- **When travelling with their own vehicle we advise all employees to sanitise regularly (daily) the areas of the vehicle most commonly touched as per below pictures.**



Loading / Off-loading

- All deliveries are to be booked with site manager 24Hrs in advance.
- MJF PM or MJF site supervisor will coordinate the site delivery with IIS site representative.
- All materials will be delivered to site by transport using a van or a flatbed truck. **NOTE that paperless acceptance is to be agreed with MJF transport for delivery to site – to assist with the social distancing rules.**

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- **Site management are to ensure that hand washing, and sanitizing facilities are provided near access / egress, delivery / set-down areas.**
- **MJF will provide each install crew with hand sanitizer and tool cleaning equipment.**

Onsite installation works of the folding wall

- MJF operatives are to properly plan the access route from the site entrance to the installation area to ensure that the route is free of any obstructions/hazards that could cause any falls, slips or trips or prevent any social distancing issues. Inform site representative immediately of any issues that can prevent the safe access to the servicing areas. **Works can only start when all issues have been addressed.**
- Always maintain the >2M social distancing rules throughout the site servicing activities.
- MJF operatives need to wear the following PPE during this process:
 - Cut proof level 5 gloves
 - Disposable latex gloves
 - full visor
 - Disposable face mask (if required by Public Health guidelines)
 - Disposable overalls (if works to be taken <2M rule)
 - Safety boots, safety vest
- All works will be carried out by a fully trained and competent MJF servicing engineer.
- The installation works of a typical folding wall will involve:
 - Marking out for position of the folding Wall
 - Drilling into concrete for Hilti fixings
 - Fixing of the support treaded rods, uni-strut and fixing plates
 - Levelling of the head track and aligning level with the ceiling
 - The connecting of the wall panels to the trolley wheels
 - Install glass pieces into frames
 - The levelling of the panels
 - The fixing of the wall jamb abutments on both ends of the wall
 - The alignment of the panels and interaction with the jamb abutments
 - The operation of the telescopic panels

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	<ul style="list-style-type: none"> ○ A demonstration of the wall to the client ● All the above installation works will be carried out both at ground level and at height (working at height will be done using a step ladder and/or podium ladder). ● All works must be coordinated and planned between all parties to ensure that all social distancing measures are complied with at all times, and that none of MJF or other employee's health and safety are at risks. ● MJF will advise all their employees that if the activity cannot be undertaken safely – it should not take place. If in doubt the site supervisor is to contact MJF PM immediately for further directions.
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3.0	No OF PERSONNEL/JOB TITLE (NAMES IF APPLICABLE):	A maximum of 6 operatives will be onsite Lead installer Marek Cemann – 085 820 7796 4No. skill labour – TBC	
3.1	SUPERVISOR (WITH CONTACT No.):	Name:	Mark Berney
		Mobile no:	087 7116988
3.2	PLANT / EQUIPMENT/TOOLS: <i>This section is purely a list of plant and equipment that it is proposed to use on site. It may be useful to include dimensions, weights etc. This box can then be referred to later when specific risk assessments are attached for the various operations/activities. Copies of Plant/Equipment will be required including competency certification for all Operative.</i> Note that items with an asterix (*) require certification to be provided and checked prior to works commencement. Items with "PAT" require current PAT test prior to use.	Trolley	Hand tools (Wrench, spanners, screwdrivers, hammer, ect)
		Dolly	Battery operated SDS drill
		Podium Ladders	Battery operated screw gun
		Step Ladders	Battery chargers
		Battery operated grinder	Battery operated chop-saw
3.3	MATERIALS: <i>A comprehensive list of materials is to be entered here. This will highlight which COSHH</i>	Nuts and Bolts	Hangers
		Threaded rods	Mounting plates

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	<p>Assessments and Health & Safety Data Sheets should be attached to the Method Statement.</p> <p>Items with “COSHH” require COSHH assessment.</p>	Head track 3M length	Drill bits
		Unistrut	Wall panels
3.4	<p>TECHNICAL INFORMATION:</p> <p><i>Any information that is critical to the safety of the project; this may include elements of the structural engineer’s reports, previous Health & Safety plans, any design drawings or specifications that may be available.</i></p>	<p>Any works that have an impact on others trades site supervisor to liaise other site supervisors and principle contractor. All operatives to be made aware of this in site induction.</p>	
3.5	<p>WASTE REMOVAL:</p> <p><i>How will waste be removed from site? Consider location of skips, provision of bins and what collection arrangements will be put in place. Site waste skips and bins provided by IIS.</i></p> <p>All waste MUST be separated into the following bins; Paper, Cardboard, Metals, Glass, Wood and Hazardous</p> <p>Working and storage areas to be kept clean at all times.</p>	<p>The waste generated by our activities will be mainly recycled materials – wood pallet, cardboards packaging, plastic wrapping materials and metal waste.</p>	
3.6	<p>HOUSEKEEPNG:</p> <p><i>How will materials be stored on site?</i></p> <p>Every effort will be made to keep noise, dust and waste levels to a minimum, and to ensure that they do not cause a hazard or become a nuisance to others. Working areas will be tidied regularly and waste removed to skips provided.</p>	<p>MJF have a policy of clean as you go.</p>	

4.0	<p>RISK ASSESSMENTS ATTACHED:</p> <p><i>A list of identified risks throughout the task will be noted here. The full risk assessments to be attached.</i></p>	Risk	Risk
		Manual Handling	COVID 19
		Falling from height	
		Falling objects	
		Slips/trips and falls	
		Cuts and lacerations	
		Noise	

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		Working around others	
4.1	COSHH:		
	<i>Data sheets require for all materials listed in Section 3.4.</i>		
4.2	MANUAL HANDLING:	Head track material	
	<i>What activities require manual handling.</i>	Folding wall panels	
	<i>Can Manual handling be avoided?</i>	NO	
	<i>Are the operatives trained in Manual handling?</i>	Yes	
	<i>Are the Manual handling Risk Assessments attached?</i>	Yes	
4.3	NOISE/DUST/VIBRATION:	Drilling in concrete or metal and cutting of aluminium metal materials	
	<i>What activities will generate noise, dust or vibration.</i>		
	<i>Are there Risk Assessments attached?</i>	Yes	
4.4	ACCESS / EGRESS / SECURITY	As per IIS Logistics plan	

5.0	PERMITS REQUIRED:	Yes	
5.1	PERMIT TYPE:	Ladders	
5.2	ISSUED BY:	IGS	
5.3	SPECIAL TRAINING:	All operatives will be trained to industry required standards.	
	<i>Outline clearly activities requiring training that are going to take place on site. If a certain standard of training is required, then ensure it is detailed here. Operatives must be trained and competent in the use of abrasive wheels and cartridge operated tools etc (all training requirements must be fulfilled prior to operatives being set to work) and IIS will require copies of the certification.</i>	CSCS cards will be held by all operatives ensuring minimum construction required competency.	
		All operatives will receive Toolbox Talks via verbal discussions and/or visual presentations.	

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6.0	MANDATORY SITE PPE:	Safety helmet, high-viz clothing, safety gloves, steel-toe footwear, safety eyewear (visor). Face Coverings are also mandatory on site during the Covid-19 Pandemic.
	TASK SPECIFIC PPE: <i>Identified as per risk assessment.</i>	Dust Mask Eye Protection

7.0	EMERGENCY ARRANGEMENTS FOR:	IIS	
7.1	RESCUE: <i>This should include address, phone number and details of the nearest accident and emergency hospital. It may also show routes or directions on how to reach it. Also show on-site arrangements for first aid, including names and locations of first aiders' and where the first aid kit is held. Any other rescue e.g. harness, man baskets, crane driver, confined spaces.</i>	Nearest Hospital is St. James' Hospital James St, Saint James' (part of Phoenix Park), Dublin 8, D08 NHY1	
7.2	FIRST AID (QUALIFIED PERSON): <i>If no First Aider is available, IGS first aid cover must be requested.</i>	Name:	TBC on site
		Mob no:	TBC on site



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8.0	PEDESTRIAN / TRAFFIC REROUTING ARRANGEMENTS: <i>Will your works interfere with current pedestrian / traffic arrangements, this could be on the site floor or loading bay.</i>	As per IIS Procedures
8.1	DETAILS OF PEDESTRIAN / TRAFFIC/REROUTING ARRANGEMENTS:	As per IIS procedures
8.2	FIRE SAFETY ARRANGEMENTS:	As per IIS procedures
8.3	RESPONSIBILITY FOR TASK LIGHTING: <i>Consideration should be given to site hours; this may immediately highlight the need for artificial lighting if work starts before first light or continues after dusk. Additionally, the requirement for general site lighting and specific task lighting would be inserted here</i>	Contractor responsibility

9.0	COMMUNICATION OF METHOD STATEMENT & RISK ASSESSMENT. TO WHOM THIS INFORMATION WILL BE COMMUNICATED AND HOW? <i>To include non-English-speaking operatives.</i>	Date	Name	Signature
		12/07/23	Marek Ceman	

10.0	PERSON/S RESPONSIBLE FOR MONITORING SAFE SYSTEM OF WORK AND ENSURING COMPLIANCE: <i>Show here who the contracts manager, site manager, foreman/supervisor is, what each will be responsible for, and their contact numbers.</i>	Offsite:	Columb Casey
		Onsite:	Marek Ceman
		Workface:	Mark Berney - 0877116988 Marek Cemann - 0858207796
10.1	REVIEW DATE / SCHEDULE:	As required as site conditions and/or working conditions change; after an accident, incident or near miss; or six monthly maximum period between reviews.	
10.2	AMENDMENTS AUTHORISED BY:	Tbc	
10.3	AMENDMENTS COMMUNICATED TO:	All site operatives involved in completion of works within the scope of works covered by this Method Statement Risk Assessment	



Inside is
Everything

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	Amendment #	Date	Name	Signature



Risk Assessment

		LIKELIHOOD		
		L	M	H
S E V E R I T Y	L	L	M	M
	M	M	M	H
	H	M	H	H

Assessment of Hazard(Severity):

- = Fatality / major injury or illness causing long term disability
- = Injury or illness causing short term disability
- = Other minor injury

Assessment of Risk(Likelihood):

- = Certain or near certain
- = Reasonably likely to occur
- = Very seldom / never

Project: S&P Global	Activity: Supply & Install Espero folding wall system	Completed By: Mark Berney	Date: 2/10/23
Project No:	People affected / at risk of being harmed: All operatives		

No	Hazards	Possible Affects / Harm	Pre Control Risk Rating (type "Yes" in the appropriate cell)			Required Controls	Post Control Risk Rating (type "Yes" in the appropriate cell)		
			High	Medium	Low		High	Medium	Low
1	Cuts, scrapes	Blood cuts Deep Lacerations		M		All operatives to ensure that the appropriate PPE for carrying out the specific task is worn at all time and in good conditions. When manual handling glass, operatives to wear cut lv 5 gloves, cut lv 3 wrist protectors, safety boots, hard hat and safety glass. When operating the chop-saw, operative to ensure that all guards are in place and that he is wearing the proper PPE for the task (cut lv 5 gloves, safety glass, boots and hard hat). Cut zone area to be cordon off to protect any other trades from entering the zone. In the event of an accident/incident - report immediately to the H&S site officer.			L
2	Manual handling	Joints and muscles stress		M		Provide appropriate training to all operatives. Ensure that all loads are assessed to ensure the SWL is not greater than allowed - if so the use of mechanical aid will be required for part or all the activity. When lifting, stand with your feet apart, bend your knees, keep your back straight, your head up and lift by straightening your legs; keep your arms straight and as close to your body as possible.			L
3	Working at height	Fall from height		M		Operatives must properly plan and supervise the activity.			L

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			High	Medium	Low		High	Medium	Low
	Use of podium ladder Use of Scissor Hoist	Overreaching Unlevel ground surface Falling objects				Operatives must ensure the equipment is regularly inspected and certified. And that appropriate equipment is used for the task. Never overload the podium step. The podium step maximum safe working load is 150kg. This includes any tools and materials. The maximum number of occupants must not exceed one. Never use the podium step if any part is damaged or shows signs of excessive wear. Never move the podium step when a person is standing on it. Make sure the safety gate is shut and locked once you are on the platform. The working platform must be set at the optimum working height for the task to avoid operatives overstretching. Podium ladder are to be used only for a short period of time. Never stand on the guardrails, boxes, stepladders or other objects on the platform, to gain additional working height. Never carry out jobs that require excessive sideways force. Forces should never exceed 10kg when working with the side of the podium step towards the work. Excessive sideways forces may cause the podium step to overturn or the wheels to slip. Ensure that before use the podium ladder is tagged, signed and that GA3 form is in place.			
4	Falling materials	Impact injury Injury to other trades		M		MJ Flood operatives must put in place and maintain an exclusion zone while performing task that could potentially cause harm to others.			L

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			High	Medium	Low		High	Medium	Low
						All materials to be stored in a proper manner away from any edges, access and egress routes and height. When racking the metal frame materials – ensure that the heavier items are stored at the bottom of the rack with lighter items at the top. Ensure not to overload the racks and check the racks regularly. All glass panels are to be strapped at all time on the timber rack/stillage to prevent them from being knocked over. Ensure that the racks are fully secured at all time using the wheel brakes			
5	Fall & trip Housekeeping	Personal injury Slips / trips & falls		M		All operatives to ensure a good housekeeping of each workstation is kept at all time – clean as you go. Remove all waste as it is generated.			L
6	220v / 110v electrical transformer	Electrocution		M		All operatives to ensure that the equipment is regularly checked and certified (PAT) tested. Flexible Cable, Extension leads, and plugs: Check that the cable / mains lead is secure at both the tool / appliance and plug and where covers can be removed, that its cores are secure and correctly connected, with no excess insulation removed and with no bare loose strands. Check that fusing is correct, where fitted.			L
7	Working around others	Personal injury		M		MJ Flood site foremen is to attend the site daily white board meeting to ensure our activities are coordinated around others. All MJ Flood operatives are to maintain a good			L

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			High	Medium	Low		High	Medium	Low
						communication with other trades onsite. An exclusion zone must be set up to prevent other persons from entering the install zones when glazing.			
8	Use of 110v chop saw	Personal injury Cuts / Lacerations Amputation of fingers or limbs Injury to others		M		All MJ Flood operatives are fully trained and competent to use the equipment. All operatives to ensure that the equipment is regularly checked and maintain in a good working order.			L
9	Defective Equipment – chop-saw	Defective equipment presents a risk of personal injury Cuts / Lacerations Amputation of fingers or limbs Injury to others		M		Before use – carry out and record daily safety checks of equipment. If thought to be defective at any time, cease use of the machine and attach a defect tag to isolate from use and report any defects to your supervisor. Ensure chop-saw is regularly serviced.			L
10	Moving parts – chop-saw	Cuts / Grazes / Amputation of fingers or limbs		M		Chop saw to be used must be in good working condition with all guards in place. Where guards have been removed or damaged, the machine will be removed from service immediately until such a time as the necessary repairs have been carried out.			L
11	Noise – chop-saw	Abrasive saws can operate up to 107 dbA which far exceeds the 85 dbA 1st action level.		M		All operators must wear ear defenders with a minimum Standard noise reduction (SNR) of at least 40 dbA whilst operating saws. This also includes other personnel within the affected area. An exclusion zone must be set up to prevent other persons from entering the high noise zones.			L

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			High	Medium	Low		High	Medium	Low
		Excessive high levels of noise can cause damage to the ears such chronic deafness over time. Noise pollution is also a problem for residents and other							
12	Use of Hand Tools	Personal injury Cuts Hearing loss Electrocution		M		Hand tools with a voltage greater than 110 volts is not used on a construction site or in a damp location. Ensure hand tools are checked before use, reported defects are dealt with promptly and unsafe equipment is taken out of use. Dust levels are kept as low as possible and appropriate PPE are provided and worn.			L
13	Access & Egress	Falls / Trips / Slips		M		Ensure that access routes and work areas are kept clean and clear of materials, obstructions and trip hazards at all time. Contractor to ensure the stairs and steps are clearly visible, adequately lit and are kept clear.			L
14	Social distancing	COVID 19 virus contamination		M		During the COVID 19 health risk restrictions all MJF employees are to keep a minimum 2 metre spaces between each other and others (public or other trades) while travelling to/from work and onsite.			L
15	Good hygiene and hand washing	COVID 19 virus contamination		M		All MJF employees are to wash their hands properly and as often. Hands should be washed when:			L

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			High	Medium	Low		High	Medium	Low
						<ul style="list-style-type: none"> after coughing or sneezing before and after eating if you were in contact with someone who has a fever or respiratory symptoms (cough, shortness of breath, difficulty breathing) before and after being on public transport if you must use it before and after being in a crowd (especially an indoor site environment) when you arrive and leave buildings including your home or anyone else's home if your hands are dirty after toilet use <p>Cover your mouth and nose with a tissue or your sleeve when you cough and sneeze. Clean and disinfect frequently touched objects and surfaces.</p>			
16	Travelling to and from work	COVID 19 virus contamination		M		Wherever possible, workers should travel to site alone using their company vehicle or their own means of transport. MJF recommend to all employees to travel alone to / from work and to ensure that all employees maintain good personal and hand hygiene at all time.			L

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			High	Medium	Low		High	Medium	Low
						All vehicles to be regularly cleaned / sanitised. Recommended max vehicle occupancy arrangement below: <div style="text-align: center; margin-top: 10px;"> </div>			
17									

Risk Assessments must be reviewed every 6 months.