

SITE SPECIFIC METHOD STATEMENT



Project Name	Project Address	Project Number	Date	Rev No
Comms Room Power	SP global	2023-084	22/06/23	1

Task Description
Electrical modifications – SP Global

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Supervisor's Signature	Print name	Date

1: SCOPE OF WORKS

SITE SPECIFIC METHOD STATEMENT



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Start Date	Finish Date	No. of Men	Project Manager	Supervisor
06/07/2023	06/07/2023	4	Mark Shannon	Alan O Connell

PPE	Yes	Task Specific	No
Safety Helmet		X	
Safety Footwear		X	
Hi Visibility Vest,	X		
Safety Glasses		X	
Gloves		X	
Dust Masks		X	
Full Face Shield			X
Ear Plugs (operatives must have on person)		X	
Safety Harness			X
Goggles		X	

EQUIPMENT	Yes	No
Power Tools		X
Hand Tools	X	
Abrasive Wheel Machinery		X
Welding Equipment		X
Lifting Equipment		X
MEWP (Mobile Elevating Work Platform)		X
Fixed Access Scaffold		X
Mobile Scaffold		X
Podium Stepladders (100% enclosure)	X	
Stepladders	X	

Additional Resources

2: METHOD STATEMENT

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Activity List / Preferred Method

Task is to:

- Secure works area
- 06/07 Isolation of all live wall & floor power to site areas (excls Canteen/Comms room)
- 19/07 Pull in small power, data and containment to partitions for new services
- 24/07 4 Lighting - Repair existing faults found in HL wiring
- 25/07 7 Relocate Floor boxes and grommets into new positions
- 31/07 1 Commence replacement of lighting to existing rooms/open plan
- 09/08 2nd Fix wall power & data
- 24/08 Feature Reception desk & Lights to be decommissioned from Waterways and transported to Styne House
- 25/08 5 Small Power & data to be connected to relocated desk
- 28/08 Relocated feature Lighting to be installed in the Styne House Reception
- 29/08 64 Emergency Lighting test & certification

General

- All works to be carried out in relation to Building regulations and I.S. 10101: 2020 National Rules for Electrical Installations
- Electricians will liaise with CBRE regarding any alterations/modifications that may arise
- All tools must be insulated and only 110v power to be used onsite along with battery powered drills.
- All newly installed electrical circuits and equipment will be tested by an up-to-date multifunctional tester which has been approved and certified to date
- All packaging associated with the materials shall be collated and disposed of in a safe manner
- Ladders will be used in all areas where safe to do so.
- Ladder will be labelled and tagged, inspected on a weekly basis. All operatives will be trained and competent persons.
- Used materials will be removed from locations around the site – operatives will use appropriate gloves to handle the materials to reduce risk of injury through handling.
- All persons working on site must be Site Inducted and familiar with CBRE processes on site.
- Before work commences all necessary permits should be obtained by Waveguide lighting where so required by the Safety Officer. These will include:
 - General Work Permit and / or
 - Local isolation of klks and floor track for modifications. New circuit will be wired back to DB and LOTO to be agreed onsite

3: RISK ASSESSMENT

Hazards Identified:

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Working in live office block
Manual handling
Power tools and abrasive machinery
PPE
Working at heights (short duration)
Housekeeping
Covid 19

Likely outcome of an accident during these tasks:
Injury to operatives
Injury to back or strains
Misuse
Staff being injured by works
Cuts and abrasions to operatives
Injuries due to manual handling.
Fall from heights
Electrical Shock
Slips, trips, or falls
Contamination/Material Segregation

Action to be taken in the event of an accident or emergency
<ul style="list-style-type: none"> In the event of an accident during these tasks, Waveguide's accident and emergency procedures will be followed along with CBRE's Waveguide's supervisor over these tasks will carry a mobile phone and will raise the alarm in the event of an accident.

4: CONTROL MEASURES

WGLT to make all personnel aware of the identifiable hazards. Control measures will then be put in place.

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WGLT to note these hazards in the site-specific induction.

Before Work Commences

- Care should be taken to observe all the PPE and environmental requirements set out in the MS sheets
- Company MS briefing signed & training certificates inspected if required
- Ensure sufficient protection is in place so that all operatives are fully aware of the requirements of drilling.
- Glasses, boots, gloves, hard hat, and Hi-Viz vests/ jackets are requirements
- Clean as you go policy
- Remove all builders' generated waste from the building daily. All sub-contractors are to remove their own
- Ensure Sufficient Number of bins in loading dock to store waste generated during working hours.

Mechanical and Electrical Survey

- Access to height will be via Ladder s
- Gauge other areas that may be affected by the works
- This may require access to other areas outside the site and permissions will be sought from WG and CBRE.
- Site findings will be reported

Working at Height

- All working at height will be subject to risk assessment. Risk assessments will identify the most appropriate access equipment for the task (if required).
- All works will be off ladders no need for MEWP or mobile scaffold

Hand Tools

- Select the correct tool for the job
- Inspect the tool to ensure good working condition
- Reject the tool if it not in good condition or in any way unsuitable for the job
- Knives should have retractable blades
- Eye protection to be used whenever work is done using cold chisels, abrasive wheels or where there is a risk of flying particles or pieces of the tool 'breaking off'
- Gloves should be worn for all tasks
- Knives and screwdrivers should be carried and used so as not to cause injury to the user and others
- Check open-ended spanners for splayed jaws
- Check wooden handled hammers and files for deterioration and exposed tangs
- Check chisel heads for signs of wear
- Use mushroom heads on chisels
- Use non-ferrous (spark free) tools in flammable atmospheres
- Use insulated tools where there is a possibility of live electrical work
- Never pull spanners towards your face

Portable Electric Tools

- Only equipment operating at 110 volts will be permitted
- Visual inspection of equipment will be carried out

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- All damaged equipment will be switched off and returned to the stores
- Extension leads will be checked before use. No taped joints or connector type joints will be permitted
- All electrical equipment will be properly earthed
- Only the correct type (yellow – moulded plastic) sockets and plugs will be used
- Pay due care and attention to the work at hand
- Ensure your work will not result in injury to anyone else
- Use the correct PPE to minimise the risk of injury
- When drilling steel or masonry suitable eye protection must be worn
- A regular visual inspection of all Portable Electric Tools, Equipment and Extension Leads will be carried out and the results of these inspections will be logged
- Ensure safe access to the work and always plan the route
- Ensure that competent persons carry out all operations
- Ensure that studding is fitted properly and fixed

ENVIRONMENTAL CONSIDERATIONS

- All waste will be removed from site and recycled where possible.

TRAINING

- All operatives have received safe pass training.
- A trained first aid practitioner will be provided for the project.

WELFARE

- A trained first aid practitioner and first aid kit will be provided to the project, respect social distancing and adhere to covid 19 procedures onsite.

5: SUPPORTING DOCUMENTS (Tick as appropriate)

Permit to work	Hot Work Permit	Training Records	Other (Provide Details)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	