



Client Name

Purchase Order Reference

Vendor Reference Number

Location

??????

Title:

Reactive Maintenance For critical services

Area of Works:

Plant Rooms
Electrical & Mechanical Service Riser
Tank Rooms

Authorised Contractor:

Voltix Services Ltd
Hayworthe House
Market Place
Haywards Heath
RH16 1DB

Method Statement reference

Estimated Duration of Works:

??Days

Start Date:

Not detailed in this document

Risk Assessment Number:

Please see separate risk assessments and Directives:

1. Risk Assessment - Electrical, Risk Assessment - Hand Tools, Risk Assessment - Manual Handling, Risk Assessment – Working at height
2. Social Distancing -

<https://www.gov.uk/government/publications/covid-19-guidance-on-social-distancing-and-for-vulnerable-people/guidance-on-social-distancing-for-everyone-in-the-uk-and-protecting-older-people-and-vulnerable-adults>

Existing Systems Affected by these Works:

1. Heating systems
2. Hot Water Systems
3. Ventilation Systems
4. Electrical Systems
5. Drainage Systems

Programme of Works relevant to this Method Statement:

Emergency Call Out

Authorised Responsible Person:

Contract and Site Management

Name: Mr. Adrian Major Tel. 020 3510 2016 or Mob
Position: Contract Manager

Site Operatives

Voltix Operatives

Name Mr. ??????? Tel. ??????????
Position Senior Site Engineer

Name Mr. ??????? Tel. ??????????
Name Mr ??????? Tel. ???????????

Location
Method statement for
Site Name????????????????????

Method Statement

Doc Reference:

1. PROCEDURE

- The following Method Statement will be submitted by email with the support risk assessments
- Once the MS & RA's have been deemed satisfactory a client permit is to be raised.
- All personnel are to have on their person a signed copy of the house rules and must have received the client site induction

2. SCOPE OF WORK

The following work will be completed.

3. LABOUR

At the time of publishing this method statement we have allocated the following engineers :-
As listed in site operatives

4. TRAINING

All Voltix Operatives and subcontractors will be inducted upon their arrival to site by our site manager or site representative.
No on site training will be provided other than our induction.
We will maintain a record of the names of all operatives that visit the site to complete works.
Voltix holds centrally on our system competency records for all staff. Only competent and trained staff will be permitted to work on the site.
Sub-contractors will be asked to provide evidence of competency for all operatives they send to site.

5. ***Social Distancing***

Social distancing measures are steps you can take to reduce social interaction between people. This will help reduce the transmission of coronavirus (COVID-19).

They are to:

1. Avoid contact with someone who is displaying symptoms of coronavirus (COVID-19). These symptoms include high temperature and/or new and continuous cough
2. Avoid non-essential use of public transport when possible
3. Work from home, where possible. Your employer should support you to do this. Please refer to [employer guidance](#) for more information
4. Avoid large and small gatherings in public spaces, noting that pubs, restaurants, leisure centres and similar venues are currently shut as infections spread easily in closed spaces where people gather together.
5. Avoid gatherings with friends and family. Keep in touch using remote technology such as phone, internet, and social media
6. Use telephone or online services to contact your GP or other essential services

Everyone should be trying to follow these measures as much as is practicable.

We strongly advise you to follow the above measures as much as you can and to significantly limit your face-to-face interaction with friends and family if possible, particularly if you:

- are over 70
- have an underlying health condition
- are pregnant

This advice is likely to be in place for some weeks.

6. **Handwashing and Respiratory Hygiene**

There are general principles you can follow to help prevent the spread of respiratory viruses, including:

- washing your hands more often - with soap and water for at least 20 seconds or use a hand sanitiser when you get home or into work, when you blow your nose, sneeze or cough, eat or handle food
- avoid touching your eyes, nose, and mouth with unwashed hands
- avoid close contact with people who have symptoms
- cover your cough or sneeze with a tissue, then throw the tissue in a bin and wash your hands
- clean and disinfect frequently touched objects and surfaces in the home

7. What should you do if you develop symptoms of coronavirus (COVID-19)
The same guidance applies to the general population and those at increased risk of severe illness from coronavirus (COVID-19). If you develop symptoms of COVID-19 (high temperature and/or new and continuous cough), self-isolate at home for 7 days. You can find the full guidance at stay at home .
8. Spare
<ul style="list-style-type: none"> ▪ NA
9. <u>PORTABLE TOOLS</u>
<ul style="list-style-type: none"> ▪ All test certification shall be confirmed as being valid prior to use. ▪ Hand tools to be checked prior to the works ▪ All portable 110v equipment will have current PAT Test Certificates or RCD protection for 240v.
10. <u>MECHANICAL PLANT</u>
<ul style="list-style-type: none"> ▪ NA
11. <u>PROTECTION OF ASSETS</u>
<ul style="list-style-type: none"> ▪ All work areas are to be identified with Danger/Caution Men at Work signage, all plant should be locked off and the keys held by the site supervisor until the works are complete ▪ No plant is to be connected to the clients power supply without adequate protection (RCD's) ▪ Adjoining plant (Within the Plant-rooms) should be protected during the works and must remain in operation. Where applicable ▪ No access or escape routes are to be obstructed without prior permission of the Building Manager ▪ No Live work will be permitted
12. <u>WORK AT HEIGHT</u>
<ul style="list-style-type: none"> ▪ Hazard exists for access to the high level ???????? ▪ Step ladders to be used to ??????????
13. <u>WORK PERMITS AND LICENCES</u>
<ul style="list-style-type: none"> ▪ NA
14. <u>MATERIALS</u>
<ul style="list-style-type: none"> ▪ All materials , plant and test equipment will be brought to the site with the operatives that will be conducting the work.
15. <u>LIFTING EQUIPMENT</u>
16. <u>FIRST AID</u>
<ul style="list-style-type: none"> ▪ Site to provide a suitably stocked first aid kit. Client to appoint first aider on site. <p>A suitable first aid kit eye wash station and minor burns kit will be issued and form part of the site plant & equipment.</p>
17. <u>FIRE PREVENTION</u>
<ul style="list-style-type: none"> ▪ Smoking is banned on site.
18. <u>AIR QUALITY AND DUST – VENTILATION</u>
<ul style="list-style-type: none"> ▪ NA

19. **PPE**

- As a minimum, all operatives while working at site will wear where necessary,

Safety Boots/Shoes

General purpose safety gloves

High visibility waist coat

Bump cap

Eye protection glasses.

- When drilling – person drilling must wear ear protection (foam disposable as a minimum) and eye protection to BS EN166 standard; glasses when drilling below shoulder height, goggles if drilling above shoulder height,
- Electrical Work (testing for dead) – Safety glasses to BS EN 166F, general purpose safety gloves, earthing mat.
- **Engineers must consult the Risk Assessment for the task they are to undertake and ensure that they are wearing the correct PPE.**

Additional PPE For Covid - 19

1 x box powder free nitrile disposable gloves

1 xs hand sanitiser

20. **INCIDENTS AND REPORTING RIDDOR PROCEDURE**

- The company procedure is to report all incidents including: Near Misses, Dangerous Occurrences, Accident's, Near Misses and Dangerous Occurrences are reported to the contract manager for logging and the required actions.
- Our clients are informed of all such incidents
- All incidents are registered onto our database.

RIDDOR.

RIDDOR is the Reporting of Injuries, Diseases and Dangerous Occurrence's Regulations.

What does it mean?

RIDDOR means that you have to report work related accidents, diseases and dangerous occurrences to the HSE and the local authority.

What incidents do I need to report?

Death or Major Injury

If there is an accident connected with work and:

- An employee, Sub-Contractor or Self Employed Person working at the Company Premises or Company Operated Site is killed or suffers a major injury.
- Or a member of the public is killed or taken to hospital.

The Company must notify to the HSE and the local authority by phone and then complete an accident form/report within 10 days.

Injury causing 3 Day Absence from Work.

If there is an accident connected to the duties being performed by an employee, sub-contractor or self employed person on behalf of the company which results in an absence by such a person from his normal duties for a period exceeding 3 days. The company must inform to the HSE and the local authority.

Disease.

If a doctor tells the company that an employee suffers from a work related disease, then the company must complete and send a disease report to the HSE and the local authority.

Dangerous Occurrence.

If there is an incident at your place of work which does not result in a reportable injury, but which clearly could have done, then it **may be** dangerous occurrence which must be reported to the local authority. This should be reported to your line manager for action by the Health & Safety Appointed Person to determine the appropriate course of remedial actions.

21. HOUSEKEEPING

- Voltix operatives and subcontractors must at the end of each working day clean the work area; tools must be cleared to a secure area as designated by the client.
- During the works, Access or Egress routes should not be obstructed and fire escape routes should be kept clear at all times.
- Ensure the work area is kept in a clean condition, remove all rubbish daily
- The works will be subject to QC and housekeeping will form an important part of the QC Checks.
- Sites will be subjected to workplace checks as the attached document on a regular basis

22. ACCESS AND EGRESS TO AUTHORISED PERSONNEL

- Any Voltix personnel attending site must be inducted by the on site representative
- Further visits must be notified to the site representative and Site Security
- The Client representative must be kept updated on the progress of the works and any issues

23. EMERGENCY PROCEDURES

- Voltix operatives will be inducted into the Buildings Emergency Procedures; these must be complied with in emergency situations.
- The Voltix Site Manager or Site Supervisor where appointed has the responsibility to monitor that the above is being complied with any incidents of non-compliance should be reported to the contract manager and in the first instance re-induction should be applied.
- The Site Manager and Site Supervisor should ensure that all site operatives are aware of: Emergency Numbers, Site Reception and Site Security Contact Numbers.
- The site supervisor will act as the Fire Marshall and is responsible for the monitoring of site staff in emergency situations.
- The site team shall consist of at least one operative who has basic first aid skills.

24. CONTROL OF WORK WITH HAZARDOUS SUBSTANCES AND PROCESSES

- NA

25. SIGNS AND NOTICES

- NA

26. SYSTEMS/CODES OF PRACTICE

- Voltix and subcontractors must comply with the appropriate Voltix Code of Practice specific to the works being carried out
- The Site Manager where appointed is responsible for ensuring that staff are aware of and inducted into Safe Working Codes of Practice.

27. NOISE AND VIBRATION

- Noise - Hearing protection will be worn where noisy activities are carried out e.g. drilling and grinding.
- Vibration – Insignificant levels due to very short duration.

28. **WASTE MANAGEMENT**

- Volix will record and follow the client Waste Management Plan.
- Work areas to be cleared and left clean at the end of each working day, site supervisor to inspect and log findings

29. **Fire & Smoke Detection Equipment**

- NA

30. **DRILLING & FIXING**

- NA

31. **RECORDS AND DOCUMENTATION**

- NA

32. **LIVE WORKING NOT APPLICABLE**

- We will be working alongside live services, we will not be exposed to live conductors and we will not be connecting to live conductors.
- We will need to work within electrical control panels to complete validations and tests, all of this work will be conducted by competent and trained staff who will erect temporary screens within the panel to segregate working areas from live areas.
- Arrangements will be confirmed as acceptable by our site manager before any work progresses. Any pipe ends that have been cut will be capped, plugged or blanked at the end of each shift.
- All valves that have been closed will be labelled as shut and marked as do not open.

33. **MANUAL HANDLING**

- All test equipment and plant associated with the completion of the testing and validation will be manually handled, the equipment will weigh less than 25 kg and therefore a single operative trained in manual handling will be able to transfer all necessary items to the work face.