



HEALTH & SAFETY
METHOD STATEMENT

PROJECT: Servery, Supply & Installation – Vivacity Peterborough

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Person compiling method statement Russell Wood

Signed: _____

Date compiled: 20th January 2017

1. Scope of Work

The purpose of this Method Statement is to provide information on the safe procedures to be followed whilst undertaking works for OBL at Vivacity Peterborough

Supply and install service counter equipment and other free standing refrigeration equipment, commission and test

2. Site Access/Egress

1. Access to and egress from the work location will be via the entrance to the building as notified by Principal Contractor

All personnel will sign in the site attendance register on arrival and sign out on departure.

All personnel will attend a Health & Safety site briefing prior to commencing work or accessing the building

<p>2. Unaccompanied access to the site will only be permitted following induction training as required by site.</p> <p>3. There are no further hazards and items to be noted relating to the Peterborough Project</p>
<p>3. Plant and Equipment</p> <p>Plant and equipment to be used will include the following:</p> <p>Drills – Battery operated Power Tools</p> <p>All equipment is PAT tested</p>
<p>4. Lighting</p> <p>Lighting to be provided by Site. No special lighting is required</p>
<p>5. Materials</p> <p>Pre Manufactured Kitchen and refrigeration Equipment</p> <p>All materials/equipment will be carried out via access prearranged by site using a safe route agreed with the Principal Contractor. One member of OBL staff will act as a guide to protect the public.</p> <p>Some materials will be moved using a palletiser. Other items will be moved using a sack truck.</p> <p>OBL will provide floor covering whilst moving materials using the palletiser.</p>
<p>6. Sequence of Work</p> <p>1) Install team to Report to Main Office/Sire Agent and register as required by site</p> <p>2) Install team to attend any necessary inductions</p> <p>3) Delivery of Equipment/materials to the cafe location via the shortest safe route.. Route to installation location to be assessed to ensure no hazards or anything that could pose as a hazard to others during the journey from vehicle to the , cordon off route as required by site to ensure the safety of others: Ensure the floor is dry.</p> <p>Unload Equipment from vehicles using appropriate equipment – Tail lift vehicles with adequate fall protection, in the absence of fall protection individual harness and arrest method to be adopted, pump trucks and where not avoidable, Team manual lift.</p> <p>Adhering to HSE Team Life Guidance regarding weight limits. Anything below 25kg may be lifted by individuals where alternative means cannot be identified, following manual handling guidelines</p> <p>avoid the need for hazardous manual handling, so far as is reasonably practicable; assess the risk of injury from any hazardous manual handling that can't be avoided; and</p>

reduce the risk of injury from hazardous manual handling, so far as is reasonably practicable and remove obstructions to free movement

- 4) Equipment to be positioned as per pre approved plans with connection to mains sockets within location installed prior to others. Most equipment is rated at 13A or less. Any item rated above 13A has been specified to the principal Contractor
- 5) Test appliances & equipment in accordance with manufacturers guidance. Provide PAT test certificate for client post installation
- 6) Test and commission electrical appliances according to manufacturer's instructions.
- 7) Test water and waste connections for leaks. Check equipment as per manufacturer's installation instructions. Earth bonding and plumbing works to be completed by others.
- 8) Check with site for information regarding hidden services to ensure no clash.
- 9) Commission, test and check all equipment using industry specified standards.

7. Associated Risk Assessments

- (a) Attached Risk assessment for Vivacity Peterborough

8. Emergency Arrangements

First Aider's name:	Paul Driver
First Aid kit located:	OBL Delivery Vehicle and OBL van
Nearest A&E Unit:	To be confirmed by site
A&E Telephone Number:	To be confirmed by site
FIRE:	<p>All staff are to be briefed via induction training on site specific fire prevention:</p> <ul style="list-style-type: none"> • Permit to work processes – Hot Works • Restricted areas • Correct storage • No smoking rules • Emergency evacuation procedures (fire alarm, means of escape, assembly point etc.)
Fire point location:	To be confirmed by site
Casualty recovery procedures:	<ul style="list-style-type: none"> • All personnel are to sign on and off site daily. • Site emergency procedures are to be adhered to and must be made available prior to commencement of work. • The emergency procedures are to be displayed in a prominent location and persons made aware of such during the site induction.

	<ul style="list-style-type: none"> • Site is to ensure appropriate arrangements are made in relation to the works and advise OBL as such. • In the event of an accident or emergency all works are to stop, the authorised responsible person is to take control of the areas directing all personnel to a safe location and contacting the relevant emergency authorities.
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9. PPE
All our personnel are to abide by the site rules with regard to PPE. Task specific PPE to be worn in line with risk assessment.

10. Supervision
The works will be supervised by our site supervisor Russell Wood who will co-ordinate the activities in progress.
The Site Supervisor is also responsible for briefing our operatives in this method statement and the associated risk assessment. In addition site must provide appropriate co-ordination & supervision as is pertinent to the works.

11. Housekeeping
All waste materials will be regularly collected during the course of the works, at least at the end of each working day, and removed to a designated skip where available or removed from site.
Site will be responsible for securing the site at night, any hazardous substances will be securely locked away or removed.

12. Environmental Controls: List controls against the relevant section where applicable:	
Waste	To be disposed of in accordance with site requirements. All waste to be removed by OBL
Dusts	Not anticipated
Noise	To be kept to an absolute minimum and only permitted when it cannot be controlled in any other manner. Ear protection is not required for the installation of the equipment.
Vibration	Will be a minimum however, our vibration issues would be health issues rather than environmental and this would be controlled by assessment and work control. There are no vibration issues associated with this installation except the use of small hand drills
Public nuisance	The works will be undertaken in a secure area away from the public and noise issues will be kept to a minimum.

Other	To be advised by site
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13. Briefing Register		
By signing below, I declare that I have read, understood and accepted responsibility for carrying out the works are detailed in this method statement:		
Name – Site Operative (please print)	Signature – Site Operative	Date
Paul Driver		
Mark Hedges		
Andrew Gardner		
Martin Cracknell		
Russell Wood		

Staff to sign this record prior to accessing the site.

All attending staff have current CSCS accreditation.

Russell Wood holds a current Site Management Safety Training Scheme certificate

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