

Method Statement

Method Statement Details

Method Statement Date	01/09/2023
Method Statement Author	Omar Darouiche
Description	Installing Additional Electrical Sockets

Signatures

	Name	Title	Signature	Date
Document Author	Omar Darouiche	Director	<i>Omar Darouiche</i>	01/09/2023

Data Protection Statement

The information and data provided herein applies only to the contract for which it was written, it shall not be duplicated, disclosed or disseminated by the recipient in whole or in part for any purpose whatsoever without the prior written permission from **Darouiche Holdings Ltd**.

It is the duty of all employees to observe the following Method Statement framed to provide a code of good practice and conduct with the object of preventing accidents. At all times employees must work in a safe manner both to prevent personal injury to themselves or to other personnel.

Emergency Contact Details

Name	<u>Omar Darouiche</u>
Telephone No.	<u>01-4448233</u>

General Precautions

To be observed by all staff at all times, any deviation from these control procedures must be authorised by the management or safety representative.

Communication with Other Workers on Site.

All staff will report to the site office for induction on arrival at the site. The site manager will inform staff of any hazards that are present on site. Staff will inform the site manager of the work to be carried out and how it could affect other trades working on the site. Where necessary notices will be posted advising of any hazards present during the works. Where contractor activities cross, the senior person must liaise with the other trades to ensure safe operation.

First Aid

It is the responsibility of the company to ensure adequate First Aid provision for its staff. Adequate means provision of a trained first aider, suitable first aid equipment and/or the provision of an appointed person at the minimum. A trained First Aider will be a suitable person who has attended an HSE approved course of at least three days duration. An Appointed Person is a person provided by the employer to take charge of the situation (e.g. to call an ambulance) if a serious injury/illness occurs in the absence of a First Aider. The Appointed Person can render emergency First Aid if trained to do so. All staff when inducted will be made aware of the location of the First Aid kit.

Manual Handling

All staff and contractors have been instructed on the potential dangers of manual handling, and have received manual handling training. Equipment provided to reduce manual handling must be used where provided. Staff and contractors will not lift items of tools or equipment that are beyond their capabilities. Heavy or awkward items will be split into smaller units where possible or dual lifted where this is not possible. It is the responsibility of the site foreman/employer to identify and control manual handling activities as they occur on site on a day to day basis.

Material Handling

All materials required for site will be unloaded to a designated unloading and storage area which will be away from the work area as far as is practicable. This area will be kept tidy to minimise trip hazards. Materials as and when required will be collected from the storage area and transferred to the work area. All staff will take care when handling materials and will use mechanical aids wherever possible. When stacking materials particular care must be taken to ensure that the stack is secure and that the product does not get damaged.

Personal Protective Equipment (PPE)

PPE will be provided as a last form of protection against a hazard. Staff will use the appropriate PPE for the task as identified in the risk assessment. All site workers will wear Safety boots, Hi Visibility Vests, Hard Hats and protective clothing at all times, other items of PPE such as eye protection,

hearing protection and gloves are available to be worn as and when necessary and as determined by the risk assessment.

Preparation & Induction

A risk assessment will be carried out for all tasks which will be discussed with members of staff and the sub-contractors, any queries or concerns will be raised with the contract manager who will ensure it is dealt with. Staff and sub-contractors will be inducted onto site in order to understand the hazards present on site and the tasks that are to take place. Staff will also be advised of other site activities that could impact on their work and be made aware of any liaison that needs to take place between different trades. Staff will follow all site rules and safety procedures.

Staff and Training

The task will be carried out by staff from **Darouiche Holdings Ltd**, all staff are qualified, experienced, receive on-going training, and hold suitable qualifications. Apprentices are under constant supervision by experienced members of staff. Any sub-contractors appointed by us have been assessed for their ability and suitability to carry out the tasks allocated to them.

Tools and Electrical Equipment

All tools and equipment will be visually inspected on a regular basis, defective or damaged equipment will be removed from service. Electrical tools will be 110V or battery operated where possible. Sub-contractors will not be allowed to bring on to site any damaged or defective tools, the site foreman is responsible for ensuring that all tools and equipment allowed on the site are fit for purpose.

Welfare

The principle contractor is responsible for providing adequate washing, toilet, drying and refreshment facilities for staff and sub-contractors, staff and contractors are responsible for ensuring that such welfare facilities are maintained in a clean and wholesome manner. This will be your responsibility when you are the principle contractor, it may be necessary occasionally for your company to identify suitable local amenities.

Asbestos

Staff will only be allowed to work with asbestos containing products providing they have received asbestos awareness training and that the products are asbestos containing cement products, textured coating and floor tiles. Any other asbestos containing materials must only be dealt with by HSE licensed operatives.

When encapsulating or removing non-licensed asbestos, the individual type of work and situations will be risk assessed separately from other tasks. Notifiable non-licensed work (NNLW) must be notified to the HSE 14 days before commencement of work. A copy of the RAMS must be signed by

all employees when working with asbestos. **Darouiche Holdings Ltd** will record all projects involving>NNLW and keep records of employee health surveillance as applicable (every 3 years for>NNLW).

Staff working on asbestos materials will wear suitable disposable PPE and a mask rated to FFP3 as a minimum. Any waste, including PPE, will be double bagged and labelled as asbestos and removed to a licensed site. Any staff who come across any material they believe to contain asbestos are instructed to stop work until it has been established exactly what the material is. Any survey reports must be provided by the duty holder, the site foreman must ensure that the findings of the report are passed on to all who are working on the contract.

Contractor and Visitor Safety

Darouiche Holdings Ltd will liaise with other contractor's staff on a day to day basis and ensure they are aware of the risks present during the works. Staff and contractors will not leave any area of work in a dangerous condition or with risks to themselves, other contractors, tenants, or visitors, all tools and equipment will be cleared to secure storage at the completion of each shift. Heavy plant, scaffold, ladders and any other access to height will be made inaccessible.

Emergency Information

Nearest Accident and Emergency: **Omar Darouiche**

Out of hour's office number: **014448233**

Machine Tools

Machine tools will only be operated by competent persons. Apprentices will be allowed to operate machinery if under the direct supervision of a competent person. Machine tools will be isolated when not in use and under no circumstances will they be left unattended. All machine tools will be PAT tested on at least an annual basis and visually inspected on a daily basis by the competent person. Any tools found to be damaged will be removed from site immediately until a repair or replacement can be effected.

Protection of Goods and Decor

Clients will be requested to remove all ornaments, vases, photographs, furniture etc. before work starts. All areas of floor and furniture (that cannot be moved) will be protected with adequate non slip dust sheets and/or plastic sheeting prior to work commencing, all protection will be inspected on a regular basis and renewed or replaced where necessary. Where appropriate staff will either remove outdoor shoes or wear shoe protection to prevent damage to floor coverings.

Tenants Warning and Safety

It will be the responsibility of the principle contractor to inform Tenants of works being carried out; **Darouiche Holdings Ltd** staff will liaise with tenants prior to starting and during the works to ensure they are aware of the risks that will be present during the contract. Special attention will be paid where there are elderly, infirm or children present. Safe access and egress for tenants will be

erected and maintained. **Darouiche Holdings Ltd** staff will not leave any area of work in a dangerous condition or with risks to themselves, tenants, and other contractors. **Darouiche Holdings Ltd** will liaise with other contractors on site for the purpose of exchanging information regarding work schedules and safety.

Working from Step Ladders

The majority of tasks carried out at height involve working below 2 metres from step ladders; all staff have been made aware of the dangers of working from step ladders and have been instructed on the safe use of ladders. All Staff are required to read and understand HSE leaflet INDG402 the Safe use of Ladders & Stepladders. Only competent members of staff will be allowed to work from step ladders and it is the responsibility of the site foreman to ensure conditions are safe before allowing any ladder work to take place.

Working from Step Ups

The majority of tasks that involve working at height will be carried out using the step up, before use the floor area should be clear, free from waste and on level ground. The step up should be checked for any sign of damage before use and if damaged removed from use immediately.

Method Statements

Installing additional electrical sockets

1. The positions of the new sockets will be marked out in the locations in which they are to be mounted.
2. Socket circuit wiring to be traced and route planned for additional cable to enlarge ring circuit.
3. Wall to be chased out as necessary.
4. Fit new patress box(es) and fit rubber grommet to access hole.
5. Floor covering and boards to be lifted to gain access.
6. Run new cable between existing and new socket locations. Clip cables and fit sheathing where necessary.
7. Fill any chasings and level with adjacent surfaces for decoration.
8. Isolate socket circuit at consumer unit / distribution panel. Attach safety lock, place sign - Electrician working on circuit.
9. Once isolated the existing circuit will be tested to ensure the live supply is dead.
10. Strip back new cables and connect to socket terminals. Fit earth shroud and connect to patress box terminal.
11. Fix socket to patress, align and secure in position.
12. Connect new cable to existing sockets to make continuity of circuit and remove redundant cable.
13. Test circuit for continuity and earth.
14. On completion, the system will be re energised and tested.
15. Replace all flooring, and clear debris.