

***RT-Gas & Electrical Engineers ltd***  
***49 Chapman road Canvey island, Essex SS87QS***

**HEALTH, SAFETY AND ENVIRONMENT  
METHOD STATEMENT  
TASK:**

Building, Electrical and plumbing Installations.

**PREPARED BY:**  
Mr Robert Tamasa  
Director

**Company details:**  
RT-Gas & Electrical Engineers ltd  
Part of the RT-Group

**Site Address:**  
33-43 Caversahm Road  
London,  
NW5 2DR

**Dated: 22/8/2014**

**DESCRIPTION OF THE WORKS**

Installation of the Electrical, Gas and plumbing installations, new flooring and building works

**ANTICIPATED PROGRAMME OF WORKS**

Works commencing: To be Confirmed

Installation complete Date: To be Confirmed

The site working hours are:

Monday to Friday 7.30am – 19.30pm

Saturdays N/A

Sunday N/A

Trained and competent Personnel intending to carry out the tasks detailed in this method statement must be fully briefed on this document and be conversant with the procedures that are to be adopted prior to any works commencing. The Method Statement register must be signed as a record of acceptance of the method statement with a method statement briefing sheet distributed to all. Queries should be raised with the Site Supervisor/Manager before commencing any of the works.

**SMOKING ON SITE:**

The entire site is a no smoking site.  
RT-Gas & Electrical Engineers ltd  
Part of the RT-Group

**SITE SET UP/DELIVERY OF GOODS:**

The site supervisor Mr Robert Tamasa will ensure that all work areas have been cleared and prepared for works to commence. Also to be present at all times to observe the safe execution of works throughout the project.

All personnel to be briefed on the method statement prior to works commencing.

All goods will be delivered to the required destination on site and stored in a neat manner.  
Materials delivered to site in sequence of usage.

All the goods will be transferred to the relevant areas by manual handling. The goods to be handled shall not exceed 25kg in weight, if the goods are in excess of this weight then mechanical aids shall be used or two operatives.

### **TRAFFIC MANAGEMENT**

N/A

### **CLEAN AND TIDY SITE**

All materials shall be cleared away after each operation of the works and at the end of each working day.

All ground sheets to be removed (unless PVC sticking back, then leave until end of job).

Any waste generated throughout the course of the works will be disposed of.

Any work that is done from step ladders will be done by a competent operative and the ladders checked for serviceability prior to use.

### **RECORDS AND DOCUMENTATION**

Inspection certifications will be kept on site and checked for compliance.

Copies of quality check sheets and Inspection Test Plans (ITP) will be submitted for each element of the works (if applicable).

Day works will be recorded each day for record purposes to be agreed with the Principal Contractor.

Any non-conformance (NCR) will be reported to the Principal Contractor for instruction.

All signed paper work, Certifications and documents will be handed on completion of works and copies will be available upon request, tickets for this job will be NIC-EIC Approved contractor and Gas-Safe.

### **ENVIRONMENTAL**

Environmental emergency procedures are in

*RT-Gas & Electrical Engineers Ltd*

Health and Safety plan.

Under no circumstances is work to be carried out, outside the boundaries of the building

### **PROPOSED LABOUR FORCE**

1 – Mr Robert Tamasa

2 – Mr Jack Bones

3 – Mr Paul Miller

4 – Mr Stefan Tamasa

Additional labour /Flooring contractors will be required as the program dictates by

RT-Gas & Electrical Engineers Ltd

Part of the RT-Group

*49 Chapman road Canvey island, Essex SS87QS*

### **PORTABLE TOOLS**

All plant that is supplied for the works will have been PAT tested by (ourselves) *RT-Gas & Electrical Engineers Ltd*.

Records of the test status of the equipment will be maintained. Plant on site is monitored and any signs of damage or fault will mean the item is marked and removed from site as soon as possible and

exchanged for a new one.

All electric plant will be 110 volt Portable Tools or Battery that will be used and all 230 volt via 30ma RCB protection (battery chargers etc.), 110v extension leads Drill/Screw Guns  
Task lights, Small hand tools i.e. cordless drills, Plastic Cut off saws  
Abrasive wheel cut off saw

### **DRUGS AND ALCOHOL**

There is a strict no drugs or alcohol policy on site. Drugs and alcohol are prohibited on site. Policy is that anyone caught using or under the influence of drugs or alcohol will be removed from the site immediately and not permitted to return.

RT-Gas & Electrical Engineers ltd  
Part of the RT-Group

### **PERSONAL PROTECTIVE EQUIPMENT TO BE USED**

Individual assessments for PPE will be carried out for all operations associated with the works detailed in this method statement, and will be attached for reference to the individual Contract Method Statements. Copies will be kept on file for reference by operatives working with the hazardous substances or involved in hazardous operations.

A minimum level of PPE for operatives whilst working on the project will be hard hats \*, hi-visibility vests and safety boots.

The site supervisor will ensure operatives are aware of the assessments and that they wear the correct PPE. A register will be kept, recording any equipment issued.  
Specific PPE required for these operations are detailed below:

Gloves  
Hi-visibility vests at all times\*  
Safety glasses as and when required  
Safety boots at all times  
RT-Gas & Electrical Engineers ltd  
Part of the RT-Group

Operatives wearing shorts or vest tops showing shoulders will not be allowed on site. Long trousers and T-shirts as a minimum on site.

### **HOUSE KEEPING AND DISPOSAL OF DEBRIS**

Waste transfer details are kept at RT-Gas & Electrical Engineers ltd Part of the RT-Group  
*49 Chapman road Canvey island, Essex SS87QS*  
Head Office recording the movement of this rubbish.

Registered waste carriers are used and a copy of their licenses is kept in the Site Safety file.

#### **C.O.S.H.H.**

The site supervisor (QS Mr Robert Tamasa) will advise operatives to ensure they are aware of any dangers and wear the appropriate PPE in accordance with risk assessments and relevant COSHH assessments before any work is carried out. COSHH assessments will be made on any substances hazardous to health.

The following hazardous substances and materials will be used or generated in this section of the works:  
None.

### **MATERIALS TO BE USED ON SITE**

Cable, copper pipe  
Electrical and plumbing accessories

## Metal & Plastic cable containment systems

Prior to commencement of work/tasks, a Safety Task Analysis Risk Reduction Talk will be given by the works supervisor.

Once all operatives understand the task at hand then they shall sign all related paper work. All training records and copies of their certificates will be made available prior to commencement of work.

Toolbox talks to be given weekly or on similar regular basis. They will be given by The Supervisor and will cover all controls identified in the attached Risk Assessment.

## MOBILE TELEPHONES ON SITE

While working as specific site rules.

Operatives are prohibited from using mobile phones whilst operating plant and equipment.

## SITE Supervisor

Will provide site-based supervision for the works of the contract from commencement to completion. To provide for the smooth progress of the works in an efficient, economical, safe and quality conscious manner.

Mr Robert Tamasa or Mr Paul Miller

RT-Gas & Electrical Engineers Ltd

Part of the RT-Group

*49 Chapman road Canvey island, Essex SS87QS*

## PRIOR TO COMMENCING WORK

The site supervisor will ensure that all work areas have been cleared and prepared for works to commence. Also to be present at all times to observe the safe execution of works throughout project. Equipment and materials are to be distributed to the areas that are due to be cleaned on each particular day.

Any materials that are not necessary to that day's work will be left in a safely stacked manner.

## SEQUENCE OF WORKS

Installation of Electrical cables, piping and plumbing works to be installed throughout site area to the specified location of the drawings.

## METHOD OF WORKING

Installation (Running out of cables, pipes)

Cables will be run in ceiling void to each area or run surface within false ceiling void, trunking or/and boxing in.

Electrical accessories, switches, spurs, lights, that are site fitted will be fixed using battery drill and screws.

The cables will be terminated in all accessories using cable strippers and screwdrivers.

The main supply cables will be run in the ceiling void to the required location and terminated using cable stripper and glands.

Metal/plastic Trunking systems are to be installed on building ceiling/walls.

Plastic cable containment systems to be fitted throughout the building for installation of IT cabling, Fire Alarm Installation and Power Supplies.

Cable containment systems to be manufactured on site to fit drawing layout of building.

Plastic Trunking to be cut using plastic handsaw. The use of Electrical power tools are prohibited to persons 18 years and older. Guards and goggles to be used and in place at all times. Debris or swarf should be swept up and areas kept clean & tidy.

Steel cutting saws should only be used in areas where no source of ignition are found. An area external to building should be found for use of this equipment and situated so that no hot iron is directed into public proximity or near to materials that could combust. All guards goggles & gloves should be in place at all times and knowledge of local fire-fighting equipment known by the user. Fire watch should be carried out after use for a period of 1 hour after use.

RT-Gas & Electrical Engineers Ltd

Part of the RT-Group

*49 Chapman road Canvey island, Essex SS87QS*

### **ASSESSMENT OF SIGNIFICANT RISKS/IMPACTS FOR ALL TASKS/ACTIVITIES**

Risks include physical injuries to body and limbs including eyes. Potential risk due to other trades being present in building, although this is limited due to the absence of unauthorized persons.

### **CONTROL MEASURES TO BE USED**

Step ladders to be in good condition, regularly inspected and be appropriate to the task. Operatives to be competent and use the correct PPE for the task. Use cordless or hand tools where possible.

Other trades present to be notified of activities and advised to keep the workplace clear; this to be liaised with the *RT-Gas & Electrical Engineers ltd* Supervisor.

Work place to be free of any potential trip hazards, to be cleared twice daily with surplus materials removed and rubbish disposed of in skips.

### **WHO THE INFORMATION HAS/WILL BE SUBMITTED TO**

This document is to be presented to the customer Representative.

Any further revision necessary will follow the same path as above. Before commencement of works, the method statements to be presented to the site operatives who are briefed on its contents and will confirm they understand by signing below.

### **TEMPORARY LIGHTING AND POWER**

Portable 110v task lighting, where required will be supplied by *RT-Gas & Electrical Engineers ltd* (Principle Contractor) will provide lighting around the site if required.

## RIDDOR

All dangerous occurrences and near hits on site will be reported to the Principal Contractor. The Principle Contractors Project/Site Manager will record and investigate all incidents. They will be responsible for reporting incidents to the HSE.

## MONITORING AND COMPLIANCE

RT-Gas & Electrical Engineers ltd  
Part of the RT-Group  
Provide full time supervision that will monitor the works on a regular basis.

RT-Gas & Electrical Engineers ltd  
Part of the RT-Group  
(Electrical and Gas/Plumber Contractors) to ensure compliance is enforced at all times.

## EMERGENCY ARRANGEMENTS

Site awareness, first aid and emergency arrangements will be explained in detail by  
RT-Gas & Electrical Engineers ltd  
Part of the RT-Group  
*49 Chapman road Canvey island, Essex SS87QS*  
On induction prior to work starting. Some other restrictions may apply on site which will be detailed on site induction.

## APPENDICES

Risk Assessments

This document was prepared by Mr Robert Tamasa  
RT-Gas & Electrical Engineers ltd  
Part of the RT-Group  
*49 Chapman road Canvey island, Essex SS87QS*

## METHOD STATEMENT BRIEFING SHEET

**METHOD STATEMENT TITLE:** Site 1

**BRIEFING GIVEN BY:** Robert Tamasa

**POSITION:** Director and Works Supervisor on site.

I acknowledge that I have been briefed about the above Method Statement and understand its contents and method of work. <b>DATE:</b> / / 2013	<b>NAME</b>	<b>COMPANY</b> <i>RT-Gas &amp; Electrical Engineers ltd</i>	<b>SIGNATURE</b>
--	-------------	--	------------------



CONTRACTORS HEALTH & SAFETY ASSESSMENT SCHEME

Certification Mark  
[www.chas.co.uk](http://www.chas.co.uk)

Assessment Scheme

# Certificate of Accreditation

Sole trader or supplier with fewer than five employees

This is to certify that

**R T-Gas & Electrical  
Engineers Ltd**

is accredited within the Contractors Health and Safety Assessment Scheme (CHAS) having demonstrated compliance with and sound management of current basic health and safety legislation.

**Suzie Walker**  
Client Support Manager

**Matthew Southgate**  
Business Development Manager



Valid until:  
21<sup>st</sup> October 2014

020 8545 3838 - ☎ to verify  
[www.chas.co.uk](http://www.chas.co.uk)

