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CSK PROJECTS

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Date: 25th January 2017

Method Statement & Risk Assessment –HVAC Works at Junifer Systems, Unit 1, 203 Eversholt Street, London NW1 6AD.

Date of attendance: 27th January 2017 - ongoing

Engineers to attend: Neil Hugo, Ryan Meyer, David Campbell, Stewart Rogers and Ricardo Lourenco.

Working Hours – Monday- Friday 8.00am – 18.00pm

Contract Manager: Michelle Meyer		Client: Junifer Systems									
Originator: Michelle Meyer											
This method statement is critical to the Health and Safety of the activities it relates to. It is to be strictly adhered to.											
Planned task/Activity Description: Supply and installation of a 5wk Toshiba super digital inverter wall mount AC system in the comms room 1 st floor. 50m pipe run through the risers to the roof, access to the roof required to install the condenser.											
<table border="1"> <thead> <tr> <th>Model</th> <th>Details</th> <th>Quantity</th> </tr> </thead> <tbody> <tr> <td>RAV-SM566KRT-E</td> <td>5.0Kw Wall mount indoor unit</td> <td>1</td> </tr> <tr> <td>RAV-SP564ATP-E</td> <td>5.0Kw SDI Outdoor unit</td> <td>1</td> </tr> </tbody> </table>			Model	Details	Quantity	RAV-SM566KRT-E	5.0Kw Wall mount indoor unit	1	RAV-SP564ATP-E	5.0Kw SDI Outdoor unit	1
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Location and Access: Main works to take place on the 1 st floor, access via the main entrance. Riser access required to run the pipework to the roof. Roof access required to install the condenser.											
Working Environment & Restrictions: As far as we are aware there are no restrictions in or around the area where the work will be performed. Should there be anything unforeseen the operative will assess the situation before undertaking the works planned.											
Protection of Other: If staff/contractors are present/working in the same location, our engineers will make sure that they are aware of the works taking place and the location of any equipment that may be placed in any shared working areas.											
Emergency Procedures: Check all emergency exit routes and go through emergency procedures with the buildings reception or member of staff upon arrival.											
<u>To be completed by the operative –</u>											

Fire exit is located –

Fire assembly point is located –

Any other site specific information –

Operatives/Company Competence: All operatives carrying out the work are capable of performing these tasks and have the necessary qualifications. (All certification can be provided if required by the client). The engineers carry photo ID and CSCS cards.

Zebra Cooling have full Public and Employee Liability Insurance, PI Insurance, F GAS Certification, Safe Contractor Membership and are Hazardous Waste Registered.

PPE: High Visibility Vest, Safety Goggles, Safety Boots, Protective Gloves

Plant & Equipment:

Ac units to be delivered whilst the work is taking place, Zebra Cooling to order direct from Daikin, model numbers provided in the proposed works.

Engineers to provide all tools/equipment required to carry out the work required - hand tools and gages are the only tools required for this activity.

All waste materials and packing to be removed from site and disposed as per local and national guidelines.

Critical Stages:

- 1 Meet site contact /Sign in with site reception.
- 2 Gain access to the work areas
- 3 Assess all working areas to ensure site is safe to start work.
- 4 Installation of pipework in the risers, including hot works.
- 5 Roof access permit required to install the condenser. PPE and harness to be used at all times on the roof.
- 6 Install new ac units, including hot works and drilling.
- 7 Pressure strength test the system.
- 8 Upon completion, clean all work areas and reinstate all systems for normal operation.
- 9 Sign off job card and check sheets with customer.
- 10 Inform site contact of your intention to leave site/Sign out at reception and return any passes if issued.

Final Clearance: (Work/Activity completed to satisfaction)

Name:.....Position:..... Date:.....

RISK ASSESSMENT

Work Element Undertaken on Site	Hazards Identified for this Site	Risk Level before Control Measures	Control Measures	Risk Level after Control Measures
Moving of Associated equipment	<p>Back strain injury</p> <p>Injury to other personnel</p> <p>Head/eye/foot injuries</p> <p>Trip hazard</p>	Medium	<p>Site operatives to wear PPE.</p> <p>"Good housekeeping" - keep the work spaces clear and well illuminated at all times.</p> <p>If possible avoid lifting from floor level or above shoulder height, especially heavy loads</p> <p>Ensure team work is employed for heavy/bulky loads - Can you use mechanical lifting gear?</p> <p>Think before lifting/handling. Plan the lift. Can handling aids be used? Where is the load going to be placed? Will help be needed with the load? Remove obstructions such as discarded wrapping materials. For a long lift, consider resting the load midway on a table or bench to change grip</p> <p>Adopt a stable position. The feet should be apart with one leg slightly forward to maintain balance (alongside the load, if it is on the ground). The worker should be prepared to move their feet during the lift to maintain their stability. Avoid tight clothing or unsuitable footwear, which may make this difficult.</p> <p>Get a good hold. Where possible, the load should be hugged as close as possible to the body. This may be better than gripping it tightly with hands only.</p> <p>Start in a good posture. At the start of the lift, slight bending of the back, hips and knees is preferable to fully flexing the back (stooping) or fully flexing the hips and knees (squatting)</p> <p>Don't flex the back any further while lifting. This can happen if the legs begin to straighten before starting to raise the load.</p> <p>Keep the load close to the waist. Keep the load close to the body for as long as possible while lifting. Keep the heaviest side of the load next to the body. If a close approach to the load is not possible, try to slide it towards the body before attempting to lift it.</p> <p>Move smoothly. The load should not be jerked or snatched as this can make it harder to keep control and can increase the risk of injury</p> <p>Don't lift or handle more than can be easily managed. There is a difference between what people can lift and what they can safely lift. If in doubt, seek advice or get help.</p> <p>Remove rubbish regularly and keep to agreed access routes.</p>	Low

<p>Falling Objects</p> <p>Collision with equipment</p>	<p>Head/eye/foot injuries</p>	<p>Low</p>	<p>Site operatives to wear PPE.</p> <p>Be aware of your work surroundings, remove protrusions into your workspace and do not work or walk below equipment being offloaded or moved.</p>	<p>Low</p>
<p>Electrical</p>	<p>Electric shock and burns from contact with live parts.</p> <p>Injury from exposure to arcing, fire from faulty electrical equipment or installations</p> <p>Explosion caused by unsuitable electrical apparatus or static electricity igniting flammable vapours or dusts.</p> <p>Electric shocks can also lead to other types of injury, for example by causing a fall from ladders or scaffolds etc.</p>	<p>High</p>	<p>Site operatives to wear PPE</p> <p>Users of electrical equipment, including portable appliances, should carry out visual checks. Remove the equipment from use immediately and check it, repair it or replace it if:</p> <ul style="list-style-type: none"> the plug or connector is damaged The cable has been repaired with tape, is not secure, or internal wires are visible etc. burn marks or stains are present (suggesting overheating) <p>Checks should be made around the job, and remember that electrical cables may be within walls, floors and ceilings (especially when drilling into these locations) etc.</p> <p>All electrical circuits to be worked on will be shut down, tested and locked out.</p>	<p>Medium</p>
<p>Working at height</p>	<p>Falling from height</p>	<p>Medium</p>	<p>Site operatives to wear PPE.</p> <p>Check that the place (e.g. a roof) where work at height is to be undertaken is safe. Each place where people will work at height needs to be checked every time before use.</p> <p>Take account of weather conditions that could compromise safety.</p> <p>Consider your emergency evacuation and rescue procedures. If alone, make sure that someone knows where you are and the work you plan to do. Have a mobile phone available should you need to call for help.</p> <p>Use a work restraint (travel restriction system) if available on site.</p> <p>Make sure you don't overload or overreach when working at height</p> <p>Ensure that all step ladders are in good order and ensure working platforms are erected safely and are in sound condition.</p>	<p>Low</p>

Hot works	<p>Fire</p> <p>Burn injuries</p> <p>Damage to property</p>	High	<p>Site operatives to wear PPE.</p> <p>2 engineers to carry out the work – second person to watch for potential hazards.</p> <p>Ensure all equipment is in good working order - regular testing and visual signs of damage.</p> <p>As hot work can trigger fire detection systems, these should be isolated for the duration of the work but only in the zone where the hot work process is taking place</p> <p>Procedures - Remove grease and all surface coatings first, unless they are meant to be welded or cut through. Arrange work so that the worker's head is out of the fume. Confirm that extraction is turned on and working. Adjust a moveable welding hood so it collects hot fume rising. The hood should be within one duct diameter of the welding point. Use the correct nozzle and keep the flame as short as possible.</p> <p>Fire extinguisher to hand.</p> <p>Engineers to inform staff/reception that this work is about to take place.</p> <p>All areas specified in a hot work permit need to be examined one hour after completion of the work to ensure any fire risk is eliminated, including incipient burning which can occur in adjoining areas to which sparks and heat may have spread</p>	Medium
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I have read and understand the requirements of this Risk Assessment		
<u>Name</u>	<u>Signature</u>	<u>Date</u>