

DSL T ELECTRICAL	DOCUMENTATION NO: LT/070/1	
Method Statement: Electrical Testing	Page 1 of 16 Pages	ISSUE : 1

WORKS INFORMATION

Contractor: DSLT Electrical Limited

Contract Name: 6 Princes St, Mayfair, London W1B 2LG

Contract Ref. No: LT/070/1

Work Location: All common areas & landlord demise

Work Scope Task/s: Testing

Prepared by name: Luke Thompson

Signature:



Date: 20/03/17

The responsibility for the Health, Safety & Environmental aspects of the contract works rests fully and unreservedly with the contractor.
Acceptance of this Method Statement by Client DER and where appropriate HSQ&E Safety Adviser does not in any way absolve the contractor from his legal and moral obligations to ensure a Safe System of Work.

REVIEW

Compliance to Health & Safety Legislation and Safe System of Work reviewed by:

Name: Andreas Sarris

Signature:



Date: 20/03/17

APPROVAL

I confirm that this Method Statement has been developed in accordance with statutory requirements and contains all items relevant to the proposed work tasks.

Project Manager

Name: Andreas Sarris

Signature:



Date: 20/03/17

Reviewed and Accepted by: Client or Delegated Authority (For Client Use Only) Name: Signature: Date: Is approval of Client HSQ&E Safety Advisor required? Yes <input checked="" type="checkbox"/> / No <input type="checkbox"/>	HSQ&E Safety Advisor for: Relevant Method Statements
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DSLT ELECTRICAL	DOCUMENTATION NO: LT/070/1	
Method Statement: Electrical Testing	Page 2 of 16 Pages	ISSUE : 1

WORK REQUIREMENTS CHECK LIST (TICK AS APPROPRIATE)

1	Will work be carried out during Normal Hours?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
2	Have Risks, Manual Handling and PPE Assessments been carried out For all tasks?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
4	Have COSHH Assessments been carried out for all Biological Hazards, Chemicals and Materials?	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
5	Is there any process that may cause the release of asbestos fibers e.g. structural or insulation disturbance?	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
6	Is there a requirement for Live Electrical Work? If yes, has justification been given in Risk Assessment and Method Statement?	Yes <input type="checkbox"/> Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/> No <input checked="" type="checkbox"/>
7	Will the work affect any other systems or activities, particularly Fire Systems, or fire compartmentation, or is a waiver/exemption required for these activities?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
8	Are Licenses and/or Permits to work required? If yes give details in method statement:	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
9	Is Confined Space Entry required? If yes are specific Safe System of Work and Risk Assessment attached?	Yes <input type="checkbox"/> Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/> No <input checked="" type="checkbox"/>
10	Is Crane or Lifting Operations required? If yes, has a separate Lifting Operations Plan with Sketches and Risk Assessment been attached?	Yes <input type="checkbox"/> Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/> No <input checked="" type="checkbox"/>
11	Is an Emergency, contingency and rescue plan in place?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
12	Is 3 rd party or Client's approval required for this Method Statement?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>

DSLT	ELECTRICAL	DOCUMENTATION NO: LT/070/1	
Method Statement: Electrical Testing		Page 3 of 16 Pages	ISSUE : 1

Method Statement Testing

DSLTT ELECTRICAL	DOCUMENTATION NO: LT/070/1	
Method Statement: Electrical Testing	Page 4 of 16 Pages	ISSUE : 1

1 General Information

1.1 *Company:*

DSLTT Electrical Limited

1.2 *Package:*

Electrical Testing

1.3 *Date:*

20/03/17

1.4 *Revision Number:*

Rev - 0

1.5 *Method Statement Number:*

LT/070/1

2 Description of Works

2.1 *Detail (-s):*

Electrical Testing

As per Drawings supplied

As per Survey carried out by Reece Webb

2.2 *Sequence:*

Operatives will “sign-in” on 22/03/17. Site access is via the front door on 6 Princes St, Mayfair, London W1B 2LG Site hours are as follows: 22/03/17 – 24/03/17 - 3 days – 8am – 5pm.

All operatives are to undertake the DSLTT Electrical Ltd site induction and the information contained within this RAMS will be conveyed through written copy and oral dissemination to the operatives’ undertaking the works.

Operatives will then attend “The Principle contractors” site induction session with their national insurance number a COPY of their CSCS card and a signed COPY of the method statement register. Copies to be retained in site file. In addition CSCS/ECS cards & N.I. cards are required upon site induction.

Method statement briefing sheets to be issued to “The Principle contractor” at induction and must be signed as read before the commencement of any works by all operatives who will be undertaking the work. Copies to be retained in site file. This will acknowledge that the operatives have read and fully understand the contents of this RAMS, and are aware of their responsibilities with regards to the work they are to undertake.

All other relevant training certificates and / or cards will be copied, retained in site file and issued to “The Principle Contractor” at the site induction. In addition CSCS/ECS cards & N.I. cards are required upon site induction.

DSLT ELECTRICAL	DOCUMENTATION NO: LT/070/1	
Method Statement: Electrical Testing	Page 5 of 16 Pages	ISSUE : 1

All tools used during this operation are to be portable appliance tested within the last 3 months (as per ISG requirements) and certificates are to be provided to DSLT Electrical Limited and/or "The Principle Contractor" as proof. Entered in site file register.

All materials will be delivered via 6 Princes St, Mayfair, London W1B 2LG

Delivery times as follows:

No 3rd party deliveries will be required.

During break times and at the end of each working period work areas will be tidied to ensure that housekeeping on site is of a high standard. DSLT Electrical Ltd operatives will ensure that access routes and walkways are free of obstruction at all times and trailing cables are to be monitored and managed to ensure that unnecessary trip hazards are mitigated.

DSLT Electrical Limited will ensure that no material offloads will take place in any other location than the Delivery Area.

All Storage will be pre-agreed with Capital Maintenance (London) Ltd before materials are delivered into site.

Access to the site

Access to the site is via the main entrance, 6 Princes St, Mayfair, London W1B 2LG

Access to the workspace floor level

A safe route exists from the main entrance to the welfare facilities on in the common areas.

On exiting the safe route full PPE must be worn and as a minimum must include hard hat, high visibility vest, gloves, eye protection and boots with steel toe cap and mid sole protection.

CONTRAVENTION OF PPE RULES WILL POTENTIALLY RESULT IN IMMEDIATE REMOVAL FROM SITE

Access to the workspace floor level is via the stairs from the welfare area...

Works description

Electrical Testing

- All landlord supplies including lighting & power

DSL T ELECTRICAL	DOCUMENTATION NO: LT/070/1	
Method Statement: Electrical Testing	Page 6 of 16 Pages	ISSUE : 1

Method / Sequence of Works

TESTING

Prior to work commencing all electrical equipment that could be effected or disrupted should be locked off by a DSLT Electrical Ltd Electrical engineer to avoid any issues with power supplies to the rest of the building. Certificates issued and copies retained in site file

In addition any other services to be made redundant are isolated.

All certificates to be issued and copies retained in site files prior to commencement of works

The asbestos register to be made available for all personnel.

P.M.'s to ensure all operatives are aware of the content and any actions required.

The works will commence with delivering all necessary materials, plant, machinery and tools on site. Access to site is via the contractor's entrance, access site ensuring door security is maintained by closing the entrance doors behind you after entering site.

PPE must be worn on site (area designated by "The Principle Contractor" representative). AT ALL TIMES

Working above **ANY** trades is not allowed, no exceptions.

Carry out Manual Handling Risk Assessment prior to manual handling works.

Manual handling to move materials and plant, operatives will adhere to manual handling training.

Materials and Tools to be stored in secure location as designated by Capital Maintenance (London) Limited.

Works Phase:

1. Operatives will maneuver plant, materials and tools via the ground floor areas as and where required to carry out electrical testing as per the site briefing.
2. Once operatives have reached work area, plant, materials and tools are to be set down in a clear work area that is clear of obstructions and other operatives to be made aware works are to commence.
3. If possible and necessary the work area is to be cordoned off and signage put in place to warn other operatives and if applicable branch staff that works are to commence.
4. Prior to commencement; podiums are to be inspected and erected by competent persons with correct training & certification.
5. In addition all power tools to have valid PAT certificates, inspected. Operatives to ensure all tools are in working order and suitable for the task in hand.
6. Operatives to refer to DSLT Electrical Ltd "as installed" marked up drawings and on site briefing for type and location of services to be tested.

DSLT ELECTRICAL	DOCUMENTATION NO: LT/070/1	
Method Statement: Electrical Testing	Page 7 of 16 Pages	ISSUE : 1

Testing & Commissioning Dead Test

7. Carry out all dead testing in accordance with BS7671:2008 17th Edition wiring regulations Inspection & Testing.
8. Remove all metallic/conductive jewellery
9. Ensure the power is off and Lock out- tag out the circuit/supply.
10. PROVE – TEST – PROVE for dead.
11. Identify all circuits to be tested between the feed and load points. Distribution charts or schematics to be utilised to ensure circuit identification.
12. Carry out required tests for the circuit/equipment (as above)
13. Record results for NICEIC documentation
14. Clear the area and leave in a safe condition.

Testing & Commissioning Live Test

15. Carry out all Live testing in accordance with BS7671:2008 17th Edition wiring regulations Inspection & Testing.
16. Remove all metallic/conductive jewellery
17. Ensure rubber matting is placed on the floor in the work area and FULL PPE is worn.
18. Identify the circuit to be tested utilising Distribution charts and schematic diagrams as necessary.
19. Ensure dead testing has been completed prior to live testing by inspection of NICEIC chart.
20. Remove Lock out- tag out the circuit/supply
21. Expose circuit to be tested (wherever possible this should be carried out with the circuit isolated)
22. Use test equipment to GS38 (Electrical test equipment for use by electricians) or a calibrated 17th edition Inspection & test kit where results are required.
23. Carry out tests in accordance with BS 7671:2008 17th edition inspection & testing.
24. Record results for NICEIC documentation. Produced records to be copied and retained in site files
25. Clear the area and leave in a safe condition.
26. Tidy work area and remove all debris to designated area for clearance by DSLT Electrical Limited.
27. Upon completion of works all removed materials are to be taken to a central location/skip for rubbish clearance by DSLT Electrical Limited.
28. Repeat the above process for all installed circuits.

NOTE: When repeating work process move between work areas via designated site logistic routes as described in site induction & work briefing.

Assess manual handling of materials and refer to manual handling risk assessment.

Repeat above process for all remaining floors

Report to site foreman and have all permits signed off

<div> <div>DSL</div> <div>TLT</div> </div> <div>ELECTRICAL</div>	DOCUMENTATION NO: LT/070/1	
Method Statement: Electrical Testing	Page 8 of 16 Pages	ISSUE : 1

2.3 Waste:

All our general waste to be removed from site at the end of every night

All waste to be taken to appropriate locations as designated by DSLT Electrical Limited. e.g. skips/bins

Any controlled waste envisaged on this site to be disposed as per site rules and “principle contractors” procedures.

2.4 Commencement: 22/03/17

2.5 Location: All common areas & landlords demise

2.6 Duration: 3 days.

DSLT ELECTRICAL	DOCUMENTATION NO: LT/070/1	
Method Statement: Electrical Testing	Page 9 of 16 Pages	ISSUE : 1

3 Recourses Required

3.1 Personnel:

Managing Director: Luke Thompson – 07834 452151

Managing Director: Andreas Sarris – 07912 493208

H&S Manager: Brian Hill – 07889646869

Contract Manager: Andreas Sarris – 07912 493208

Electrical supervisor: Reece Webb – 07783 413412

3.2 Plant and Equipment:

Mobile Podiums

Stepladders (By Permit use only)

Electric tools, (all to be 110v only)

Battery Operated Tools

Hand tools

Electrical test equipment

Labelling Machine

Cable ties

Cable Markers

All tools to be inspected and tested

Relevant tools to have been PAT tested within the 3 months

3.3 Supervision:

Project Manager to be supervising the project will be Andreas Sarris

3.4 Materials:

As per specification

All 2nd fix should be complete

DSLTT ELECTRICAL	DOCUMENTATION NO: LT/070/1	
Method Statement: Electrical Testing	Page 10 of 16 Pages	ISSUE : 1

4 List of significant Risks for the proposed tasks

Please refer to Risk Assessment for the proposed activity/task for more details. This section contains list of risks only, measures are fully described in RA section

E.G. Manual Handling, PPE, Working at Height etc...

List of Site specific risks below:

Cables & Leads
 Manual Handling
 Falling Objects
 Injury to Others
 Dust
 Noise
 Slippery surface-Slips/trips
 Vibration
 Movement & unloading of vehicles
 Hand & power Tools
 PPE
 Site Housekeeping
 W@H Podiums/podium steps
 W@H Stepladders
 Work in proximity to other site personnel
 Contact with Electricity

5 Outline control measures

Please refer to Risk Assessment for the proposed control measures for more details. This section contains general measures only, control measures are fully described in RA section

5.1 **Permits to work**

Prior to work commencement, DSLT Electrical Ltd. Management will obtain all necessary permits. DSLT Electrical Limited Management will liaise with Capital Maintenance (London) Ltd for the necessity of other possible permits for the proposed job.

5.2 **Special training**

All DSLT Electrical Ltd. Personnel will be adequately trained for the given tasks. Competency and “fit-for-purpose” levels will be assessed by DSLT Electrical Ltd Management. Training records are available in the site file for further references and can be obtained on request.

Managers/ foremen to have appropriate qualifications e.g. SMSTS, SSSTS

DSL T ELECTRICAL	DOCUMENTATION NO: LT/070/1	
Method Statement: Electrical Testing	Page 11 of 16 Pages	ISSUE : 1

CSCS cards mandatory for all operatives

CSCS CARDS & N.I. CARDS ARE REQUIRED UPON SITE INDUCTION

Personnel erecting ally towers will be **PASMA** trained.

Electrician's 17th edition JIB/ECS cards

Manual Handling training

Work at height training

PPE

Toolbox Talks to be task specific.

Method Statement & Task Briefing.

5.3 Security

All DSLT Electrical works will be designated within the building management / principle contractor's boundaries.

5.4 Manual Handling

Manual Handling Risk Assessment to be completed

Manual Handling will be eliminated wherever possible

Wherever practicable Mechanical means will be utilised

All operatives to received Manual handling training

Tool box Talks will be carried out, signed, and records retained.

Operatives will receive a task briefing.

Long and awkward items must be transferred by team lift. When carrying long items, an operative must be at the front of the item at all times.

Small items weighing <20kg will be carried to the workface by operatives (using the stairs).

Items weighing >20kg must not be carried by a single person.

Items weighing >20kg and <40kg must be transferred by team lift i.e. two or more persons.

5.5 Hand Arm Vibration

HAV Assessments will be carried out along with Health Surveillance.

Tool box talks will be carried out, signed and records retained and copy issued to the principle contractor

Equipment with low vibration levels will be used.

Vibration levels of equipment must be known and when necessary, safe exposure time stipulated.

HAV log to be maintained and copy issued to the principle contractor

Rotate operatives if continuous usage time is excessive (e.g. >10 minutes).

5.6 Noise

All noisy works (e.g. drilling etc.) that may cause a disturbance to operatives, other site personnel, other personnel in building and members of the public.

Adherence to ISG noise level controls.

Noise assessments will be undertaken for single equipment & equipment will be checked prior to use. Wherever practicable silencers will be fitted and utilized. Sequence of works will be instigated to minimize noise levels and duration of works.

Noise Assessments will be undertaken for multi equipment and site noise in conjunction with the principle contractor and other site personnel.

DSLTT ELECTRICAL	DOCUMENTATION NO: LT/070/1	
Method Statement: Electrical Testing	Page 12 of 16 Pages	ISSUE : 1

In conjunction with the principle contractors noisy area will be defined and warning signs erected. The necessity of additional PPE will be as per Risk Assessment.

5.7 COSHH

List of site specific COSHH Assessments (including material safety data sheet) – N/A

6 PPE

All DSLT Electrical Ltd. personnel will comply with principle contractor's site rules and arrangements, including PPE. During site induction, DSLT Electrical Ltd operatives will receive full instruction on minimum PPE requirements for the above project.

As minimum, DSLT Electrical Ltd personnel will wear the following:

Hard Hat

High Visibility Yellow Vest

Gloves (suitable protection for the task)

Safety boots with steel toe cap and mid sole protection

Light eye protection

The requirement for any additional PPE will be identified in the Risk Assessments and or via the principle contractor.

Ear protection when generating high noise level or working within high noise level area (>85dba)

Prohibited items

Woolly hats under hard hats

Sleeveless tops

Shorts

CONTRAVENTION OF PPE RULES WILL RESULT IN IMMEDIATE REMOVAL FROM SITE

7 Emergency arrangements

Full arrangements for emergency procedures will be given during site induction, including routes of regress/egress, escape routes, muster point etc.

First Aiders are available for DSLT Electrical Ltd personnel. Luke Thompson is the DSLT Electrical Ltd First Aider. In case the amount of first aiders has to be increased, others are available to be present. Location of First Aid Stations and kits will be communicated at site induction and from site foremen. All personnel to be aware of company and site rules relating to accidents, incidents and near misses. On site

All accidents to be reported all incidents and near misses must be reported.

DSLTT ELECTRICAL	DOCUMENTATION NO: LT/070/1	
Method Statement: Electrical Testing	Page 13 of 16 Pages	ISSUE : 1

Rescue plans will be available for required activities
 In the event of accident/incident operative to contact site manager and available first aider immediately.
 Follow company and on site rules relating to accidents/incidents

8 Temporary amended systems

When receiving deliveries, DSLT Electrical Ltd will use logistics system set out by the principle contractor. If required; deliveries will be booked in advance with the DSLT Electrical Ltd Site Management.
 Access /Egress to premises

9 Exchange of information/Information supply

Copies of all supportive documents are kept in the Head Office and may be available on request.

Copies of Method Statements are available with signatures of personnel who have read and understood the briefing.

10 Monitoring and Compliance

The Project Manager will be monitoring day-to-day procedures and activities for DSLT Electrical Ltd. They will make sure all tasks are being carried out according to standards and rules and will make sure all works comply with established Quality and H&S Policies.

The Contracts Health & Safety Manager/Advisor will carry out further audits and inspection to comply with H&S Policy and regulations.

11 Audits and inspections

The Project Manager will visit the site on regular basis to inspect the on-going works.

Luke Thompson (Managing Director) will carry out H&S inspections.

12 Action

N/A

13 Risk

Please refer to Site specific Risk Assessment in Section II.

DSL T ELECTRICAL	DOCUMENTATION NO: LT/070/1	
Method Statement: Electrical Testing	Page 14 of 16 Pages	ISSUE : 1

14 H&S Policy statement

DSL Electrical Ltd

1.2 Health and Safety Policy

It is DSLT Electrical Ltd policy to ensure so far as reasonably practicable, the health, safety and welfare at work of all our staff, visitors and others who could be affected by our undertakings, in accordance with the statutory requirements of the Health and Safety at Work Etc Act 1974.

The ultimate responsibility for safety lies with Luke Thompson and Andreas Sarris who are responsible for establishing, implementing and monitoring the policy Issued in accordance with section 2 (iii) of the Health and Safety at Work Etc Act 1974.

1. Within the general policy stated in paragraph 1, it is DSLT Electrical Ltd policy in particular to:
 - Ensuring that there are arrangements for the effective planning, development and review of this health and safety policy, which will be undertaken annually or sooner as dictated by organizational, procedural or legislative change.
 - Provide and maintain plant and systems of work that are safe and without risks to health.
 - Make arrangements for ensuring safety and absence of risks to health in connection with the use, handling, storage and transport of articles and substances.
 - Provide such information, instruction, training and supervision as is necessary to ensure the health and safety at work of all employees and visitors on the company's premises, or engaged in work elsewhere.
 - Maintain any place of work under its control in a condition that is safe and without risk to health and to provide means of access to and egress from it that are safe and without such risks.
 - Provide and maintain a working environment for all its employees and visitors that are safe, without risks to health, and to provide and maintain adequate facilities and arrangements for their welfare at work.
 - Co-operate in safety matters with other employers working on company premises.
 - Require the use of such protective clothing and equipment as is necessary to ensure the health and safety at work of its employees and not charge for any item of PPE used.
 - Encourage all staff to set a high standard of safety by personal example.
 - Encourage open cooperation on all safety issues, and when present, recognise union appointed safety representatives, and consult with them on health and safety matters.
 - Ensure the necessary resources including finance, equipment, personnel and time to ensure the health and safety of all employees and others who may be affected.

DSLT ELECTRICAL	DOCUMENTATION NO: LT/070/1	
Method Statement: Electrical Testing	Page 15 of 16 Pages	ISSUE : 1

The individual's role

Everyone has a safety responsibility and it is important that everyone appreciates the extent of that responsibility.

The procedures contained within this and associated documents can only be implemented successfully if there is total commitment from all persons, as such the job of ensuring that the policies and procedures work and are adhered to, is the responsibility of all members of DSLT Electrical Ltd.

It is particularly important that individual employees do not forget their own personal safety responsibility. Safety should be regarded as an integral part of all activities and everybody has a part to play in the safe running of DSLT Electrical Ltd.

When any employee has control over an activity in any area, they must comply with the Company's Health and Safety Policy. In particular, it is the duty of every person (as required by legislation) while at work:

- To take reasonable care for the health and safety of themselves and of all other persons who may be affected by their acts or omissions at work.
- To co-operate with management and any other persons having specific safety duties, so they can comply, so far as necessary with relevant Health and Safety legislation, codes, etc and with the company's Health and Safety Policy.
- Not to interfere with or misuse, intentionally or recklessly, anything provided in the interest of health and safety or welfare.
- To alert management of any concerns about health and safety.

Anyone who has doubts as to how to carry out his/her duties safely should seek advice from their Supervisor or Safety Officer.

Position: Directors Responsible for Safety

Name: Luke Thompson (Managing Director)

Name: Andreas Sarris (Managing Director)

Signed: 

Signed: 

Date: 20/03/17

Document Last Review Date: 20/06/17

DSLT ELECTRICAL	DOCUMENTATION NO: LT/070/1	
Method Statement: Electrical Testing	Page 16 of 16 Pages	ISSUE : 1

Site Briefing Sheet

Method Statement Ref. No. LT/070/1	SPC SITE WORK FORCE BRIEFING SHEET	Risk Assessment Ref. No. LT/070/1
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Contractor: DSLT Electrical Limited

Contract Name: 6 Princes St, Mayfair, London W1B 2LG

Work Location: All common areas

Brief Work Description: **Electrical Testing**

Site Person in Charge

(1) I confirm that I have briefed the personnel below on the work task method statement, generic and site specific risk assessments, COSHH assessments, any hazards which they may be exposed to, the safe working and emergency procedures, control measures and PPE required.

(2) All persons under my control have no signs of alcohol or drug abuse.

Name: Andreas Sarris

Signature:



Date: 20/03/17

14.1 Contractor's Personnel

The personnel below are signing to confirm that they have been instructed and understand on the above items.

(1) I confirm that I have attended and understood the briefing and agree to follow all instructions given in the interest of Health & Safety and will not place myself or others in any danger.

(2) I am not under the influence of alcohol or drugs.

NAME (print)	SIGNATURE	COMPANY	DATE