

HAYVERN ELECTRICAL LIMITED
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METHOD STATEMENT

&

RISK ASSESSMENT

ELECTRICAL INSTALLATIONS

LOCATION : Lower Campfield Market
Lower Byrom Street
Manchester
M3 4FP

HAYVERN ELECTRICAL LIMITED

56 Queen Street, Farnworth, Bolton, Lancs BL4 7DX

Tel : 01204 579975 Fax : 01204 571845

Ref : HE MS C4488

Date : 18/04/2024

Lower Campfield Market

Internal Alterations

Method Statement

This method statement details the sequence of works to carry out the electrical installation work in connection with the internal alterations within Lower Campfield Market, Lower Byrom Street, Manchester M3 4FP.

Commencement Date : 24/04/2024
Completion Date : TBC

1. Services to be provided within the Electrical Installation:
 - (a) Installation of Site Temporary services
 - (b) Installation of new General, Emergency & External Lighting
 - (c) Installation of new Small Power
 - (d) Strip Out / Isolations
 - (e) Installation of new Fire Alarm Devices & Disabled Refuge System
 - (f) Installation of new Containment Systems
 - (g) Installation of new LV Distribution
 - (h) Installation of new Data
 - (i) Installation of new Intruder Alarm
 - (j) Installation of new Door access
 - (k) Installation of new CCTV
 - (f) Testing
2. All Hayvern Electrical & any relevant sub-contractors working for Hayvern Electrical will comply with the appropriate legislation & codes of practice with particular reference to:-
 - CDM Regulations 2015
 - H&S At Work Act 1974
 - Management of H&S at Work Regulations 1999
 - All Client Site Rules & Procedures
 - All relevant Hayvern Electrical Limited Codes of Practice
 - The Electricity at Work Regulations 1989
 - RIDDOR 2013
 - COSHH
3. Description of Works :

This Project entails the Strip Out and new installation works to the Ground and Mezzanine levels of Lower Campfield Market, Lower Byrom St, in Manchester to carry out the new installation of the Electrical Services to the building on behalf of Allied London.

Works include the reconfiguration of the existing electrical building services systems and installation of new systems in-line with the Electrical Design Drawings.

Works will include the installation of new Distribution Equipment that all the new Lighting & Power Circuits will be fed from..

A digital multifunction meter will be installed on the main incoming switch of the new main switchboard and similar metering shall be provided on each of the outgoing ways to separate sub-metering for the building.

New Lighting, Power Supplies, Data requirements CCTV & Door Access Systems, Containment & fire alarm cabling to be installed to Ground and mezzanine levels of the building.

The lighting will comprise of LED Luminaires :

Level 1 Ground and mezzanine : LED Surface Luminaires suspended on chains

External :LED Lighting controlled by timeclock & photocells

Installation of Supplies to Mechanical Services/Equipment.

CCTV, Door Access & Fire Alarm Systems will be installed throughout the Building.

The main fire alarm panel will be located within the entrance area from Lower Byrom Street and additional repeater panel Byrom St will be installed at the entrance from .

The Security installations will be undertaken by specialist contractors to supply, install & commission the systems.

All Circuits that are to be altered/adapted will be isolated at source by a competent approved Electrician. The Circuit will be locked off with a Padlock or the MCB will be removed and retained with operative at all times. This will then be tested to ensure all live parts are "DEAD"

NO LIVE WORKING WILL TAKE PLACE.

We will isolate the Circuit's, by "locking off" the MCB/Isolator and then installing appropriate Warning Notices stating:
"Men working – DO NOT SWITCH ON".

Once the Circuit has been isolated and locked off, we will establish that no voltage is present utilising a test lamp plug-in device so works will commence only when it has been confirmed that no voltage is present at the existing sockets and the fused connection units.

We will use the following hand tools and test equipment.

- a) Insulated screw drivers
- b) Cable croppers
- c) Proving meter
- d) Multifunctional Tester
- e) Voltage tester

On completion of our works the existing and new circuits will be tested in accordance with BS7671 IEE 18th Edition Wiring Regulations and all results reported on NICEIC Test Sheets. On satisfaction of all test results the circuits will be re-energised.

All isolation to be agreed with the Client before work will commence.

Podium Steps/Mobile Towers/Hop-Ups will be used for the installation where works not possible from ground position. Competent operatives only to undertake high level work and wearing appropriate PPE/Harness equipment. If necessary, Scissor Lift may be required which will only be operated by qualified operatives. Stepladders will be used when other access equipment not possible in particular work areas and that are unsuitable for the task in hand.

4.0 Arrival on Site

- Leave work access areas clean and tidy at all times
- Upon completion of operations, advise Client
- Report to Client's Site Agent – Sign in & Out
- Delivery to Site all necessary materials/equipment
- Carry out works in accordance with job specification
- PPE will be worn at all times

5.0 Personal Protective Equipment

- Safety boots & Hi-Visibility vest/jacket are to be worn at all times
- Gloves to be worn for safe unloading of steel tray work, trunking, brackets, conduit, steel tray work etc
- Safety gloves will be worn by all operatives whilst on site.
- Hard hats to be worn at all times
- Facial masks, dust masks or goggles are to be used when task specific.

6.0 Site Induction

Prior to commencing on site, all operatives are to attend a site induction. HEL Site Supervisor to oversee and communicate the Assessment & safe system of work to all site operatives in Toolbox Talks prior to works commencing and will monitor & review the Assessment throughout the Contract. Any relevant Covid-19 Risks will be advised within the initial Induction administered by the Main Contractor and our RAMS have been updated to include the required control measures that HEL Operatives are to adhere to. Any necessary additions/amendments to the RAMS will be made as and when required and then approved by the MC.

7.0 Site Deliveries

Deliveries of materials to site will be controlled and arranged for morning arrival with 48hours prior notice given. Hayvern Electrical Ltd Site Supervisor will give supervision of delivery vehicles when they enter site and will also ensure safe movement of vehicle and safe removal of materials.

All materials will be stored in an designated area agreed with the site agent.

8.0 Site Rules

All employees, sub-contractors and site visitors will be informed of their responsibility with regard to Health & Safety, both to themselves and fellow workers and the public in general. The Site Manager will observe the compliance of the site rules by Site Operatives, Sub Contractors, Drivers and Visitors. All operatives found to be not complying will be asked to leave.

Matters arising resulting from variation instruction will be added to the rules when and if appropriate.

All visitors, drivers and operatives will be inducted in the site rules and will sign to acknowledge their understanding.

The following rules will apply :

All visitors will comply with the recommendations for accessing and egressing the site all in accordance with the agreed routes from the Induction.

All visitors must report immediately to the site manager.

Unauthorized persons will be excluded from the site. Site personnel will be informed of the close proximity of general public & staff at all times.

The 5mph compound speed limit is to be observed and adhered to by all operatives, visitors & drivers.

Fire fighting equipment will be provided within the designated working area and on-site welfare facilities will be equipped with sufficient & appropriate fire extinguishers. A safety zone will be established whenever welding or "hot works" occur.

All operatives on site must wear identification at all times.

Visitors to the site must read the Health & Safety Plan and they will be requested to observe the Site Safety Rules.

The site will be designated a **hardhat and protective footwear area** and they **must** be worn at all times.

Manual handling will be carried out all in accordance with the Manual Handling Operation Regulations 1992.

All ladders and tools are to be locked away or removed when not in use.

Where undertaking service connections or other work outside the defined boundary of the site, the work areas will be clearly identified and securely protected.
All the statutory regulations will be observed.

No Smoking on Site.

No radios or personal audio equipment allowed on site.

The use of drugs or the consumption of alcohol is strictly forbidden.

There will be no burning allowed on site at any time (STRICTLY FORBIDDEN)

Hot working will only be carried out **on a strict permit to work policy** issued by the site manager.

Site personnel are required to inform the site manager immediately if there is an accident involving personal injury. Site Supervisor is competent in administering First Aid and a basic First Aid Kit is retained in all Company Vehicles. In the event of a serious/major injury, Site Manager to inform Head Office (William Newsome) and call for the Emergency/Ambulance Services if necessary, if not, transport the casualty to the nearest A&E Department (if safe to do so). Salford Royal Hospital, Stott Lane, Salford, Manchester, M6 8HD. Tel : 0161 789 7373
All appropriate report details as per Reporting Procedures.

All appropriate report details as per Reporting Procedures.

Site personnel are required to inform the site manager immediately if there is any damage to plant and equipment.

Due to the works being within close proximity to public areas the use of foul, abusive or racist language will not be tolerated and offenders will be removed from site.

9.0 Contact Details of the Organisations associated with the Contract.

Principal Contractor : Amspec Limited
Kilshaw Street
Pemberton
Wigan
WN5 8EA
Tel : 01942 621342

HSE : Health & Safety Executive
Grove House
Skelton Road
Manchester
M16 ORB
Tel : 0161 952 8200

Contact Details :

Amspec-	Andrew Maxwell	-	CEO
	Mobile Number	-	07702 569321
	David Hare	-	Head of Projects
	Mobile Number	-	0773 322431
	Carl Barber	-	Project Manager
	Mobile Number	-	07949 936572

Hayvern	-	Billy Newsome	-	Managing Director
		Mobile No	-	07815 749602
		Neil Openshaw	-	Site Supervisor
		Mobile No		07762 478265
		Dave Cross	-	Contracts Manager
		Mobile No	-	07966 841928

10.0 Continuing Liaison

The Client / Main Contractor will be notified immediately of any implications to Health & Safety if there are any unforeseen eventualities during the execution of this project.

Should there be an accident/reportable incident on site Hayvern Electrical Limited will report this immediately to the Principal Contractor who will inform the HSE.

Hayvern Electrical Limited will attend regular site meetings to discuss any Health & Safety issues and to discuss any relevant changes to works that been provided through Hayvern Electrical Limited offices. This would be in the format of a Contract Instruction or confirmation of verbal instructions from site via the client/designer and subsequently would be exchanged with the site supervisor for Hayvern Electrical Limited.

Hayvern Electrical Limited will assume responsibility for further development of Hayvern Electrical Limited Health & Safety Plan and will update it where and when necessary.

11.0 General Information

11.1 Fire Evacuation / Emergency Procedures

The Site Manager will inform all operatives, sub-contractors, etc., on site of the appropriate fire evacuation procedures. The Site Manager will ensure that all relevant personnel are made fully aware & are clear/concise in regards to the fire assembly points as agreed in Induction with Amspec Limited.

11.2 Production of Risk Assessments & Method Statements

All necessary Risk Assessments & Method Statements must be issued to the Site Supervisor prior to commencement on site.

Any further revisions & alterations must be agreed with the Site Manager for approval and subsequent inclusion with the H&S Plan retained on site.

11.3 Welfare Facilities

Hayvern Electrical operatives to utilise the agreed facilities.

11.4 Asbestos

Should asbestos be found present in any of the associated working areas, all works will immediately cease and the CDM Co-ordinator, Client & Contract Administrator must be informed.

Only upon receipt of written confirmation that areas are "clean" & "clear" of the substance, will works be resumed.

12.0 COVID-19 : Preventative Controls & Measures you **MUST** adhere to following the release of Revision 9.1 of the Construction Leadership Council Guidelines.

12.1 Anyone with symptoms of high temperature (37.8c) or more / hot to the touch on back or chest) and/or a new persistent cough will be sent home to self-isolate.

12.2 Wash hands regularly with soap and water for 20seconds and always wash your hands when going into and out of different areas or if you have left the workplace and returned

Signed : D.CROSS.....

Date : 18/04/2024.....

Issue 1
18/04/2024

Company Registration No. 4443376 VAT No. 787 727563
NICEIC Approved Contractor ENROL No. 19861
Director : W.NEWSOME

RISK ASSESSMENT**Contract: Lower Campfield Manchester****Date: 18/04/2024****Work : Internal Refurbishment**

Hazard, Hazardous event & Who may be Harmed	Risk	Assessment of Risk after Risk Controls (1-5)			Risk Controls
		L Level	C Level	R Level	
Entry/Exit to Site Site Operatives	Slip/Trip/Fall	1	3	3	(a) Prior to entering site all operatives/personnel will be inducted and the relevant access & egress routes will be confirmed by Amspec. These will be followed and monitored at all times to reduce the risk of unauthorised access. (b) These routes will be kept clear at all times and all equipment removed away on daily basis.
Working on Stepladders Site Operatives/High Level Operatives	Falls (Persons & Objects) Fractures /Fatalities	2	2	4	(a) Visual inspection prior to use, tagged/labelled and defects reported. (b) Stepladders will only be utilised whereupon works cannot be accessed from the ground and only used on a flat base. (c) Only used for light and short periods (20mins/10kg) (d) Ensure 3 points of contact at all times. (e) Never use top 3 rungs and ensure all steps are clean/dry. (f) Competent and trained operatives wearing appropriate PPE. (g) Exclusion zone to be clearly identified. (h) Non-conductive equipment to be used if working near "LIVE" equipment.
Storage of Materials / Equipment Site Operatives	Falling Materials/Cuts	1	3	3	(a) The storage location will be agreed with the Main Contractors Site Manager and will remain in a tidy orderly nature throughout the Contract period. (b) Equipment will be locked away on a daily basis to reduce trips/falls. (c) Exclusion zone to be clearly identified.
Scaffold / Work at Height High Level Operatives/ Sub-Contractors	Falls from height, cuts, Fractures, fatality	1	3	3	(a) For works requiring a platform height greater than 1.0m MST/Podium must be used by trained competent operatives with IPAF/PASMA Qualifications. (b) Appropriate safety wear/harness and PPE will be worn at all times. (c) Scaff Tags will be utilised and no tools or materials will be left on the scaffold when in motion to reduce the risk of falling items. (d) Scaffold Tower MUST be erected on solid flat base by trained competent Operative and visual inspection undertaken prior to use.

Hazard, Hazardous event & Who May be Harmed	Risk	Assessment of Risk after Risk Controls (1-5)			Risk Controls
		L Level	C Level	R Level	
Portable Electric Tools (Drills, Grinders, etc) Site Operatives	Trip/Fall/Fire/ Electrocutation	2	2	4	(a) All Portable Equipment is tested & inspected, and a visual inspection will be carried out prior to each use. (b) Only equipment operating 110v or less to be permitted on site. (c) All Guards must be used and under no circumstances should they be removed or interfered with. (d) Leads/Extension cables must not trail across walkways/floors and should be routed along perimeter walls to prevent trips. (e) All leads to be fully extended to reduce overheating & electrical fires. (f) Grinders only used in a clear area away from flammable liquid/materials, within a limited user time and commenced only upon receipt of Hot Work Permit issued from Main Contractor (g) Power Tools to be used by competent and trained operatives wearing appropriate PPE (Eye Masks, Face Masks, Ear Defenders, etc)
Electric Shock Electricians	Electrocution/ Fire/Fatality	2	2	4	(a) All Circuits/Boards to be worked on will be locked off by removal of MCB or Padlocked at the Board. Isolation undertaken ONLY by competent qualified Electrician using isolation methods in accordance with Electricity At Work – Safe Working Practices (HSG85) (Third Edition) Published 2013 (b) Tested appropriately prior to re-energising again by Qualified Electrician. (c) NO LIVE WORKS will be carried out. (d) Walls screened & checked for presence of cables by competent operative. (e) All tools and equipment visually inspected. (f) Signage displayed to warn of working on system.
Delivery/Off Loading Materials Site Operatives/Public/ Sub Contractors	Crushing/Cuts/M H Injury	2	2	4	(a) Operatives will wear hard hat, boots, HI vis vest & Gloves for off-loading to reduce injury of cuts from trunking/tray etc., and any falling items. (b) The Traffic Management system will be agreed at induction with MC Site Manager for the correct procedures to adhere to for all delivery vehicles.
Use of Hop Ups High Level Operatives/ Sub-Contractors	Falls from height, cuts, Fractures, fatality	2	2	4	(a) For the works access up to a 2.5m height Hop-Ups are required. (b) Ensure the hop-ups are fully & correctly erected on a flat and stable base and have been inspected for any defects. (c) Check your hop-up for the weight limit and never exceed this with any combination of your weight and materials. (d) Works to be undertaken by trained and competent operatives wearing appropriate harness/PPE. (e) Work duration on Hop-Ups to be minimised to a 20minute working time.

Hazard, Hazardous event & Who may be Harmed	Risk	Assessment of Risk after Risk Controls (1-5)			Risk Controls
		L Level	C Level	R Level	
Manual Handling Site Operatives	Back Injuries, Strains, etc	2	2	4	(a) 2No operatives must carry out moving of larger electrical equipment (b) Correct PPE to be provided and worn at all times (Boots, Gloves, etc) (c) Utilise trolley/Mobile Device wherever practical (d) Ensure work areas are clear prior to relocation/movement of equipment (e) Manual Handling Techniques to be administered at all times
Exposure to Hand Vibration & Noise Site Operatives / Clients / Staff / General Public	HAVS, Hearing Problems/Loss, Tinnitus, etc	3	2	6	(a) Utilise Vibration & Noise Damped equipment wherever possible. (b) Ensure tools & equipment are checked and tested and defects reported (c) Time Limits on usage per operative – kept to a minimum (d) Wear relevant PPE – Ear Defenders & Gloves (e) Make clients/staff fully aware of times when noisy activities will be carried Out to protect their workers. (Usually arranged for early mornings)
Exposure to Dust Site Operatives / Clients / Staff	Breathing Difficulties, Eye Irritation	3	3	9	(a) Ensure appropriate PPE worn at all times of Dust Exposure works (b) Dust to be vacuumed as opposed to swept (c) Close off room to be worked in to reduce risk of dust spread together with use of dust sheets or dust guards (d) Ventilate the room by open windows where possible (e) Restrict personnel from entering work area at all times
Falling Debris Site operatives / General Public	Falling Materials, Bumps, Bruises, Cuts, etc	2	3	6	(a) Work areas to be kept tidy (b) Operatives to ensure objects cannot fall outside the site boundary (c) On scaffolds utilise toe-boards, brick guards and netting (d) Display warning signs / exclusion zones / Barriers in public areas
COVID-19 Spread of Virus through droplets of saliva or discharge from the nose (sneeze of cough) Site Operatives & Visitors	Infection passed from infected person – could cause severe illness or death	3	3	9	(a) Wash Hands regularly with soap and water and utilise on-site hand sanitisers when moving from area to area (b) Co-ordinate & consider with other occupiers/contractors/staff/public (c) Staggered Breaktimes to be administered to reduce quantity of people (d) Ventilate areas of works if possible. (e) Stay at home if tested positive

Issue 1 18/04/2024

Project Title : C4488	Lower Campfield
Method / Risk Statement and Title:	RAMS
Date:	18/04/2024

I confirm I have had an explanation and have been provided with the relevant copies of the Method Statement / Risk Assessment and understand the safe systems of work employed.

Name	Signature	Company	Date

I confirm the above have had a detailed method statement / risk assessment incorporating the necessary safe systems of work explained and issued to them for the safe completion of this phase of work

Signed:

Name:

Date:

IF IN DOUBT ASK – NEVER ASSUME

