

The Fellerman Partnership

Method Statement

Contract:	Skof Manchester, Unit 3, Hanover Retail Works, Corporation Street, Manchester, M4 4AH
Prepared by:	Mr A Hadlington – 07771 125 709
Workactivity:	Mechanical & Electrical Installation
Date:	8 th January 2024

The following method statement has been developed to provide a safe system of work and must be adhered to at all times, any significant deviation from this system must first be authorised by the site agent, site manager, supervisor for the site or safety representative. Please read the entire sheet before beginning the procedure, if you have any questions please contact your site agent, site manager, supervisor or safety representative.

Task / Process / Scope of Works

Installation project including but not limited to:

- Supply and install kitchen extraction
- Supply and install WC system to Male & Female WC

Sequence of works

Prior to the commencement of the works all personnel will undergo an induction.

An works location site induction will be given by Site Supervisor, all employees and contractors of The Fellerman Partnership will be made familiar with this method statement and associated risk assessments.

Confirm scope of works with the Principal Contractor.

The works will be carried out as instructed to The Fellerman Partnership via the Principal Contractor.

Equipment will be delivered to site and stored within an agreed area with Principal Contractor.

All equipment to be operated by competent site operatives & inspected prior to first use.

Before any works take place, acknowledgement, permission or consent will be obtained from the Principal Contractor via their main office.

All portable electric tools i.e. drills will be either battery operated or 110 volt type. Power saws and grinding equipment will be operated by competent persons.

All access equipment will be inspected before use and used in accordance to the attached risk assessment and controls and LOLER certification checked in date for the duration of works. To be Inspected weekly by a competent person weekly and a record of the checks made.

Kitchen Extraction & WC Extraction

Supply and install Kitchen canopy and fan installed as per manufacturers instructions

Access to fix the drop rods will be via step ladders and towers operated by competent operators only.

The fixings will be either the standard wedge nuts where it is possible or beam clamps supporting heavy gauge uni-strut brackets.

M10 drop rods will then be screwed into the fixings and locked off with a M10 nut and washer.

These will be installed ahead of the ceiling installation and services containment.

Stepladders and mobile towers will be used to gain access to ventilation equipment as it is installed.

The drilling for bracket hanging processes process will not generate any noticeable dust. Appropriate Personal Protection Equipment measures in the form of face or dust masks and suitable ear protection will be used by operatives to counteract any unforeseen appreciable dust concentrations and noise within the vicinity of work.

The ductwork units will be placed on the floor in the working area below the fixing points already installed. The ductwork will then be lifted into position and adjusted to match the fixing points.

The area will be kept clear of all other persons during this hanging process.

The ductwork units will be fixed into place and checked to ensure that it is properly fixed and all connections are adequately sealed and airtight.

Once the installation is complete, the materials will be removed and the area cleared.

Once Ductwork units are secured in place testing and commissioning will commence and certificates issued to customer/end user.

Installation of AC System

Prepare and install supports are per manufacturer's instructions as directed by client.

Install using standard mounting devices.

Install as per manufacturer's instructions.

Install and connect tubing as per drawings,

Perform a pressure test and issue commissioning certificate

Lobby Plant

Similar to the general installation process for ventilation elsewhere in the project the plant in the lobby area will be attached with uni strut brackets and M10 drop rods. Rods will be locked off with washer and M10 nut

The drilling for bracket hanging processes process will not generate any noticeable dust. Appropriate Personal Protection Equipment measures in the form of face or dust masks and suitable ear protection will be used by operatives to counteract any unforeseen appreciable dust concentrations and noise within the vicinity of work.

Electricals 1st & 2nd Fix

1st Fix

Initial routing & installing of the cables

Fitting new back boxes for all sockets and switches

The areas and runs will be identified and agreed with the Principal Contractor prior to work commencing.

The cable work will be run in the voids

2nd fix Installation

Do not leave tools and equipment unattended at any time.

Check all connections and cabling for security and integrity.

Before re-energizing the system of all non-live testing will be carried out and test results written down on Electrical Installation Certificates.

Reinstate power supply to new circuit and check operation.

Tidy work area and remove all debris to designated waste area.

Tests will be carried out on all installations prior to handover, the contract manager is responsible for delivering the certificates to the principle contractor, a copy to be held on file

Supervising Arrangements

The Fellerman Partnership Site Supervision to be in place prior to commencement of works.

The Fellerman Partnership Supervisor to monitor install and ensure work is to the Principal Contractors /

Principal Contractors specifications. All The Fellerman Partnership site personnel are CSCS card holders.

Monitoring Arrangements

The Fellerman Partnership site Operatives to ensure segregation is in place at all times during site works.

Schedule of Plant /Equipment

Hand tools.

Battery Powered Tools (Charger PAT tested) or 110V powered tools.

Pressure Testing equipment

Electrical testing equipment

Stepladders

MEWP – Scissor Lift

Portable power tools

Risk to Third Parties, arrangements for demarcation of the works

All work areas to be segregated from public by physical barriers.

Other contractors in vicinity will be communicated with as to work task and hazards.

Method of Access / Egress

Access to and from site will be from the designated point as identified in the site induction.

Arrangements for demarcation of the works

Suitable segregation will be in place during the works.

Training required for work activity

No specialist training beyond the current competencies of existing The Fellerman Partnership site Operatives. Full induction to take place prior to commencing works.

Personal Protective Equipment

Gloves (to be worn when cutting/moving or manual handling sharp edges). Hearing protection to be available and

Emergency Procedures

Fire

If there is a fire outbreak in the working area the site operatives are to carry out the following procedure, if different comply with the site's fire procedure explained during induction:

- Raise the alarm by shouting "Fire, Fire" or sound alarm.
- Ensure fire emergency services are contacted by dialling 999.
- Leave building/work area immediately using designated route and go to assembly point.
- If safe to do so, deploy fire extinguishers.

Emergency plan to be in place and all staff to be inducted prior to commencing work.

First aid kits are kept within the The Fellerman Partnership site Operatives vehicles, regularly checked by vehicle owner and their line manager.

All accidents are to be entered into the The Fellerman Partnership accident book and near misses are to be reported to The Fellerman Partnership however trivial.

Requirement for any of the emergency services will be achieved by dialling 999. Nearest building site on which work is taking place.

All operatives to have knowledge or map to nearest A&E.

Reportable accidents will be reported to the HSE within the permitted times for doing so. The Fellerman Partnership will investigate all accidents and may employ the services of C2 Safety to carry out any investigation.

The Principal Contractor/Principal Contractor will be kept informed of any accidents or incidents involving personnel.

Risk Assessment & Method Statement Register

The people below are signing to show that they have read and understood the risks and methods for the site.

No.	Name	Signature
1		
2		
3		
4		
5		