

HEALTH & SAFETY

Method Statement



Project Name:	<u>NatWest ATM Removal</u>				
Job Ref:	118502-22	Document No:		ST 219	
Projects Address:	<u>323 Oxford Road, Manchester, M13 9PS</u>				
Title / Task:	Removal of ATM from Customer Premises and transport to Storage Location				
Prepared By:	Ann Beard	Signature:	<i>A Beard.</i>	Date:	25/05/2022
Approved By:	Roy Turner	Signature:	<i>R Turner</i>	Date:	25/05/2022

Project Team	Name	Contact Number
Client	Dale Structural Repairs	
Principal Contractor	Dale Structural Repairs	01942 608526
ASSL Team Leader	Stephen Turner	
ASSL Emergency Contact	Stephen Turner	07831267356
Other Contact		01618322777
Other Contact		

Rev No:	Date:	Reason for Revision:	Revised By:

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PROJECT DETAILS

1.1	Proposed Removal / Install Date:	Monday 6 th June			
1.2	Proposed Start Time:	10.00			
1.3	Expected Duration of work:	Half day			
1.4	Exact Locations of Safe:	Located in the branch			
1.5	Safe / Cabinet Details:				
	Qty	Make of Safe/ATM	Description	External Size in mm	Weight in Kg
	1		Decommissioned ATM	1000 x 800 x 900	750kg
1.6	Full Description of Methodology / Sequence of Works:				
	Transport Arrangements				
	ASSL will ensure that a suitable vehicle is used to transport the ATM after removal. This will be an HGV with either a lorry mounted crane (HIAB) or a tail lift gate. The HGV driver will carry out a daily inspection of the vehicle prior to driving and ensure that all necessary tools and equipment required for the removal of any ATM is secured on the vehicle. The HGV will be taxed, insured and maintained in accordance with our operating licence requirements. Suitable edge protection will be available and used for any flat-bed lorry. On arrival at customer premises, vehicles will be parked in a suitable location or in any pre-arranged location determined by the customer in advance. Prior to leaving the vehicle the engineer will clean hands with a hand sanitiser.				
	Reporting to the Customer				
	On arrival at customer premises our employees will report to security/reception, maintain social distancing and where required sign in. If required, our employees will undergo a customer site induction noting in particular the customer's fire and emergency procedures, fire routes, fire assembly points and first aid provision as well as any specific safety or security requirements.				
1.6	Review of Asbestos Register				
	Our employees will need access to the asbestos register to check and verify the location of any known asbestos in the building. This is to ensure that our work activities will not disturb any asbestos where it is present. In the event of our workers locating any asbestos not identified on the register or accidentally disturbing any existing asbestos work will stop immediately and the customer / building occupier notified immediately. Our workers will have asbestos awareness training which will be refreshed on an annual basis.				
	Walking the Route				
	Prior to any ATM being removed from customer premises our employees will walk the route with the site manager to ensure that the ATM can be removed without risk to our employees, customer employees, visitors or members of the public. This will also be used to identify any hazards that are not identified in our risk assessments or hazards that are not suitably controlled due to site conditions or changes to the environment.				

1.6	Full Description of Methodology / Sequence of Works Continued
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Review of RAMS at the Point of Work

Once our employees and the site manager have walked the route, they will undertake a final review of the Risk Assessments and Method Statement (RAMS) to ensure that they are suitable and sufficient and appropriate for the work they are about to undertake. Where the RAMS are deemed to be suitable and sufficient our employees will sign and date the RAMS in Section 10 (Briefing Confirmation) to confirm that they have read and understood the RAMS and to acknowledge that they will carry out the work in accordance with the agreed safe systems of work as outlined in the RAMS. Where there is a need to deviate from the RAMS due to site conditions, access routes, other changes or hazards that are not suitably controlled, our employees will be required to contact head office by telephone to discuss any changes that are needed in order to ensure that the RAMS are suitable, sufficient and still appropriate for the work.

Where the changes are minor and subject to agreement with head office, the RAMS may be adjusted by use of a dynamic risk assessment at the point of work. Where the changes are more significant and subject to the work still proceeding, the RAMS will be updated at head office and re-issued to our employees electronically. In the event of the initial scope of work changing significantly or due to site conditions or hazards that are not adequately controlled the work may be aborted. In such cases, the customer will be advised as to why the work cannot proceed.

This will be a 2-man operation.

All operations are to be conducted in a well-lit area, if lights are required, they must be provided by others.

The ATM is to be secured and strapped to the pallet truck prior to removal.

It is the site managers responsibility to ensure the areas in which the operations are to be carried out must be cleared of all loose items to avoid slips, trips and falls.

Offloading of tools and equipment

Once the RAMS have been signed by our employees any tools and equipment needed for the work will be offloaded from the vehicle. Where required, the area used for offloading will be barriered off to prevent any unauthorised persons entering the area. Once tools and equipment are offloaded, any barriers used will be put back on the vehicle. All tools and equipment will be transported to the area where the ATM is located. At no point will tools and materials be left where they present a trip hazard or where they will block any entrance, fire route or fire exit.

- **ATM REMOVAL from the plinth**

- The ASSL team leader will check that the ATM has been powered down, disconnected from the mains and all data cables removed. If the ATM is still connected to the mains this must be reported to the site supervisor immediately and no further works will take place till this has been disconnected by others.
- The ASSL team leader will check the ATM housing and make a note and take pictures of any damage prior to removal.
- The plate securing bolts are to be removed from the bottom part of the ATM with a socket set, the ATM will be moved forward to allow the bezel to be removed freely. Once the bezel has been removed, the ATM is ready to be removed from the plate.
- The ATM will be lifted in the middle of the front edge with a crow bar to allow stainless-steel rollers to be placed underneath.
- Once the stainless-steel rollers are in place this will allow the ATM to be rolled on to a stationary pallet truck.
- This will then be lowered, using a heavy duty crow bar, the ATM will be lifted to allow the roller to be removed. A ratchet strap will then be placed around the pallet truck and the ATM securing the load for transport.

- **ATM REMOVAL**

- The ATM is located in the lobby of the banking hall, the floor is concrete with carpet tiles.
- Boards and plates will be placed across the route to the main door.
- One operative will pull and steer the pallet truck whilst the other operative pushes the ATM.

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- Boards and plates will be used over the mat well.
- The ATM will be pulled through the Double Door and onto the pavement.

• Loading ATM onto Vehicle

- Barriers will be placed along the route to the vehicle and around the vehicle whilst the lift is taking place. to protect the general public.
- 2 x 4" blocks will be placed under the ATM and the pallet truck will be removed.
- A trained slinger/signaller will attach a web sling with the required safe working limit (SWL) around the ATM prior to lifting.
- A trained lorry mounted crane (HIAB) operator will then lift the ATM off the floor and place it into position on the vehicle.
- The ATM will be loaded on to the back of the lorry with the lorry mounted crane (HIAB)

• Returning to Storage Location

1. The ATM will then be moved into position for transporting and secured using a ratchet strap.
2. The Pallet truck and any tools and equipment used will be removed from the customers premises.
3. The customer will be informed that work has been completed.
4. Any security passes will be handed back and our employees will sign out before leaving the premises.
5. Our employees will then return to the location where the ATM is to be stored and offload the ATM.

Loading of tools and equipment onto vehicle

On completion of all works our engineers will load any tools, equipment or materials not needed for the work onto/into the vehicle. Where required, the area used for loading will be barriered off to prevent any unauthorised persons entering the area. Once tools, materials and equipment are loaded, any barriers used will be put back on/in the vehicle. The engineers will return to the depot.

1.0 IDENTIFIED RISKS

2.1 Risk Assessments

The following hazards or activities identified below by the checked box ☒ are associated with our works. A separate risk assessment for each hazard or activity will be provided as part of this RAMS document and will form part of our safe system of work.

RA 003	Battery Operated Drills	☒	RA 027	Portable Electrical Equipment	☒
RA 057	Coronavirus	☒	RA 029	Weather Conditions	☒
RA 059	Working on sites during the govt. Covid 19 Restrictions	☒	RA 006	Driving Company Vehicles	☒
RA 033	First Aid	☒	RA 053	Loading/Unloading of ATM	☒
		☒	RA 052	ATM removal	☒

2.2 Asbestos

We will require access to your asbestos register to ensure that there is no known asbestos located in the areas where we will be working or to ensure that if there is asbestos, our activities will not disturb it. In the event of any asbestos being located that is not on the asbestos register or any asbestos being disturbed all work will cease and the building owner/occupier notified.

2.3 COSHH:

In the event of us using any hazardous substances or creating hazardous substances as part of our work process (such as dust or fumes) we will ensure that a COSHH assessment is provided.

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2.4	Hand Arm Vibration:	All work activities that we undertake using vibrating equipment are for very short duration and it is expected that we will not reach the Exposure Action Value (EAV) for the equipment we use.
2.5	Noise:	Due to the nature of our work there may be occasions when we create noise through the use of power tools. This is generally for very short duration and unavoidable. Hearing protection is provided to our employees and worn when undertaking such tasks.
2.6	Working at Height:	When loading and unloading our vehicles we will ensure that suitable precautions are in place to prevent falls. We may on occasions work on a flat roof which is protected by a parapet wall.
2.7	Manual Handling	All operatives have been trained in manual handling.

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2.0 OPERATIVE TRAINING INFORMATION

All operatives are trained to carry out the work which they will undertake

3.1	Training Matrix							
	Operatives Name	Asbestos Awareness	Manual Handling	Slinger Signaller	Lorry Loader	CSCS	HGV Driver	SSSTS
	Operative 1	☒	☒	☒	☒	☒	☒	☒
	Operative 2	☒	☒	☐	☐	☒	☐	☐
	Operative 3	☐	☐	☐	☐	☐	☐	☐
	Operative 4	☐	☐	☐	☐	☐	☐	☐

3.0 SITE EQUIPMENT & ARRANGEMENTS

The following equipment identified below by the checked box ☒ will be used. Where relevant equipment will be tested, maintained and subject to pre-use inspection to ensure they are free from defects.

4.1	Equipment Register			
		Lifting Equipment		Installation / Removal / Relocation of Equipment
	☒	Hiab 6-ton Hydraulic Crane Mounted HGV Lorry	☒	Plywood Sheets – Floor Protection
	☒	Pinch Bar for Jack Operation	☒	Steel Plates – Floor Protection
	☒	5ft Pinch Bars for Lifting	☐	Acetylene Equipment
	☒	3000 Kgs Pallet Truck	☐	Various Grinders Hilti
	☒	5000 Kgs Ratchet Toe Jack	☒	2 Wheel Truck
	☒	2000 Kgs Endless Round Sling	☒	6 & 12ft Lengths Hardwood Planks
	☒	3000 Kgs Endless Round Sling	☒	Various Size Blocks of Timber
	☒	5000 Kgs Endless Round Sling	☒	½ "Hardened Steel Rollers
	☐	3000 Kgs Collar Sling	☒	1"Hardened Steel Rollers
	☐	1400 Kgs Set of Scoots	☐	HILTI Drill
	☐	Portable Mini Crane	☒	Tool Box (Sundry Items)
	☒	Socket Set and Ratchet	☐	110 Volt Transformer
	☐	Other (<i>please specify</i>);	☒	Chapter 8 Diamond barriers
	☐		☐	Other (<i>please specify</i>);
	☐		☐	
	4.2	Pedestrian / Traffic Rerouting:	We will not interfere with current pedestrian / traffic arrangements	
	4.3	Fire safety arrangements:	We will not create additional fire risks as part of our work activities and will ensure that fire exits and fire routes are kept clear.	
	4.4	Housekeeping:	We will maintain good housekeeping standards at all times.	
	4.5	Waste Removal:	Any waste that we create will be cleaned up and disposed of in the appropriate waste receptacle or removed from site as agreed with the customer.	

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5.0 PERMITS & SECURITY ARRANGEMENTS

5.1	Permits Required:	Any permits to work are to be issued by the Customer.
5.2	Permit Type:	
5.3	Issued By:	
5.4	Security Arrangements	

6.0 PERSONAL PROTECTIVE EQUIPMENT (PPE)

6.1	Mandatory PPE (British and European Standards):	High visibility vest – type EN 471 Safety footwear – type EN 345 Face covering- FFP3
6.2	Task Specific PPE:	Hard hat – type EN 397 Safety glasses – type EN 1661f Safety gloves – type EN 388 Hearing Protection -type EN 352

7.0 EMERGENCY ARRANGEMENTS

7.1	Rescue:	In the event of an accident or emergency, the nearest hospitals complete with an A&E department is located as follows: Name: Manchester Royal Infirmary Address: Oxford Road, Manchester, M13 9WL Tel: 0161 276 8686 Miles from site: 0.4 miles
7.2	First Aid on Site:	We will arrange to use the customers first aid arrangements where these are made available to us. Name of First Aider:

8.0 COMMUNICATION

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8.1	To Whom the Information will be communicated and how:	Operatives will be provided with a copy of this RAMS document and the relevant Risk Assessments and COSHH Assessments prior to commencement of the work. A copy of this RAMS document and the relevant Risk Assessments and COSHH Assessments will be issued to customers who request it.
8.2	Confirmation of Operatives Briefing:	Prior to starting work all operatives must sign the briefing sheets below as their confirmation that they have read and understood this RAMS document, the associated risk assessments and COSHH assessments. Where appropriate this RAMS document may be accompanied by a Dynamic Risk Assessment if indicated in Section 10.

9.0 MONITORING & AMENDMENTS

9.1	Persons responsible for Monitoring / Reviewing the Safe System of Work and ensuring compliance:	
9.2	Review Dates:	All RAMS to be reviewed and amended: - • Prior to commencement of works; • After a change in site conditions and/or working conditions; • Following an accident, incident or near miss; • On an annual basis
9.3	Amendments communicated to:	All relevant ASSL personnel and the customer

10.0 BRIEFING CONFIRMATION

The following operatives have been briefed and have confirmed an understanding of the contents of this site RAMS document and the task specific risk assessments. The operatives below have been provided with PPE/RPE in accordance with this RAMS document and risk assessments. They have been made aware of their duties to wear it at all times that dictate its use, either task related or due to the work activities of other trades (Dust, Noise, and impact). In signing this RAMS document the individuals detailed below confirm that they are not aware of any occupational health issue that would impair their ability to complete the tasks detailed safely, for themselves and for others, and to further undertake to Associated Security Solutions of any change to their personal health or any general concern that may affect the physical or mental wellbeing of themselves or others.

Job Ref:		Document No:	MS – ASSL 001
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Has a Dynamic Risk Assessment Form been completed on addition to these RAMS?

YES	☐	NO	☐
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Name	Signature	Date

11.0 BRIEFING CONFIRMATION

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Removal Survey	<u>Survey carried out on 24th May by Peter Mobbs.</u>
Removal Survey	
Removal Survey	
Removal Survey	