

# Method Statement & Risk Assessment

## General Information

|                     |  |            |          |
|---------------------|--|------------|----------|
| RAMS Ref.           | #####  |            |          |
| Contract Name:      | #####  | Works date | 16-10-23 |
| Activity:           | Installation of free issue charging equipment. | Location:  | #####    |
| Initial RA / MS by: | #####  | Date:      | 12-10-23 |
| Signature           |  |            |          |

## Review and Revision Details

| Revision | Date of review                 | Amended (Yes / No) | Reviewed / Amended By | Reason for Amendment |
|----------|--------------------------------|--------------------|-----------------------|----------------------|
| 1        | 16 <sup>th</sup> November 2023 | -                  | -                     | -                    |

## Risk Assessment (Safety)

|                     |                   |             |        |          |           |           |
|---------------------|-------------------|-------------|--------|----------|-----------|-----------|
| SEVERITY            | Fatality          | MEDIUM      | HIGH   | HIGH     | VERY HIGH | VERY HIGH |
|                     | Major Injury      | MEDIUM      | MEDIUM | HIGH     | HIGH      | VERY HIGH |
|                     | Reportable Injury | LOW         | MEDIUM | MEDIUM   | HIGH      | HIGH      |
|                     | Lost Time Injury  | LOW         | LOW    | MEDIUM   | HIGH      | HIGH      |
|                     | Minor Injury      | LOW         | LOW    | LOW      | MEDIUM    | HIGH      |
| Risk Matrix (GUIDE) |                   | Improbable  | Remote | Possible | Probable  | Likely    |
|                     |                   | PROBABILITY |        |          |           |           |

| Hazard | Person(s) at Risk | Risk Level | Control Measures | Residual Risk |
|--------|-------------------|------------|------------------|---------------|
|--------|-------------------|------------|------------------|---------------|

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|             |               |      |  |     |
|-------------|---------------|------|--|-----|
| Electricity | All Personnel | High | <ul style="list-style-type: none"> <li>• Only trained and competent electricians must work on electrical systems.</li> <li>• Do not work on Live electrical systems</li> <li>• All electricity must be isolated or locked off prior to commencing work.</li> <li>• Appropriate warning signs and barriers must be installed to prevent unauthorised access to work areas.</li> <li>• All electrical installations on site will be carried out by approved, (within the meanings of the 17th IEE Regs.), (BS7671), electricians only.</li> <li>• The design and installation of electrical supplies, installations and equipment will be undertaken, after a</li> </ul> | Low |
|-------------|---------------|------|--|-----|

| Hazard      | Person(s) at Risk | Risk Level | Control Measures   | Residual Risk |
|-------------|-------------------|------------|--|---------------|
|             |                   |            | <p>thorough assessment of the site is made, by trained, fit and competent persons for that specific task.</p> <ul style="list-style-type: none"> <li>• All wiring and installation will be carried out to the 17th IEE Wiring Regs, and BS7671.</li> <li>• All portable electric appliances will be subject to a maximum voltage of 110 volts, from a centre tap transformer, except where special permission is granted</li> <li>• Locations of all existing underground services will be marked out before any work is commenced.</li> <li>• Suitable &amp; sufficient lighting provided in all work areas.</li> </ul> |               |
| Silica Dust | All Persons       | High       | <ul style="list-style-type: none"> <li>• Activities which lead to the generation of Silica Dust are to be reduced to as low as reasonably practicable.</li> <li>• Local Exhaust Ventilation or On Tool Extraction to be used in conjunction with Face Fit Tested FFP3 Respirator. Only persons directly involved with works are to be in the surrounding area.</li> <li>• Dust sheeting must be installed to reduce the spread of generated dusts.</li> </ul>  | Low           |
| Noise       | All Persons       | High       | <ul style="list-style-type: none"> <li>• Hearing protection must be worn during activities which generate noise levels which may exceed action value levels.</li> <li>• Hearing protection must be worn as per manufacturer's instructions.</li> <li>• Persons in surrounding area of noise generating activities must also wear hearing protection.</li> <li>• Only persons directly involved with works are to be within the surrounding area of works.</li> </ul>   | Low           |

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| Hand Arm Vibration | All Persons       | High       | <ul style="list-style-type: none"> <li>Eliminate risks from vibration exposure completely wherever reasonably practicable to do so.</li> <li>Check tools before use and ensure they are maintained appropriately.</li> <li>Break the duration of use by doing other tasks in between use.</li> <li>Keep your body warm and dry to help ensure good blood circulation.</li> <li>Use equipment designed for the task being carried out.</li> <li>An individual HAVS assessment must be complete if significant use of vibrating tools is predicted.</li> </ul>                     | Low           |
|--------------------|-------------------|------------|--|---------------|
| Asbestos           | All personnel     | High       | <ul style="list-style-type: none"> <li>Operatives will be Asbestos Awareness trained.</li> <li>Operatives to be trained in ensuring that if asbestos is thought to be present, stop and raise with Bee group Site Management.</li> <li>If suspected Asbestos is found, works to be suspended and survey requested from householder (at householder's cost)</li> <li>All asbestos containing materials to be removed by licenced contractors only.</li> </ul>   | Low           |
| Housekeeping       | All personnel     | Medium     | <ul style="list-style-type: none"> <li>Ensure waste materials are stored securely and disposed of in accordance with company environmental procedures.</li> </ul>  | Low           |
| Hazard             | Person(s) at Risk | Risk Level | Control Measures   | Residual Risk |
|                    |                   |            | <ul style="list-style-type: none"> <li>Carry out visual inspection of work area before work commences; ensure work areas are clear of obstructions and materials/ equipment are stored safely.</li> <li>Ensure good housekeeping is maintained.</li> <li>Work areas subject to inspection prior, during and after works to ensure housekeeping standards are maintained.</li> </ul>  |               |
| Work at Height     | All personnel     | High       | <ul style="list-style-type: none"> <li>Work at height is expected to be of short duration work only.</li> <li>Suitable working platform to be used, trained personnel only to work at height.</li> <li>Ensure fiberglass steps are used.</li> <li>Equipment for work at height must be properly inspected and maintained.</li> <li>Where applicable. A work at height permit must be obtained if required by Site.</li> <li>MEWPS must be periodically inspected and hold the correct licenses.</li> <li>Any one in control of a MEWP must have in date IPAF License.</li> </ul> | Low           |
| Tools & Equipment  | All Personnel     | Medium     | <ul style="list-style-type: none"> <li>All equipment must be maintained in a safe condition with all safety guards in place.</li> <li>where 110v equipment is used it must be within PAT service date.</li> <li>Only competent operatives must use plant/ equipment safely as per information, training and instruction.</li> <li>Defective/damaged plant or equipment must not be used and removed immediately.</li> </ul>  | Low           |

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|-----------------|---------------|--------|---|-----|
| Manual Handling | All Personnel | Medium | <ul style="list-style-type: none"> <li>Avoid manual handling operations where reasonably practicable.</li> <li>Mechanical aids and/or assistance must be used where practicable – i.e. trolleys or 2nd person.</li> <li>Reduce the weight of the load where practicable.</li> <li>Ensure operatives have been trained in manual handling.</li> </ul>  | Low |
| Access / Egress | All Personnel | Medium | <ul style="list-style-type: none"> <li>Keep all walkways and access/ egress routes clear at all times and ensure any spillages are cleaned up immediately.</li> <li>Ensure all access/ egress routes (e.g. fire exits) are not obstructed at any time.</li> <li>Signs and appropriate safety barriers required to be put in place at the work location, where appropriate. Always wear appropriate footwear</li> <li>Ensure adequate lighting is in place.</li> </ul> | Low |
| Fire            | All personnel | High   | <ul style="list-style-type: none"> <li>Lock off electrical circuits prior to works and use permit to work.</li> <li>Fire alarm isolations under permit to work. Re-instate out of working hours.</li> <li>Suitable fire extinguisher to be in location of works at all times supplied by Site.</li> </ul>   | Low |

### Risk Assessment (Environmental)

|                           |            |                 |             |            |            |
|---------------------------|------------|-----------------|-------------|------------|------------|
| SEVERITY                  | Severe     | HIGH/MEDIUM/LOW | HIGH/MEDIUM | HIGH       | HIGH       |
|                           | Moderate   | MEDIUM/LOW      | MEDIUM/LOW  | MEDIUM     | HIGH       |
|                           | Mild       | LOW             | LOW         | LOW        | MEDIUM/LOW |
|                           | Negligible | NEGLIGIBLE      | NEGLIGIBLE  | NEGLIGIBLE | NEGLIGIBLE |
| Risk Matrix (Defra guide) |            | Negligible      | Low         | Medium     | High       |
|                           |            | PROBABILITY     |             |            |            |

| Environmental Aspect       | Environmental Impact  | Risk level | Control Measures  | Residual risk |
|----------------------------|-----------------------|------------|---|---------------|
| Electrical Waste Materials | Electrical Components | Medium/Low | Electrical components salvaged, reused / recycled whenever reasonably practicable.<br>Skip segregated for electrical items. | Low           |

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|                      |   |            |   |     |
|----------------------|---|------------|---|-----|
| General waste debris | Timber / MDF / plywood / chipboard off cuts / pvc conduit / metal conduit / Unistrut / wiring off cuts, Cardboard, polythene, packaging | Medium/Low | Waste disposed to on site skip. Recycle as required | Low |
|----------------------|---|------------|---|-----|

| Method Statement required?   | Yes | No |
|--|-----|----|
| Following the detailed assessment of Hazards, risk and control measures, is a Method Statement required?   | ✓   |    |
| <p>If the answer is <b>No</b> the severity and consequence of an injury or environmental incident must be low (safety) or negligible (environmental) and control measures in the form of Site Rules, etc must be sufficient and adequately briefed to those involved in the task.</p> <p><b>If a Method Statement is not required this Document ends here – STOP</b></p> |     |    |

## Method Statement

**1. Scope of Works**

**Works Description:**

Installation of free issue electric vehicle charging equipment including civils works, communication and auxiliary equipment.

**Method and sequence of Associated Works:**

- Arrive on site and park in a safe location
- .....LINE FOR DYNAMIC METHOD STATEMENT.....\*
- .....LINE FOR DYNAMIC METHOD STATEMENT.....\*
- .....LINE FOR DYNAMIC METHOD STATEMENT.....\*
- Make presence known with site contact and discuss the installation. Sign all relevant Permits.
- Discuss with client the scope of works. Ask that the area is clear and safe to commence works.
- Collect and bring in material and plant equipment.
- Install cabling and containment to new chargers in locations confirmed by site.
- Isolate, make safe and Remove old EV Units unit.
- Mount new Charging unit and complete cabling and switch gear.
- Carry out dead tests and energize to then carry out live tests.
- Install external units in place of old charging points on side façade of building using the same above method.
- Install new internal chargers, test and energize and photo.
- Access equipment to be restricted to step ladders.
- .....LINE FOR DYNAMIC METHOD STATEMENT.....\*
- .....LINE FOR DYNAMIC METHOD STATEMENT.....\*
- 
- Photo and test.
- Clean away waste.
- Leave work area clean and tidy and free from any debris and sign out.
- .....LINE FOR DYNAMIC METHOD STATEMENT.....\*

## 2. Related Documentation

This method statement is to be read in conjunction with the following documents:

- Bee Group scope of work detailed above and drawings.
- Egg Scope of works.
- Site rules

## 3. Pre Start Activities

Prior to work commencing on the activity, the following items will be completed:

- Bee Group site supervisor to run through risk assessment and method statement with installation team.
- Liaison Client to agree logistics and organisation or project

## 4. Approach / Methodology

After completion of all the above pre-start activities, work will commence following the procedure above. If at any point something changes which requires amendments to the following procedure, work must be stopped, and the risk assessment reviewed, and methodology rewritten. Under no circumstances must work be carried on outside of this procedure.

Delivery of all equipment to site. Use of safe working practices, (manual handling), in moving equipment and materials to the fitting area, using hand tools, operating plant, loading waste etc.

## 5. Personal Protective Equipment

In accordance with the main contractor site rules, personnel must wear hard hats, safety boots and high visibility jackets / vests and gloves at all times in work areas. The work covered by this method statement also requires:

|                             |   |                             |   |                                    |   |                       |   |
|-----------------------------|---|-----------------------------|---|------------------------------------|---|-----------------------|---|
| Hard Hat                    | ✓ | Eye protection              | ✓ | Hearing Protection (when required) | ✓ | Fall arrest lanyard   |   |
| Safety Footwear             | ✓ | Hi impact goggles           |   | Safety Wellingtons                 |   | FFP3 dust mask        | ✓ |
| Hi-viz jacket/vest (yellow) | ✓ | Hi-viz jacket/vest (orange) |   | Harness                            |   | Waterproofs           |   |
| Gloves                      | ✓ | Ear plugs                   |   | Restraint lanyard                  |   | Life jacket/preserver |   |
| Other (describe)            |   | Other (describe)            |   | Other (describe)                   |   | Other (describe)      |   |

## 6. Permit to Work

The following Permits to Work will be required for this activity:

|                        |   |                               |   |
|------------------------|---|-------------------------------|---|
| Confined Spaces Permit |   | General Permit to Work        | ✓ |
| Permit to Dig          | ✓ | Other (specify)               | ✓ |
| Hot Work               |   | Client Permit (specify below) | ✓ |
| Working at Height      | ✓ |                               |   |

## 7. Labour

The following labour resources are expected to be utilised during the course of this activity.

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|                         |        |   |
|-------------------------|--------|---|
| Job Title / Designation | Number | Specific Training / Competence Required |
| Electrician             | 4      | Experienced competent tradesman         |

## 8. Plant / Equipment / Tools

The following plant, equipment and tools shall be utilised during the course of this activity. Figures for noise and vibration output are in-use figures provided by the manufacturer, supplier or hirer.

Where vibration exposure times are calculated these will be based on the **2.5m/s<sup>2</sup> (100points)** exposure action value (EAV).

| Item              | Used for     | Noise               |                          | Vibration                            |                    |                    |
|-------------------|--------------|---------------------|--------------------------|--------------------------------------|--------------------|--------------------|
|                   |              | Noise output, dB(A) | Hearing protection (Y/N) | Vibration Magnitude m/s <sup>2</sup> | Time to EAV (mins) | Time to ELV (mins) |
| Hand tools        | Installation | N / A               | N                        | N/A                                  | N/A                | N/A                |
| Cordless driver   | Installation | 69                  | N                        | 2.5                                  | 750                | 3000               |
| Cordless drill    | Installation | 75                  | N                        | 2.5                                  | 480                | 1920               |
| Chop saw          | Installation | 89                  | Y                        | 2.5                                  | 780                | >1540              |
| 110v hammer drill | Installation | 89                  | Y                        | 15                                   | 13                 | 52                 |
| Scissor Lift      | Installation | TBC                 | N                        |                                      |                    |                    |

## 9. Hazardous Substances

The following substances will be used or may be encountered during this activity. Detailed COSHH assessments are held in the site safety file and where operatives are not familiar with the content of these assessments they will be briefed out prior to work commencing.

| Hazardous Substance  | COSHH Assessment Ref | Precautions / Risk Controls   |
|--|----------------------|---|
| <b>Dusts:</b><br>Softwood and hardwood dusts as a result of cutting or abrasion (e.g. sanding)<br><br>Silica dusts from brickwork/blockwork/concrete |                      | Use of 'on tool' extraction<br>Operatives to wear FFP3 dust mask, eye protection, and Gloves<br>Operatives reminded not to dry brush site dust  |
| <b>Solvents:</b><br><b>Found in many construction products:-</b><br>Paints, adhesives, strippers, thinners, lacquers, glues etc.                     |                      | Used in many trades particularly painting, tiling, resin applications. Risk will normally increase with quantity used, frequency and duration. Greater risk with spray applications and work in confined spaces<br>Select safer materials where possible. Use safe method of application. Ensure good ventilation. Confined spaces will require mechanical ventilation or the use of breathing apparatus particularly for spray applications. Impervious protective clothing and good washing facilities are required, barrier creams should be used. Always read manufacturer's instructions. Always keep away from naked flames and heat sources. |

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|  |  |  |
|--|--|--|
| <p><b>Asbestos:</b><br/>                 Found in many construction products prior to 2000 (although may be present in isolated cases after that date):<br/>                 Cladding, insulation, packers, ducts, floor coverings, adhesive, boarding, gaskets, etc..</p> |  | Consult asbestos survey / register prior to commencement of works. If present or in doubt operative to STOP and consult Site Management. All asbestos containing materials will be removed by licenced contractors |
|--|--|--|

## 11. Management and Supervision

Implementation of the approach / methodology and various risk control measures identified in this risk assessment and method statement will be supervised by the Site Manager. Details as below:

|                     |  |                |  |
|---------------------|--|----------------|--|
| <b>Site Manager</b> |  | <b>Foreman</b> |  |
|---------------------|--|----------------|--|

## 11. Briefing

Before any work commences, the Site Manager will ensure that a briefing is provided for all personnel involved in carrying out this work activity. This briefing will cover the findings of the risk assessment and the controls introduced to manage significant risks. Where hazardous materials are used, the Site Manager will also explain the content of any relevant COSHH assessments.

The work activity briefing is intended to be a two-way process and all operatives are expected to challenge the proposed approach, particularly if they feel that a safer and more practical work method can be adopted.

Where new personnel arrive on site, they will be provided with a site induction that will include the explanation of risk assessments and method statements for any current activities.

All personnel will sign below to confirm that they understand the content of this risk assessment and method statement.

| Name (Print) | Name (signature) | Company | Date |
|--------------|------------------|---------|------|
|              |                  |         |      |
|              |                  |         |      |
|              |                  |         |      |
|              |                  |         |      |
|              |                  |         |      |
|              |                  |         |      |
|              |                  |         |      |

**12. First Aid**

No special first aid requirements are necessary, and the principal contractor will provide suitable first aid provision as per CDM regulations 2015. Information about this will be provided at induction.  
First aid box to be supplied by site.  
In case of emergency local hospital details below.

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