

METHOD STATEMENT

Task / Activity	HVAC Works
Location of Work	
Date of Issue	
Review Date	
Completed By:	
Approved By:	

Standard Working Practices

Covid-19

- Wear disposable gloves, eye protection & suitable face covering when attending a place of work where necessary. (Respiratory protection may be required for task).
- Close area for the duration of the task Maintain 2m distance, do not make physical contact with others.
- Dispose of disposable gloves in a waste bag. After 72 hours gloves can be disposed of as general waste.
- Availability of hand sanitiser for operatives. At the next available opportunity also wash hands.

Housekeeping

All good Standards regarding housekeeping in the workplace shall be observed. Any spillage shall be cleared immediately to prevent slip hazards. All areas will under our control will be maintained in a clean and tidy condition with clear access and egress at all times.

Manual Handling

All manual handling shall be minimised through the provision of mechanical aids where practicable. Operatives are not expected to handle loads weighing more than 25kg without assistance.

The following manual handling principles shall be adopted where practicable to do so:

All persons are trained in manual handling and follow training and instruction given. Personnel are instructed to use mechanical assistance wherever practically possible. Loads are broken down as far as is reasonably practicable and team lifting employed where necessary. Where larger loads are involved, a specific manual handling assessment will be required.

Work Equipment

All current legislation and approved codes of practice shall be complied with. Only persons who are deemed competent will be permitted to use work equipment.

Prior to using any work equipment, it shall be inspected by the user to ensure that it is in good condition and unlikely to cause injury or harm to any person because of its correct usage.

When not in use, work equipment shall be stored to prevent unauthorised use or accidental contact with sharp or dangerous parts.

Harmful Substances

All current legislative standards and codes of practice relating to chemical / substance usage shall be complied with. Where possible the company will look to substitute harmful substances with less harmful substances, COSHH assessments shall be carried out prior to the use of harmful substances. Only persons who are fully conversant with a chemical or substance will be allowed to use said substance.

All control measures outline in the COSHH assessment shall be complied with, with chemicals / substances kept in their original containers in a secure location to prevent unauthorised use.

Workplace

Good practice guidelines regarding sufficient clear working space shall be observed. Suitable signage and barriers (as necessary) shall be positioned around the work area to prevent others from entering a restricted area. All work areas shall be monitored for compliance at all times.

Work at Height

All current legislation and codes of practice relating to work at height shall be complied with. All work at height is planned in advance and only allowed to proceed if all controls are in place.

Suitable access equipment shall be selected to provide a safe working platform (taking into account the task). All work at height equipment shall be inspected pre-use and used in the intended manner. Suitable edge protection shall be in place where required.

Only person who have received suitable instruction shall be permitted to undertake work at height tasks.

Storage

Materials, substances and equipment shall be stored in a safe manner at all times within the works location. Waste material shall be removed at regular intervals in the agreed manner.

Fire Prevention

All current legislation and codes of practice relating to fire safety shall be complied with. Where possible, flammable substances will be substituted for alternative non-flammable substances. All hot works will be controlled through the use of a hot works permit to work system.

Prior to the commencement of any works that requires a naked flame, all combustible material / pressurised containers will be removed from the area. Prior to the commencement of any hot works, suitable firefighting equipment shall be in place in line with the requirements of the hot works permit. Smoking and the use of e-cigarettes is banned on all sites unless in a designated smoking area.

Skips and the storage of flammable substances will be positioned away from sources of ignition. The area shall be checked on a regular basis to ensure compliance.

Waste Disposal

All current legislation relating to environmental contamination including waste disposal shall be complied with. Any contaminated or hazardous waste created as a result of our activities shall be properly contained and disposed of by a specialist contractor with the correct documentation being in place.

Cleaning

Protection that is suitable to the nature of the works and does not present an additional hazard shall be put in place prior to the commencement of works.

Upon completion of the works, all areas shall be left in a clean and tidy condition with all associated waste removed and properly disposed of.

Resource

The company shall provide adequate resource to ensure the task is completed in such a way as to be safe, on time and with due regard for others who may be affected by the works.

1 X Working Supervisor

1 X Operatives (additional labour / trades are available as task dictates)

Plant & Equipment

The following plant and equipment shall be provided for use on site

- Various hand tools
- Battery operated tooling
- Electrical equipment
- Electrical test equipment
- Wet Vac
- Decorating equipment
- Plumbing equipment
- Non-conductive steps
- Transformers
- Barriers
- Signage

Personal Protective Equipment

Personal protective equipment (PPE) is issued as standard to all employees.

PPE Requirements are identified in the specific risk assessment for each operational task involved in the contract. PPE to be worn by operatives as risk assessments dictate includes the following to the required standard:

- Hearing protection
- Eye protection
- Hard hat
- High Visibility clothing
- Protective footwear
- Protective gloves
- Respiratory protection
- Harness and lanyard (approved and suitable for task)

Materials

All materials as required as per specification and to client requirements:

- Various materials to client specification
- Wiring to specification
- Face plates
- New Bathroom suite
- Paints
- Other as necessary

Site Set Up

- All operatives to attend site specific induction to include emergency procedures and briefing on RAMS, asbestos survey information and CLC safe operating procedures for Covid-19 V7
- The entire work areas shall be clearly identified.
- Safe access / egress routes shall be identified for emergency purposes.
- Delivery / storage and parking to be confirmed at site induction

Execution of Works

- Working sequentially, operatives set out the working area to comply with client and legislative requirements.
- Access to work location by agreed route with client. (Communal entrance)
- Check and inspect all work equipment (including hand tools) for service.
- All personnel to don the required PPE for the task to include safety footwear, high visibility clothing and other as required by RA & COSHH assessments.
- Agree sequential areas of works which includes:
- All personnel to attend site induction to include briefing on emergency procedures, welfare facilities, services (temporary / mains) in place and RAMS to include Covid-19 briefing.
- Ensure all documentation is signed.
- Refer to asbestos survey report as applicable prior to commencing work.
- Set up working / transport / delivery areas as required
- Operatives to ensure they have the correct plant, equipment, materials and PPE to complete the task.
- Receive material deliveries at the delivery point and move to the agreed set down location via the designated route.
- Personnel to undertake pre-use checks on all work equipment to ensure that it is compliant and safe for use.
- Engineers to commence installation of all Unistrut bracketing at high level and cable tray using the designated work at height equipment.
- Upon completion of the above works, engineers to hang all fan coil units in each area as per specification.
- Engineers to install refrigerant pipework to each fan coil unit from the roof. Prior to undertaking any hot works, the permit to work is to be requested or put in place.
- Engineers will use a MAPP Gas Turbo torch to braze the joints ensuring all the controls in the RA and permit are in place.
- The engineer to install all UPVC condensate drains connecting to final drain connections / traps provided by others.
- Engineers to then install all interconnecting control cabling and wire all systems.
- Engineers to connect all pipework to FCUs using flared mechanical joints.
- Engineers to erect the Bigfoot systems ready for the condensing units to be placed on to by others.
- Engineers then connect the refrigerant pipework to the external units and pressure test all refrigerant pipework using oxygen free nitrogen up to 42 Bar until they are satisfied the system is leak free.
- The engineers will refer to ACD Good-Practice Leak Tightness Testing, the results are to be witnessed and signed for by the site manager and a representative from Integral.
- The engineers will then connect the refrigerant gauges and 110v vacuum pump and remove all moisture and air from the system.

- The engineers will connect a 230v electrical tail from the isolator provided by the electrician to the condensing units.
- Once all power is on and tested, the engineers can commence the commissioning of the systems.
- Upon completion, all F Gas paperwork shall be supplied to the client with all information detailed.
- All work areas shall be cleared at regular intervals and upon final completion.
- Remove all waste from site
- Leave all areas in a safe condition.
- Provide relevant documentation to client as necessary
- Check all areas and handover to client

Risk Assessments

The supervisor / team leader will be in possession of all task and site-specific risk assessments for this project. He will have ensured that all members of the team have been either briefed on them or had the opportunity to read through them. The team are fully aware of the legal obligations placed upon them to comply in full of the control measures and strategies set down in all assessments and statements effecting their operations.

The client is requested upon the receipt of this method statement and prior to the arrival on site of the team, to inform all other contractors and operatives on site who will be in the vicinity of our operations.

Emergency Issues

First Aid

Where practical, a minimum of a qualified one day appointed person (First Aid) will be available. The person will upon arrival at the site identify themselves to the site manager / agent. They will further familiarise themselves with the first aid procedures for the site.

Fire

The fire strategy at the works location shall be adopted. Additional precautions shall be put in place where the works create a higher risk of fire / explosion occurring I.e. hot works, use of chemicals and change in assembly point or blocked off escape routes etc. This is to be agreed on site and covered in induction.

Environmental

Where there is a potential for a spillage, a suitable spill kit shall be maintained in an accessible area for use as necessary.

Emergency Contact Details

Contact Name	GABI BALINT
Telephone No.	07769331224

The persons below have been briefed on the contents of all documentation associated with this project and agree to abide by the control measures laid out within.

They will also agree to abide by any site rules and requirements stipulated by the principal contractor.

Name	Signature	Date

Site Operating Procedures – Protecting Your Workforce

Contents

- Introduction
- Self-Isolation
- Procedure if Someone Falls Ill
- Travel to Site
- Site Access Points
- Hand Washing
- Toilet Facilities
- Canteens and Eating Arrangements
- Changing Facilities, Showers and Drying Rooms
- Avoiding Close Working
- Cleaning

Introduction

Construction sites operating during the Coronavirus Covid-19 pandemic need to ensure they are protecting their workforce and minimising the risk of spread of infection.

This guidance is intended to introduce consistent measures on sites of all sizes in line with the Government's recommendations on social distancing.

These are exceptional circumstances and the industry must comply with the latest Government advice on Coronavirus at all times.

The health and safety requirements of any construction activity must also not be compromised at this time. If an activity cannot be undertaken safely due to a lack of suitably qualified personnel being available or social distancing being implemented, it should not take place.

We are aware that emergency services are also under great pressure and may not be in a position to respond as quickly as usual.

Sites should remind the workforce at every opportunity of the Site Operating Procedures which are aimed at protecting them, their colleagues, their families and the UK population.

If a site is not consistently implementing the measures set out below, it may be required to shut down.

Self-Isolation

Anyone who meets one of the following criteria should not come to site:

- Has a high temperature, loss of taste and / or smell or a new persistent cough - follow the guidance on self-isolation
- Is living with someone in self-isolation

Procedure if Someone Falls Ill

If a worker develops a high temperature or a persistent cough while at work, they should:

- Return home immediately informing their line manager in a safe manner
- Avoid touching anything
- Cough or sneeze into a tissue and put it in a bin, or if they do not have tissues, cough and sneeze into the crook of their elbow.

They must then follow the guidance on self-isolation and not return to work until their period of self-isolation has been completed.

Travel to Site

Wherever possible workers should travel to site alone using their own transport and sites need to consider:

- Parking arrangements for additional cars and bicycles
- Other means of transport to avoid public transport e.g. cycling
- Providing hand cleaning facilities at entrances and exits. This should be soap and water wherever possible or hand sanitiser if water is not available

Site Access Points

- Stop all non-essential visitors
 - Introduce staggered start and finish times to reduce congestion and contact at all times
 - Monitor site access points to enable social distancing – you may need to change the number of access points, either increase to reduce congestion or decrease to enable monitoring
 - Remove or disable entry systems that require skin contact e.g. fingerprint scanners
 - Require all workers to wash or clean their hands before entering or leaving the site
 - Allow plenty of space (two metres) between people waiting to enter site
 - Regularly clean common contact surfaces in reception, office, access control and delivery areas e.g. scanners, turnstiles, screens, telephone handsets, desks, particularly during peak flow times
 - Reduce the number of people in attendance at site inductions and consider holding them outdoors wherever possible
 - Drivers should remain in their vehicles if the load will allow it and must wash or clean their hands before unloading goods and materials.
- **Hand Washing**
 - Provide additional hand washing facilities to the usual welfare facilities if a large spread out site or significant numbers of personnel on site
 - Ensure soap and fresh water is readily available and kept topped up at all times
 - Provide hand sanitiser where hand washing facilities are unavailable
 - Regularly clean the hand washing facilities and check soap and sanitiser levels
 - Provide suitable and sufficient rubbish bins for hand towels with regular removal and disposal.

- Sites will need extra supplies of soap, hand sanitiser and paper towels and these should be securely stored.

Toilet Facilities

- Restrict the number of people using toilet facilities at any one time e.g. use a welfare attendant
- Wash hands before and after using the facilities
- Enhance the cleaning regimes for toilet facilities particularly door handles, locks and the toilet flush
- Portable toilets should be avoided wherever possible, but where in use these should be cleaned and emptied more frequently
- Provide suitable and sufficient rubbish bins for hand towels with regular removal and disposal.

Canteens and Eating Arrangements

With cafés and restaurants having been closed across the UK, canteens cannot operate as normal.

Whilst there is a requirement for construction sites to provide a means of heating food and making hot drinks, these are exceptional circumstances and where it is not possible to introduce a means of keeping equipment clean between use, kettles, microwaves etc. must be removed from use.

The workforce should also be required to stay on site once they have entered it and not use local shops.

- Dedicated eating areas should be identified on site to reduce food waste and contamination
- Break times should be staggered to reduce congestion and contact at all times
- Hand cleaning facilities or hand sanitiser should be available at the entrance of any room where people eat and should be used by workers when entering and leaving the area

The workforce should be asked to bring pre-prepared meals and refillable drinking bottles from home

- Workers should sit 2 metres apart from each other whilst eating and avoid all contact
- Where catering is provided on site, it should provide pre-prepared and wrapped food only
- Payments should be taken by contactless card wherever possible
- Crockery, eating utensils, cups etc. should not be used
- Drinking water should be provided with enhanced cleaning measures of the tap mechanism introduced
- Tables should be cleaned between each use
- All rubbish should be put straight in the bin and not left for someone else to clear up
- All areas used for eating must be thoroughly cleaned at the end of each break and shift, including chairs, door handles, vending machines and payment devices.

Changing Facilities, Showers and Drying Rooms

- Introduce staggered start and finish times to reduce congestion and contact at all times
- Introduce enhanced cleaning of all facilities throughout the day and at the end of each day
- Consider increasing the number or size of facilities available on site if possible
- Based on the size of each facility, determine how many people can use it at any one time to maintain a distance of two metres
- Provide suitable and sufficient rubbish bins in these areas with regular removal and disposal.

Avoiding Close Working

There will be situations where it is not possible or safe for workers to distance themselves from each other by 2 metres.

General Principles

- Non-essential physical work that requires close contact between workers should be kept to a minimum
- Work requiring skin to skin contact should not be carried out
- Plan all other work to minimise contact between workers
- Re-usable PPE should be thoroughly cleaned after use and not shared between workers
- Single use PPE should be disposed of so that it cannot be reused
- Stairs should be used in preference to lifts or hoists
- Where lifts or hoists must be used:
 - Lower their capacity to reduce congestion and contact at all times
 - Regularly clean touchpoints, doors, buttons etc.
 - Increase ventilation in enclosed spaces
 - Regularly clean the inside of vehicle cabs and between use by different operators.

Site Meetings

- Only absolutely necessary meeting participants should attend
- Attendees should be two metres apart from each other
- Rooms should be well ventilated / windows opened to allow fresh air circulation
- Consider holding meetings in open areas where possible.

Cleaning

Enhanced cleaning procedures should be in place across the site, particularly in communal areas and at touch points including:

- Taps and washing facilities
- Toilet flush and seats
- Door handles and push plates
- Handrails on staircases and corridors
- Lift and hoist controls
- Machinery and equipment controls
- Food preparation and eating surfaces
- Telephone equipment
- Keyboards, photocopiers and other office equipment
- Rubbish collection and storage points should be increased and emptied regularly throughout and at the end of each day.