

**Method Statement**  
**For Light Replacement**  
**At**  
**Cannon Green**

**Scope of Works**

Light Replacement in 2<sup>nd</sup> floor

**Personnel Completing Works**

<b>Name</b>	<b>Company</b>	<b>Contact Number</b>
Mark Lowton	1st Choice Facilities Services	07534 139813
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**Site Overview**

Cannon Green is a multi-tenanted building, A high specification building, consistently customer facing, therefore a high level of awareness is required at all times. All engineers must sign in at security front desk prior to any works commencing

**Sequence Method of Work**

**Changing defective light fitting (Low level)**

<b>PROCEDURE / METHOD</b>	<b>SAFETY / KEY POINTS</b>
1. Secure an exclusion zone, by placing signs / barriers to the front, rear and sides of the working area.	Where practicable the work should be carried out during the weekend or evening when the amount of personnel working is reduced Before work commences ensure that electrical supply is isolated and locked off with signage posted.
2. Place step ladders in position under the ceiling tile for gaining access to the "rock rose".	Ensure steps are of BS. Class 1 construction and have been safety checked within the last 6 Months. Always carry out a visual inspection before use Check LAD1 ladder log before steps are put into



<p>3. When using step ladders follow the guidance in the RA WE1</p>	<p>use.</p> <p>Do not use the top step unless the steps are designed for that purpose.</p> <p>Do not lean side-ways on the steps as they have a low tolerance to sideways loading.</p>
<p>4. Release the ceiling tile and slide across the ceiling grid.</p>	
<p>5. Isolate Light fitting “rock rose” by twisting the outer rose and sliding back the inner unit.</p>	
<p>6. Re-position the stepladders under the defective luminaire.</p>	<p>Ensure steps are of BS. Class 1 construction and have been safety checked within the last 6 Months. Check LAD1 before use.</p> <p>Do not use the top step unless the steps are designed for that purpose.</p> <p>Do not lean side-ways on the steps as they have a low tolerance to sideways loading.</p>
<p>7. Put on safety glasses / goggles.</p>	
<p>8. Grip the tube and twist to release the tube from the holder.</p>	<p>Ensure only sufficient grip is made to release the unit – undue force may break the tube. Ensure tube is temporarily stored safely where it will not become a trip hazard. Make sure waste tubes are disposed of in line with current hazardous waste legislation</p>
<p>9. Remove Light fitting clips and drop light fitting down to ground level</p>	
<p>10. Re-install Light fitting into ceiling and engage clips</p>	
<p>11. Re-position steps and replace “Rock rose” - by twisting the outer rose and sliding back the inner unit. Replace ceiling tile. Remove steps and exclusion zone.</p>	
<p>12. Replace all tools and equipment to storeroom. Leave work area clean and tidy.</p>	
<p>13. Complete Worksheet and update client</p>	

