**A1 Group H&S Method Statement**

This Health and Safety Method Statement has been prepared by A1 Group and concerns setting up and removal of a Portable Gas-powered Shower unit at <location> on the <Insert Date>. Please find below details of the work to be carried out and any perceived hazards associated to the work involved and should be read in conjunction with quotation provided.

**Nature of Work**

Setting up and removal of a Portable Gas-powered Shower unit at <location and address>

**Scope of work for A1 Employee**

1. Unit is checked that it is empty of any water prior to leaving A1 site
2. The shower Unit is not attached to a gas supply when being transported
3. The shower Unit Is loaded onto A1 vehicle by either a fork lift or a Hiab by a trained and qualified A1 Operative
4. When leaving the A1 Site do so in a controlled manner - check mirror and indicate intended manoeuvre and always adhere to the stated speed limits on the highway
5. When arriving on site report your presence to the site manager/agent/foreman (if possible)
6. If you need to leave the A1 vehicle engage hand brake, leave vehicle in gear and switch off engine. Where possible, remove ignition keys from vehicle
7. If necessary undertake site safety induction
8. When at the correct location for the shower unit ensure you engage hand brake, leave vehicle in gear and switch off engine. Where possible, remove ignition keys from vehicle
9. Put on all essential PPE, especially Hi-Visibility clothing, gloves and steel toe capped boots
10. Ensure shower unit is located on an even surface and that the surface can take the weight of the unit
11. The shower Unit Is loaded onto ground by either a fork lift or a Hiab by a trained and qualified person
12. Lower stabilising legs on corner of shower unit and lock into place using the pins on the legs
13. If on uneven ground used the stabilising legs, ensure unit is level
14. Await qualified gas engineer to attach gas supply and ensure that gas bottle is secured using the straps on the shower unit and the chain is locked in place
15. Remove hoses from unit and attach one to water supply and one to the waste system
16. Connect unit to electrical supply
17. Check unit eclectics are switched on and that pump is switched on
18. Check water waste is displaced when it reaches the level in the unit
19. Once unit is ready for collection ask qualified gas engineer disconnect gas supply and remove gas bottle from area
20. Disconnect electrical supply and switch off shower units’ electrics
21. Switch off water supply and disconnect hose and store correctly in the unit and lock both cupboards on each side of the unit using the appropriate key
22. Remove plug from bottom of shower unit to allow any remaining water to disperse. Once empty replace plug and ensure secured in floor. If necessary use tanker to suck out remaining water
23. Inspect shower units to ensure clean and free of rubbish and lock doors be mindful of sharp objects or needles – using appropriate PPE at all times
24. Check for any damage to unit before attempting to lift unit
25. The shower Unit is loaded onto A1 vehicle by either a fork lift or a Hiab by a trained and qualified person
26. Complete paperwork required and inform site manager/agent/foreman you have finished
27. Re-enter vehicle, start engine and carefully exit site using correct signals and driving within the site speed limit

**Potential Hazards to A1 Group employees**

The potential hazards and risks to which the teams may be exposed are:

1. Entering/ Exiting vehicle on site

Control Measure - ensure follow clear instructions of how to enter and exit site

1. Working in a busy access area.

Control Measure: A1 employees to wear Hi visibility jackets at all times whilst undertaking all work on site.

1. Lifting equipment from and onto vehicle

Control Measure: Use correct lifting techniques to remove and place any equipment from vehicle. Only qualified forklift or Hiab operative to perform the operation

1. Trip Hazards.

Control Measure: ensure all hoses are stored in unit when not in use and for transportation. Ensure access to hoses and cables is blocked off otherwise these could present trip hazards

**Labour force**

Each cleaning team will consist of:

* **1 Operative** who will be responsible for the delivery and set up of the shower

**Training**

The team will be trained in:

* Using the A1 delivery vehicle
* Using forklift if required Tanker
* Connecting electrical supply to the unit
* Connecting all hoses to unit both water supply/water waste removal
* Manual handling
* Emergency first aid

**Protection of assets**

The client’s assets will be protected during the course of all work.

**Work permits and licences**

A1 employees will receive a site induction.

**First aid**

All A1 company vehicles are equipped with a suitable first aid kit.

The Health and Safety manager for the A1 Group is Mr Clive Owen 24hr contact number: 07712556825.

**Fire**

All the client’s fire evacuation procedures will be carried out as per site instructions. All operators will be trained in Fire awareness.

All Working operations will have present on site for use: 1 no.6 litre foam fire extinguishers

**Personal protective equipment**

All operators will be issued with, and trained in the use of the following PPE:

General- Overalls, gloves, safety boots, hi visibility jackets and safety glasses

Detailed records of monitoring of all equipment are available for inspection, along with issue and use of PPE.

**Accidents, incidents and reporting of injuries, diseases and dangerous occurrences (RIDDOR 1995).**

All accidents will be recorded in the accident book and reported to client. Incidents that are reportable, under RIDDOR 95 will be reported to the HSE using forms F2506, F2508A etc. Copies will be sent to client.

The company’s safety manager, Mr Clive Owen will investigate all reportable incidents.

The site safety file will contain a site specific accident book, although all information entered will be recorded in the depot accident book.

**Housekeeping**

All working areas on site will be left clean, tidy, clear of any obstruction and safe on completion of works. All waste will be removed from site and disposed of to a licensed waste transfer station.

**Access and egress to authorised personnel**

Via approved exits and entrances and other safe areas, this will be determined by a site-specific risk assessment.

**Emergency Procedures**

A1 Wokingham Wet Waste 24 hour emergency service number is:

Tel: 07831507920 Fax: 0118 9894652 Safety officer:07712556825

**Transportation**

All operators use A1 vehicles to and from the work site.

**Statutory records**

All accidents will be recorded in the accident book and client notified immediately. A1 Group head office will handle all reportable incidents in association with the Head office of other contractors, so that the HSE can be notified.

The site will have an individual accident book, and all information held will be recorded in the A1 head office accident book.

**Noise and vibration**

N/A

**Air quality and dust**

N/A

**Waste management**

Any waste materials will be placed in A1 vehicle, removed from site and taken to our licensed sewage treatment works. All such activities are carried out in accordance with the requirements of the Code of Practice “A duty of care” under the provisions of the Environment Protection Act 1990. A1 Wet Waste is a licensed waste carrier and its registration no. is CB/BE5104ZY.

**Records and documentation**

All consents, environmental check lists and audit results are kept at our head office at each appropriate depot. These are the responsibility of the Operations Manager at each depot who can be contacted.

Other:

* There will be no hazardous materials used
* No silicone
* No burners
* No oils or lubricants
* No gas or naked flames
* No mains voltage tooling

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| **Confirmation** |

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| Print Name:  |

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| --- | --- | --- |
| Signature:  |  | Date:  |