



TEL: [REDACTED]
MOB: [REDACTED]

**Method Statement for installation of seasonal decoration in
Ripley, Surrey.**



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Project/Contract	Ripley Christmas Lights
Contractor	Guildford Borough Council Repairs
Site Address	Ripley High Street
Project Start Date	
Expected Duration	
Projected Completion Date	

	Name	Title	Signature	Date
Document Author	[REDACTED]	Manager/Electrician		1/11/21
Authorised by	[REDACTED]	Operations Lead		1/11/21
Authorised by				
Authorised by (for Client)				

Emergency Contact Details			
Contact	[REDACTED]		
Tel	[REDACTED]		
Mobile			

Staff Information Sheet

The following method statement has been developed to provide a safe system of work and must be adhered to at all times, any significant deviation from this system must first be authorised by your manager or safety representative. **Please read the entire sheet before beginning the procedure, if you have any questions please contact your manager or safety representative.**

The main hazards to your safety and health are;

- a) Falling from height
- b) Injury from incorrect Manual handling.
- c) Injury from slips trips and falls



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- d) Injury to members of the public during operations.
 - e) Injury from machine hazards
 - f) Injury from road traffic
 - g) Injury from electrical installations

Preventative Measures you must take;

- a) You must be “competent” to carry out the task.
- b) You must NOT carry out this task alone
- c) Barriers erected around the work area if deemed necessary to protect the public
- d) You must not lift beyond your capabilities, get help if necessary.
- e) Use temporary traffic management when carrying out installation.
- f) Operators of MEWP must have up to date IPAF training certificate.
- g) Ensure ground is sound when putting down MEWP stabiliser legs and check for drain covers etc.

Personal Protective Equipment you must wear;

- a) Safety harness
- b) High VIS Clothing
- c) Hard Hat
- d) Gloves
- e) Safety boots
- f) Tool Lanyard

Quality Control;

- a) Adhere strictly to the following procedure to ensure quality of service
- b) If in doubt contact your manager for clarification before proceeding.

Task Description:

Installation of festoon lights into trees on Ripley high Street plugged into existing supplies on nearby lampposts including maintenance to replace blown lamps and remove festoon after use.

Staff & Training

The project will be carried out by staff from [AMG Electrical Ltd](#) and MEWP driver provided by Guildford Borough Council. All members of staff are experienced and are NVQ 3 qualified electricians, have valid IPAF certification, be trained in temporary traffic management and are trained in working at height. Apprentices and labourers will be supervised and are not allowed to carry out tasks for which they have not been trained.



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PPE

All site workers will wear Safety boots Hi Visibility Vests, Hard Hats and protective clothing at all times. A safety harness must be worn when in the bucket of the MEWP and a lanyard must be used in the bucket when using tools.

Preparation & Induction

A risk assessment will be carried out for all tasks which will be discussed with members of staff, any queries or concerns will be raised with the project manager who will ensure it is dealt with. Staff and sub contractors will be inducted onto site by the principal contractor and will follow all site rules and safety procedures.

Welfare

The principal contractor is responsible for providing adequate washing, toilet, drying and refreshment facilities for staff and sub-contractors, staff and contractors are responsible for ensuring that such welfare facilities are maintained in a clean and wholesome manner. This will be your responsibility when you are the principal contractor, it may be necessary occasionally for your company to identify suitable local amenities.

First Aid

It is the responsibility of all sub contractors to ensure adequate first aid provision for its staff. Adequate means provision of a trained first aider, suitable first aid equipment and/or the provision of an appointed person at the minimum. First Aid box is kept in MEWP.

An Appointed Person is a person provided by the employer to take charge of the situation (e.g. to call an ambulance) if a serious injury/illness occurs in the absence of a first aider. The Appointed Person can render emergency first aid if trained to do so. Often principal contractors will ensure sufficient first aid cover for sites under their control.

Step by step procedure

- 1) **Start of works.** Site foreman will ensure site is safe to commence work and lay out work plan for the day.
- 2) Only carry out installation of festoon into trees after 9am to avoid rush hour traffic.
- 3) Staff will put on Personal Protective Equipment. First aid kit in cab of MEWP.
- 4) Check and test festoon to be installed.
- 5) Ensure that the MEWP and access is safe to work on. (See Risk assessment Work at height – Christmas Lights Installation – MEWP operations).



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- 6) Load festoon lights using manual handling training and drive to location as discussed.
 - 7) Check area for overhead lines, telephone lines and parked cars.
 - 8) Get MEWP into position by tree to be worked on and fit signage and traffic cones as necessary.
 - 9) Cone off the area under tree to ensure safety of the public.
 - 10) Check ground and wind conditions (wind meter in cab) before deploying MEWP. Use spreader pads under outriggers.
 - 11) Fit festoon into trees with cable ties insuring they are high enough not to be caught by passing vehicles.
 - 12) One competent person to remain on the ground to control the festoon and be available to take control of the MEWP if needed.
 - 13) Make sure that branches that the festoon is attached too are sound and not likely to break.
 - 14) After festoon is fitted to tree, plug into adjacent 16A socket located on lamppost and check operation. If any problems with supply or socket inform the GBC who will arrange for Skanska to repair.
 - 15) Retract stabiliser legs on MEWP and pack up signage and cones and move onto next tree and repeat until the end of the day.
 - 16) Do not work past 3pm to avoid rush hour traffic.
 - 17) When carrying out maintenance runs to replace blown lamps, power to festoon to be isolated before lamps are replaced.