

**AMG Electrical Ltd**



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MOB: [REDACTED]

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**Method statement for installation of seasonal decorations to lampposts on North Street, Guildford, Surrey.**



TEL: [REDACTED]  
 MOB: [REDACTED]

<b>Project/Contract</b>	Guildford Christmas Lights
<b>Contractor</b>	Guildford Borough Council Repairs
<b>Site Address</b>	North Street
<b>Project Start Date</b>	
<b>Expected Duration</b>	
<b>Projected Completion Date</b>	

	<b>Name</b>	<b>Title</b>	<b>Signature</b>	<b>Date</b>
<b>Document Author</b>	[REDACTED]	Manager/Electrician		12/10/22
<b>Authorised by</b>	[REDACTED]	Operations Lead		12/10/22

<b>Emergency Contact Details</b>			
<b>Contact</b>	[REDACTED]		
<b>Tel</b>	[REDACTED]		
<b>Mobile</b>			

### **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
- d) Injury to members of the public during operations.



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- 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 framed Christmas decorations fixed to nine lampposts in North Street plugged into existing 16A commando sockets on lampposts

**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.

**PPE**



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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.



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### 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 decorations Monday to Thursday as there is market on North Street on Fridays.
- 3) Staff will put on Personal Protective Equipment. First aid kit in cab of MEWP.
- 4) Check and test Decorations 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).
- 6) Load decoration 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 lamppost to be worked on and fit signage and traffic cones for short duration stop.
- 9) Fit pedestrian around lamppost to ensure safety of the passing public.
- 10) Check ground and wind conditions (wind meter in cab) before deploying MEWP. Use spreader pads under outriggers when necessary.
- 11) Fit decorations to lamppost with cable ties and metal bands insuring they face over pathway and not over road (minimum 2.5M above ground) Check fixings are safe and secure.
- 12) One competent person to remain on the ground to control the area and be available to take control of the MEWP if needed. Two workers required within MEWP bucket to install decorations.
- 13) Plug decoration into 16A commando socket on lamppost. If any problems with supply or socket inform GBC who will arrange for Skanks to repair.
- 14) Retract stabiliser legs and pack up signage and cones ready to move onto the next lamppost.
- 15) When turning on decorations on the date specified by GBC. Use G39 training and PPE to remove lamppost cover, set timeclock and turn on.
- 16) Use the above procedure when removing decoration on the date specified by GBC. Leave the power to the commando sockets isolated and return decorations for storage.