Progressive Networks

Method Statement

Client : Eastbury Secondary School
Rosslyn Road
Barking
IG119UH
Tel: 020 8270 4000 / 020 8270 4001
Fax: 020 8270 4042 / 020 8270 4002
E-mail: office@eastbury.bardaglea.org.uk

Project Name/ No: Eastbury Secondary School

Project address: As Client

Name of principal contractor:

Tel:
Fax:

Contact name:

Tel / Fax:

Name of sub contractor: Progressive Networks
Unit 3 Colne Way Court
Colne Way
Watford, Hertfordshire
WD24 7NE

Tel: 01923 800 455

Appendices: Risk Assessments

Scope of works

Progressive Networks have been contracted to carry out the data cabling on a building that is being refurbished at the above site. The building is located on 3 levels.

Cables are to be installed to locations specified using the provided cable tray in the ceiling voids in the corridors, and will be secured together using cable ties in a maximum bundle size of 24 cables.

The cables are to be pulled in manually ensuring that the pulling tension does not exceed the manufacturers recommended guidelines. When installing cables at high level installers shall use podium steps for moving cable bundles along cable trays and for subsequent cable tying.

Once cables are installed and to point they shall be cut to length and terminated to an RJ45 jack terminating within the provided trunking.

This will entail working at heights of approximately 2.3m on the first floor, and 2.7m above the first floor in the roof void. This work will be carried out using mobile alloy towers constructed in accordance with manufacturers' instructions by trained competent operatives.

Method of working

The work will be carried out in accordance with the Principal contractor Construction Phase Plan, this method statement and the Company Health and Safety Policy, and Company risk assessments relevant to these operations.

Sequence of operations

- All personnel to be fully briefed on site health and safety requirements for contractors by the principal contractor. Progressive Networks personnel are to carry out the specified works in a manner that is satisfactory to ……. and are to observe all reasonable requests and directions relating to site working.

- Progressive Networks installers to obtain access/permission to work on site by the site manager and to attend site inductions. Monthly tool box and environmental talks will be employed to raise any new issues pertaining to safety matters

- Work area to have appropriate warning signage to include 'hard hat area', 'no admittance to unauthorised personnel' etc.

- All electrical equipment used on site must be 110V working. All electrical equipment used on site must be inspected and logged every 3 months for electrical safety.

- Progressive Networks engineers have made aware that the site is an occupied school and that no contact whatsoever must be made with the pupils. Any issues with the pupils are to be addressed direct to the principal contractor.

- The materials will be delivered to site and stored in an agreed location designated by Principal Contractor site management, which should be as close as possible to the work face. In general it is expected that these areas shall be the proposed wiring closets. The only large items of equipment to be delivered to site will be the cabinets and category 6 cable and fibre optic and voice cables. All items should be able to be unloaded manually. Category 6 cable boxes weigh approximately 10kg and can thus be unloaded manually using the appropriate hand cut outs using 1 box at a time.

- Mobile towers will be assembled and inspected by competent persons as and when required for working at height.
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- Material will be transported to the work location either by pallet truck or by hand as appropriate.
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- Barriers will be erected to prevent unauthorised access to the work area, including any areas where cables may form a trip hazard or of raised floor where tiles are required to be removed.

- The Un-shielded Twisted Pair (UTP) CAT-6 cable to be installed in accordance with the construction issue drawings and provided specification.. The cable used shall be Belden category5e four pair cable with an LSOH outer-sheath. All cable links installed will be CAT-6 tested to 250 Mhz using a Micro-test Penta-scanner after installation and termination. All test results will be saved electronically. Cables to be connected back to an RJ-45 Un-shielded socket or plug rated to Category 6, patch panels used will have 110 or Krone IDC connections. Wiring standard used is EIA 568B.

- Cables are to be installed to locations specified using the provided cable tray in the ceiling void. Cables will be secured together using cable ties in a maximum bundle size of 24 cables with a maximum spacing of 600mm between ties horizontally and 300mm vertically.

- The cables are to be pulled in manually ensuring that the pulling tension does not exceed the manufacturers recommended guidelines. Cables will generally be pulled in blocks of 12. Boxes shall be set up to one side of the proposed cable routes so as to not block corridors.

- When installing cables at high-level cablers shall use podium steps for moving cable bundles along cable trays and for subsequent cable tying.
- Once cables are installed and to point they shall be cut to length and terminated to an RJ45 jack terminating within the provided trunking.

- Delivery drivers shall report to site security. Deliveries shall be made between the designated hours of 7.30 to 5.30

- Open stairwells must have adequate edge protection in place prior to any operations on or above the first floor.
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- The system will be tested as appropriate.
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- Waste will be removed and on completion the area will be inspected and handed over to Principal Contractor Site Management.
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- Information on the equipment and controls used in the installed system will be provided to the principal contractor for inclusion in the health and safety file for the building.

Equipment that may be used

- 110v Portable power tools (mandatory)
- Hand tools
- Portable Battery power drill
- Portable battery powered Microtest Omni Scanner
- Power meter
- Class one rated step ladders
- Podium steps
- Mobile platforms

Health and safety risk assessments

A series of generic risk assessments have been produced by the Company to reflect the normal method of working operated by this company.

Copies of these assessments are appended to this document together with those assessments of site-specific issues not already covered by company documentation.

H&S controls

The general method of control of health and safety risk is as set out in the above-mentioned assessments.

Welfare facilities

Welfare facilities, which are provided by Principal Contractor on site, will be shared by Progressive Networks staff and are adequate for the needs of the Company operations, no specialist facilities are required.

Access to work areas

Clear access to work areas will be required to be maintained at all times, in particular the access for the use of mobile towers or podium steps must be on a reasonably flat clear surface, and the route from the storage area to the workface must be kept clear for the transport of materials.

If at any time Company operatives perceive an increase in risk due to their operations they will cease work and report the matter to Principal Contractor site management for further action.

Emergency procedures

Prior to the commencement work of any, or potential subcontractors, induction training will be provided by Principal Contractor Site Management to ensure that they are conversant with site layout, welfare provisions and emergency procedures.

Information regarding the location of emergency telephones, local hospitals and other information will be located in the welfare facility and discussed at the induction training session.

All emergency escape routes will be kept clear at all times.

First aid and P.P.E provision

First aid provision on site is provided by Principal Contractor. The qualified first aiders in the Progressive Networks workforce will make themselves known to the Principal Contractor Site Management on arrival at site.

All necessary Personal Protective Equipment will be provided by the Company to their employees, including protective footwear gloves etc. All subcontractors will be required to provide the same for their employees. Any persons seen not wearing the necessary equipment will be asked to leave site until they are properly equipped.

Environmental controls

The main considerations, in relation to the environment, are as follows:

- The pollution of the area with dust;
- The production of high levels of noise;
- The risk of fire from hot work

Company operatives will ensure that they clear their waste materials on a daily basis or more frequently if necessary.

Noisy operations, if required, will be carried out at the discretion of Principal Contractor site management in accordance with the Construction Phase Plan.

Safety of the public

Protection of members of public is essential; the Principal Contractor methods of protection for the site should include perimeter fencing, signs, care of vehicle access, protection on scaffolding and isolation of areas below work activity.

The specific areas in which Company will be operating are within buildings where others may be also be working, and extreme care will be exercised when transporting tools and materials to the work location.

Separation of our works will be done using barriers where a risk to others, from hot work or work at height etc., exists.

Supervision

The Installation works will be under the constant direct supervision of a competent site foreman who will make himself known to Principal Contractor Site Management on arrival.

The Company project manager Mr. XXXXXXXX, will visit the project regularly to ensure that all work activities are undertaken in accordance with this method statement, Company Health and Safety Policy Statement, the Principal Contractor Construction Phase Plan and current legislation and industry guidance.

CAT-6 installation work carried out by Progressive Networks as Contractor and all works will be under the control of the Progressive Networks Site Supervisor …….. who will report to the appointed project manager. The project manager will be responsible for ongoing risk assessment and method statements.

It is likely that no more than 2 personnel will be on site at any one time. No operatives shall be under 18 and all shall have been submitted and cleared for clearance to work on site. All operatives will be experienced engineers trained in the installation of structured cabling systems and shall be accredited installers of the proposed Hubbell wiring system.

Health and Safety monitoring

As well as the monitoring of health safety, undertaken by the site supervision and management, the services of a consultant health and safety specialist may be utilised, to monitor the compliance with health safety law on this project.

Authority notification

The Principal Contractor has already undertaken the notification to the Health and Safety Executive and a copy of the F. 10 is displayed on site together with other health and safety information.

Training needs

All employees and contractors employed by the Company on this project will be competent in cabling installation activities, as their work requires. Proof of training will be provided to the Principal Contractor prior to work commencing.

All persons erecting or inspecting mobile alloy towers will be PASMA certified.

All subcontractors will be required to demonstrate competence of their employees prior to commencement on site.

Prior to any works being undertaken, all persons will be given induction training, by Principal Contractor Site Management.

Compiled By: Mr. XXXXXXXXXXX Date: XXXXXXXXXXXXXXXXXX

Ref. No.	Product or Activity	Hazard	Risk	Control Measure
				➢
R 07	Electricity safety	Portable equipment	Electric shock, burns or electrocution Serious injury or death Workers, contractors, occupiers and members of the public	➢ Use 110-volt portable equipment and trailing cables ➢ Use only specially designed plugs and fittings that are suitable for the wet or dusty conditions likely to be found in construction. ➢ Regularly inspect all portable tools (three monthly). Don't forget hired or borrowed tools. ➢ Take suspect or faulty tools out of use, put them in a secure place and make sure they are not used until repaired by a competent person. ➢ Make someone responsible for regularly operating the 'test' button on RCDs to ensure that they work correctly. ➢ Switch off tools and power sockets before plugging in. ➢ Unplug or isolate appliances before cleaning or making adjustments. ➢ Provide sufficient socket outlets to keep the use of extension leads to a minimum. When an extension lead has to be used, check that it is in good condition and that it is positioned where it won't be damaged. ➢
R 23	Fire/Hot works	Chemical, electrical or mechanical ignition of materials	Physical injury, ill health or death Workers, contractors, occupiers and delivery drivers	➢ Design to minimise spread of fire during construction ➢ Provide adequate means of escape ➢ Restrict the spread of fire by achieving the best possible separation when storing flammable materials, gases and liquids. ➢ Ensure Permits to Work are in place for all Hot Works ➢ Provide adequate fire extinguishers ➢ As far as possible restrict the use of welders, grinders and naked flames to workshop areas. ➢ Check electrical installations mechanical damage. ➢ Fit spark guards to cutting equipment. ➢ Minimise the accumulation of flammable materials ➢ Make sure that dusts and rubbish are cleared on a regular basis.

Ref. No.	Product or Activity	Hazard	Risk	Control Measure
R 27	Preventing falls	Falls on same levels and from ladders, scaffolds	General workplace Ceiling fixing Repairing roofs Pulling Cables Serious injury or death Workers, contractors or occupiers	➢ Ensure that: - ➢ There is safe access to all places of work ➢ Only competent trained personnel are to erect or dismantle mobile alloy towers ➢ See that guardrails and toeboards are in place. ➢ Towers are not to be moved with personnel on the working platform. Manufacturers instructions are followed in relation to the movement of any mobile tower. ➢ Outriggers are to be installed where necessary in accordance with manufacturers instructions. ➢ Minimise the risks associated in removing or installing floors ➢ Ladders are of the correct specification for the activity i.e. not domestic ➢ Check that ladders, towers and stairways are regularly inspected for defects. ➢ Discuss with all concerned the safe use of ladders. ➢ Never work from a ladder if there is a safer way of doing the job, e.g. by using a scaffold or working platform. ➢ If the job is quick and simple, you can use a ladder but make sure they: ❑ have level and firm footing ❑ Are not placed against a fragile surface ❑ Are set at the most stable angle – a slope of four units up to each one out at the base. ➢ When using a ladder always make sure they: - ❑ Extend at least 1m above the landing place or the highest rung ❑ Extending ladders should overlap by at least three rungs. ❑ Are secured against slipping, e.g. by tying at the top, sides or foot. Someone standing at the foot to prevent slipping is effective only with ladders less than about 6m long. ➢ Always use both hands to grip the ladder, and check for defects regularly. Follow similar rules for stepladders and trestles. ➢ Note: Stepladders should not be used as a working platform where the operatives feet would be over 2m from the base.

Ref. No.	Product or Activity	Hazard	Risk	Control Measure
R 35	Manual handling	Manual handling	Muscular skeletal Injury	➢ Design and specify materials/products that can be moved by lift and does not need lifting via stairs ➢ Better work planning can remove the need for loads to be moved more than once. ➢ Carry out the task near the load rather than moving the load to the task. ➢ Fully mechanise the task. ➢ Don't jerk and shove – twisting the body may cause injury. ➢ Lift in easy stages – ground to knee then from knee to carrying position. Do this in reverse when putting the load down. ➢ Hold weights close to the body. Raise the chin as the lift begins. Lift with the legs and keep the back straight. ➢ Grip loads with palms, not fingertips. Don't change your grip while carrying. ➢ Don't let the load obstruct your view. ➢ Make sure the route is clear before you move. ➢ Organise the job to cut out or reduce handling ➢ Use a machine to do the job ➢ Train or retrain on the right way to move things. ➢ Introduce job change or rest periods ➢ Make sure you know of any existing weaknesses or injuries. ➢

Ref. No.	Product or Activity	Hazard	Risk	Control Measure
R 01	Machinery	Contact with moving, rotating, electrical or other equipment.	Death or serious injury May endanger operators, other workers or members of the public.	➢ New machines carry the CE mark. CE marking does not guarantee the machine is safe – check it is safe before use. ➢ Retain a copy of the Declaration of Conformity (which suppliers are required to issue). ➢ Retain the written instructions provided by the manufacturer on how to use the machine safely. ➢ Use machines according to the instructions supplied with them. ➢ Keep guards, interlocks etc. in position and effective. ➢ Undertake a 'Safety check' on all equipment and rectify all defects before each use. ➢ All machinery and equipment to be examined/inspected in accordance with Interior Dimensions Contracts procedures ➢ Check that controls are clearly marked to show what they do and which machine they control, and are designed and placed so you cannot operate them accidentally. ➢ Check that stationary machines are secured and adequately lit. ➢ Check that electrical machinery is isolated and locked-off, if safeguards are removed. ➢ Ensure that all operators are trained to work safely ➢ Provide operators with and ensure use of necessary protective clothing.

Ref. No.	Product or Activity	Hazard	Risk	Control Measure
C 25	Jointing Compounds	Irritant	Irritant to the respiratory tract Irritant to eyes and skin Workers	➢ Use pre-mixed products where possible and wear suitable gloves. ➢ Avoid creating and breathing in dusts when mixing. ➢ Avoid contact with eyes and skin. ➢ Mixing only in well-ventilated areas. ➢ Wear suitable dust mask and eye protection. ➢ Ensure all operatives are trained in the risks and protective measures necessary. ➢ Wash hands before eating or using the toilet facilities. ➢ Persons showing signs of ill health to be taken to fresh air and given first-aid treatment. Eye or skin contamination to be washed in running water for 15 minutes and seek medical assistance.
C 30	Insulation (Mineral wools)	Possible carcinogen Irritant Sensitiser	Exposure to fibres during fitting insulation, or working in the vicinity of existing insulation materials, may cause ill health. By repeated exposure to loose fibres from: - Inhalation Ingestion Prolonged skin contact Irritant to eyes All workers or occupiers of premises	➢ Avoid installing loose fibre insulation materials ➢ Avoid creating or breathing in dusts. ➢ Use only in well-ventilated areas or introduce dust extraction and introduce fresh air. ➢ Minimise contamination of adjacent work areas. ➢ Provide suitable overalls, gloves and respiratory protection equipment. ➢ Ensure all operatives are trained in the risks and protective measures necessary. ➢ Wash hands before eating or using the toilet facilities. ➢ Persons showing signs of ill health to be taken to fresh air and given first-aid treatment. Eye or skin contamination to be washed in running water for 15 minutes and seek medical assistance.
C 31	Timber preservatives	Ill health by direct or indirect contact. Verify individual product risks.	Exposure to timber preservation chemicals or residues. Ill-health may be caused by: - Inhalation	➢ Designers/specifiers to minimise the use of hazardous materials. ➢ Areas within which chemicals are used are to be well ventilated, and the operatives to wear suitable respiratory

			Absorption Skin contact Workers or occupiers of premises.	protection and other protective equipment and clothing. ➢ Before the treatment area is re-entered, adequate time is to be allowed for the timber to dry and all hazardous chemicals dispersed. ➢ Persons showing signs of ill health to be taken to fresh air and given first-aid treatment. Eye or skin contamination to be washed in running water for 15 minutes and seek medical assistance.
C32	Leptospirosis	Work near water, sewers or farm buildings, anywhere rats are likely to be found	Contamination by leptospira – organism carried in the urine of female rats may lead to Leptospirosis (Weils Disease)	➢ Avoid skin & eye contact ➢ Avoid touching anything that rats may have urinated on. ➢ Store materials away from vulnerable areas. ➢ All cuts to be covered with waterproof dressing before work Impervious gloves; Impervious overalls/gauntlets for sewers ➢ Do see doctor if flu like symptoms arise during contract period or within two weeks of completion if working in high risk conditions. Inform doctor of working in possibly contaminated areas.

Noise Assessments

Examples of noise levels from some common construction equipment measured on site by our operatives. These levels are intended as a guide, equipment noise levels will vary according to location, load, equipment condition and material being worked.
In locations where the noise level regularly exceeds 80dB(A) hearing protection must be supplied to an employee on request.
In locations where noise levels regularly exceed 85 dB(A) an employer must ensure that hearing protection is provided and used

Ref No	Equipment	External dB(A)	Internal dB(A)	Requirement
N 01	Compressor & Jackhammer	106	-	You must provide hearing protection and ensure it is worn
N 02	Angle Grinder	100	105	You must provide hearing protection and ensure it is worn
N 03	Hilti Gun	92	92	You must provide hearing protection and ensure it is worn
N 04	Water Pump	93	97	You must provide hearing protection and ensure it is worn
N 05	Stihl Saw	110	-	You must provide hearing protection and ensure it is worn
N 06	Kango	112	115	You must provide hearing protection and ensure it is worn
N 07	Percussion Drill	102	105	You must provide hearing protection and ensure it is worn
N 08	Planer	100	101	You must provide hearing protection and ensure it is worn
N 09	Router		101	You must provide hearing protection and ensure it is worn
N 10	Jig Saw	93	99	You must provide hearing protection and ensure it is worn
N 11	Hammer Drill	99	102	You must provide hearing protection and ensure it is worn
N 15	Saw Bench		95	You must provide hearing protection and ensure it is worn
N 16	Pick Up Truck	85	-	You must provide hearing protection and ensure it is worn
N 17	Hilti Breaker	106	110	You must provide hearing protection and ensure it is worn
N 22	Compressor (Electric)	88	91	You must provide hearing protection and ensure it is worn
N 23	Circular Saw	102	105	You must provide hearing protection and ensure it is worn