

Method Statement

Company Details	Company Name:	Company Address:			Tel: 01-8839800	
	Noonan	Hilton House, Unit 3, Swords Business Park, Swords, Dublin.			Email: industrial@noonan.ie	
Job Location	DIT, Aungier St.	Document No.	202.4	Risk Assessment Attached	Yes	
Description of Task/Activity	Clean of Internal Glazing and Ground Level External Glazing. This document includes the use of standard window cleaning techniques, extendable poles and ladders.					
Site/Building Address	DIT Aungier Street, Dublin.			Start Date/Time	TBA	
				Finish Date/Time		
Permit Required Details				Permit Number		
General Works Permits Required	Hot Work	Confined Space	Roof Access	General Works	MEWP	Access Permit
Personnel Involved	Name			Trade/Position		
	TBA					
Site Supervisor	Wayne Gannon		Contact Number	0876775206		
Site Safety Officer			Contact Number			
Division Manager	Fintan Lalor		Contact Number	0872331070		
Personnel Required Certification (E.g. Safe Pass, MEWP Operator, IRATA International (Rope Access))	Human Focus Health and Safety Training (Industrial) All works to be carried out by experienced technicians.					

Method Statement/Risk Assessment Number:202.5	Noonan	Issue Date: 12/05/11
Revision Number:		Revision Date:

Safety Method Statement

Noonan

Works: Clean of Internal and External Glazing

Location: DIT, Aungier Street, Dublin.

Method Statement/Risk Assessment Number:202.5	Noonan	Issue Date: 12/05/11
Revision Number:		Revision Date:

Method Statement

Company Details

Company Name:	Noonan
Company Address:	Noonan, Hilton House, Unit 3, Swords Business Park. Rep. of Ireland.
Contact Number:	01406835
Contact Email:	industrial@noonan.ie

Method Statement/Risk Assessment Number:202.5	Noonan	Issue Date: 12/05/11
Revision Number:		Revision Date:

Company Contacts

Industrial Manager

Mr Fintan Lalor

Tel: 0872331070

Industrial Supervisor

Mr Wayne Gannon

Tel: 0876775206

Method Statement/Risk Assessment Number:202.5	Noonan	Issue Date: 12/05/11
Revision Number:		Revision Date:

Work Site Details**Site Address**

DIT,

Aungier Street,

Dublin.

Site Contacts

Site Agent/Facilities Manager: Bill Hennessy

Site Area Foreman: Mr Wayne Gannon Tel: 0876775206

Site Safety Manager:

Site Emergency Contacts: Mr Wayne Gannon Tel: 0876775206. Mr Fintan Lalor Tel: 0872331070

Method Statement/Risk Assessment Number:202.5	Noonan	Issue Date: 12/05/11
Revision Number:		Revision Date:

Noonan Industrial Division

Noonan operates under the guideline and regulations set out below. We operate to the highest levels of safety, and produce the end result required by the client.

- HSA Safety, Health and Welfare at Work (General Application) Regulation 2007.
- Noonan Safety Statement

HSA Safety, Health and Welfare at work (General Applications) Regulation 2007

Cleaning work in the allocated areas will be carried out to the client's specification. This will be confirmed with the client prior to commencement of works.

Method Statement/Risk Assessment Number:202.5	Noonan	Issue Date: 12/05/11
Revision Number:		Revision Date:

Over View of Program of Works

This document covers the clean of the internal glazing of the building. These areas are as confirmed by the client prior to the works being carried out.

Works will employ standard window cleaning equipment. Telescopic poles will be employed for glazing above arms reach.

This method will also be employed within the library to clean the main feature glazing. This work will be completed out of hours.

High areas of glazing will require the use of a two piece ladder. These areas are found within the stair wells of the building. All works carried out using a ladder will be carried out by a minimum of two technicians operating the 'Buddy System'. This is where one technician carries out the work from the ladder and the second foots the ladder for the operating technician.

All equipment will be inspected prior to being brought onto site.

The day prior to the works commencing, Noonan will inform Facility Management of their arrival onsite.

Any accident/incident must be reported immediately to Facility Management and Noonan.

Method Statement/Risk Assessment Number:202.5	Noonan	Issue Date: 12/05/11
Revision Number:		Revision Date:

Method Statement**Requirements for Program of Works**

The program of works will require the Noonan Technicians to have access to the areas in which the glazing is to be cleaned. They will also require access to a water source.

The Noonan Technicians will complete any paper work as required by the Facility Management.

All equipment will be moved in suitable loads and where practical the buildings lift system will be employed to minimise manual handling.

Once located in the work site the equipment will be monitored closely by the Noonan Technicians. It will be stored in a safe and correct manner as required both by the Facility Management and Noonan.

Windows within the main common areas, the offices and lecture rooms are to be cleaned. This will be carried out under consultation with Facility Management with regards to availability of the rooms.

Co-ordination between Noonan Technicians, Facility Management and any third party will be essential during the progression of the works.

Method Statement/Risk Assessment Number:202.5	Noonan	Issue Date: 12/05/11
Revision Number:		Revision Date:

Conflicting Operations during Program of Works

All operations will be carried out in a safe and controlled manner. Barriers will be used where required. Barriers will be employed when ladder work is being carried out. No other works to be carried out within the work space.

Where material is needed to be moved to complete the clean the technicians will inquire in a polite manner if this can be facilitated.

Any additional requirements from Facility Management will be adhered to.

Method Statement/Risk Assessment Number:202.5	Noonan	Issue Date: 12/05/11
Revision Number:		Revision Date:

Outline of Good Work Practice

All works will be carried out under the Noonan Safe Work Practice Document and the details contained within this document.

When accessing the site the technicians will locate their vehicle in a location as directed by Facility Management/Security.

All materials will be moved in manageable loads in accordance with manual handling best practice. All containers will be suitable for purpose and checked that they are sealed prior to moving. Equipment will be moved into the work space via the route agreed with Facility Management. Where possible, the buildings lift system will be employed.

When in the works location, the technicians will place the equipment in a position of safety. No equipment will be left unattended. No equipment will be left in public access areas including hallways. Buckets will be used to provide water for the technicians these will be located in a central position of safety as agreed with Facility Management during the works.

When cleaning locations where documents and paperwork is present the technicians will ask for them to be removed to prevent any damage being caused during the cleaning process. Where required the technicians will move material to carry out the clean and then replace as found.

All work carried out using telescopic poles will be done in a controlled manner to prevent injury to the technician. Where there is a likely hood of this part of the works effecting third parties, the technicians will work within a barrier.

All ladder work will be carried out using the 'Buddy System'. This is where two technicians operate together. One technician to carry out the clean, and one to foot the ladder for the safety of the operating technician.

All ledges will be wiped clean of cleaning by-products. All waste materials will be removed and disposed of according to site requirements.

Method Statement/Risk Assessment Number:202.5	Noonan	Issue Date: 12/05/11
Revision Number:		Revision Date:

Method of Works

The works are to be completed using standard window cleaning techniques will be undertaken in the following sequence.

1. The technicians will contact Facility Management on arrival onsite and gain permission to begin works.
2. Once signed in the technicians will be briefed in relation to any fire drills due within the building, and the location of their designated muster point.
3. During the works if any accident or incident occurs this must be reported immediately to Facility Management and to Noonan Management (Mr F. Lawlor 0872331070)
4. All works to be carried out under Safety, Health and Welfare at Work (General Applications) Regulations 2007 and Noonan Safe Working Procedure.
5. Confirm all relevant preliminary site paperwork is in place. Copy of Methodology to be present. This must be read and understood by all technicians. Proof of acceptance by all technicians takes the form of the acceptance sheet found in the Method Statement.
6. Visual inspection of work site in form of a 'walk round' by all team members. Locating of emergency exits and the muster point at which they must gather in case of emergency.
7. Confirm scope of works with clients on site representative. This will inform technicians if there are any changes to the agreed work scope due to events within the building
8. Identify the work space. Erect barriers where required to indicate work and prohibition.
9. Confirm (in accordance with any permit requirement) the commencement of work.
10. Confirm appropriate access and egress arrangements are in place.
11. Access to the work area will be as directed by AIBC Facility Management.
12. Access the work site with required equipment.
13. Carry out clean of required windows.
14. The clean will include all accessible internal glazing and ground floor external glazing.
15. The main windows will be cleaned internally.
16. Maintain all equipment in a safe location, in close proximity to the area in which the technicians are working. At no time will equipment be left in walkways or doorways.
17. Request, where possible, that any material blocking access to the glazing may be moved. Where allowed, remove material, complete the clean, and replace material as found.

Method Statement/Risk Assessment Number:202.5	Noonan	Issue Date: 12/05/11
Revision Number:		Revision Date:

Method Statement

- 18. Where it is necessary to move furniture, first ask if any inconvenience will be caused, then assess the size and weight of the object to be moved. Where required the technician will ask for assistance from one of their colleagues and use standard manual handling techniques.
- 19. Where the glazing is out of reach the technicians will employ telescopic poles to access these areas. At no time will the technicians over reach.
- 20. In the stairwell areas the technicians will employ two piece ladders to complete the clean of the upper glazing in these areas. This will be carried out using the 'Buddy System'. If considered necessary, the technicians may require the stairwell to be closed during the cleaning process.
- 21. All areas will be left in a clean condition. All waste materials will be removed using the clean as you go method so as to prevent a build up of waste material. Waste will be removed on a regular basis.
- 22. Equipment will only be store in locations agreed with Facility Management.
- 23. Confirm acceptance of works prior to removal of equipment.
- 24. Remove equipment from site.
- 25. Remove all debris and waste material from work site and dispose in accordance with site regulations.
- 26. Remove all barriers.
- 27. Sign out prior to leaving the building.

Method Statement/Risk Assessment Number:202.5	Noonan	Issue Date: 12/05/11
Revision Number:		Revision Date:

Personnel

Noonan will mobilise a team of technicians to carry out the works. The members of the team will be decided prior to the works.

On Site Personnel

TBA

Method Statement/Risk Assessment Number:202.5	Noonan	Issue Date: 12/05/11
Revision Number:		Revision Date:

Permits to work

All relevant permits to work will be raised through the proper channels prior to the start of work.

Equipment

All equipment will be inspected prior to mobilisation to site.

- Standard window cleaning equipment.
- Telescopic window cleaning poles.
- Cloths.
- Two piece ladders
- Steps

Method Statement/Risk Assessment Number:202.5	Noonan	Issue Date: 12/05/11
Revision Number:		Revision Date:

Method Statement**Access and Egress for the Work Locations.**

Access will be gained via the main reception. Access from this point will be as agreed by Facility Management.

Communications

Communication during the works will be verbal. The designated supervisor (Mr Wayne Gannon 0876775206) will be available via mobile phone.

The designated supervisor will update the area foreman on a daily basis with regard to the progression of the works.

Chemicals (MSDS)

See attached (Fairy Liquid)

Method Statement/Risk Assessment Number:202.5	Noonan	Issue Date: 12/05/11
Revision Number:		Revision Date:

Equipment

Each Technician will be equipped with the necessary personal equipment.

Equipment:

Window Cleaning Equipment

Water Bucket

Small Poles

P.P.E

Safety Boots (Not Riggers)

Hi-visibility Vest/Clothing

Gloves

Method Statement/Risk Assessment Number:202.5	Noonan	Issue Date: 12/05/11
Revision Number:		Revision Date:

Method Statement

DIT, Aungier St, Dublin.

Clean of Internal Glazing.

Acceptance of Methodology

I, signed below, have read and understood the requirements of the method of works.

Print Name	Signature	Date

Method Statement/Risk Assessment Number:202.5	Noonan	Issue Date: 12/05/11
Revision Number:		Revision Date:

Method Statement

Company Name: Noonan Company Address: Hilton House, Unit 3, Swords Business Park, Swords.		Risk Assessment undertaken by: Area/Department/Activity: DIT, Aungier St. Industrial. Clean of Internal Glazing	
Print Name: Signed: Page 1 of 3		Date: 16/05/11 Risk Assessment Review Date:	
List Hazards and Risks here	The groups of people who are especially at risk from the significant hazards which have been identified are:	Required control measures/ Note on where they may be found	Responsible Persons
Hazard: Emergency/Evacuation of building. Risk: Time delay in evacuation. All personnel accounted for.	<ul style="list-style-type: none"> All Noonan site personnel 	Site Induction/familiarization. Technicians will be informed of any fire drill during the signing in procedure. They will also be informed of their muster point in case of emergency. Locate emergency exits and designated muster point in case of evacuation. Sign in with security Noonan Sign in Sheet Noonan Tool Box Talk	<ul style="list-style-type: none"> Industrial Supervisor Technicians Facility Management
Hazard: Unauthorized works. Risk: Building management not being aware of works and location. Conflicting activities.	<ul style="list-style-type: none"> Industrial Supervisor Technicians Third parties (other contractors/building staff) 	Inform building management/security/Noonan Site Rep of arrival on site. Day work brief for building management. Monitor work area closely	<ul style="list-style-type: none"> Industrial Supervisor Technicians Facility Management
Hazard: Parking & unloading of equipment. Risk: Car parking, pedestrians & moving vehicles.	<ul style="list-style-type: none"> Industrial Supervisor Technicians Third parties (other contractors/building staff) 	Access as directed by Building Management/Security. Gain parking within the building. Manual handling best practice to be employed during the moving of equipment. All materials to be moved in a controlled manner to a position of safety directly. No materials to be left unattended.	<ul style="list-style-type: none"> Industrial Supervisor Technicians Facility Management
Method Statement/Risk Assessment Number:202.5	Noonan	Issue Date: 12/05/11	
Revision Number:		Revision Date:	

Method Statement

<p>Hazard: Moving of Equipment.</p> <p>Risk: Injury to Technicians (back and intramuscular).</p>	<ul style="list-style-type: none"> • Industrial Supervisor • Technicians • Building Management • Third parties (other contractors/building staff) 	<p>Noonan Manual Handling Training.</p> <p>All equipment to be moved in manageable loads.</p> <p>All poles to be carried in controlled manner to prevent contact with third parties or building structure.</p> <p>Where practical use of the buildings lift system to allow access to any work space above the ground floor.</p>	<ul style="list-style-type: none"> • Industrial Supervisor • Technicians • Facility Management
<p>Hazard: Faulty or damaged Equipment.</p> <p>Risk: Equipment failure leading to accident/injury to technicians/third party.</p>	<ul style="list-style-type: none"> • Industrial Supervisor • Technicians • Third parties (other contractors/building staff) 	<p>All equipment, including PPE must be inspected prior to mobilization to site and deemed fit for purpose.</p> <p>If at any time a piece of equipment becomes damaged during the works it must first be removed from use, then reported to the Noonan site supervisor and replaced.</p>	<ul style="list-style-type: none"> • Industrial Supervisor • Technicians
<p>Hazard: Interference with Equipment.</p> <p>Risk: Injury to Technicians/Third party.</p>	<ul style="list-style-type: none"> • Industrial Supervisor • Technicians • Third parties (other contractors/building staff) 	<p>No access to the work site. Barriers to be erected and monitored where required.</p> <p>No work to be carried out above the work space.</p>	<ul style="list-style-type: none"> • Industrial Supervisor • Technicians • Facility Management
<p>Hazard: Unauthorized access to work area.</p> <p>Risk: Injury to third party coming into contact with equipment.</p>	<ul style="list-style-type: none"> • Industrial Supervisor • Technicians • Third parties (other contractors/building staff) 	<p>Monitored exclusion zones where required.</p>	<ul style="list-style-type: none"> • Industrial Supervisor • Technicians
<p>Hazard: Use of neutral Detergent</p> <p>Risk: Splash to eye/face</p>	<ul style="list-style-type: none"> • Industrial Supervisor • Technicians • Third parties (other contractors/building staff) 	<p>First aid equipment on site.</p> <p>MMDS sheet provided to the technicians</p>	<ul style="list-style-type: none"> • Industrial Supervisor • Technicians
<p>Hazard: Positioning of work equipment.</p> <p>Risk: Trip hazard for technicians and third parties.</p>	<ul style="list-style-type: none"> • Industrial Supervisor • Technicians • Third parties (other contractors/building staff) 	<p>All equipment to be located within the area in which work is being carried out and in proximity to the technicians.</p> <p>No equipment will be left in walkways, hallways or doorways.</p>	<ul style="list-style-type: none"> • Industrial Supervisor • Technicians
<p>Method Statement/Risk Assessment Number:202.5</p> <p>Revision Number:</p>	<p>Noonan</p>	<p>Issue Date: 12/05/11</p> <p>Revision Date:</p>	

Method Statement

<p>Hazard: Moving of furniture or materials.</p> <p>Risk: Injury to technician</p>	<ul style="list-style-type: none"> • Industrial Supervisor • Technicians • Third parties (other contractors/building staff) 	<p>Technicians completed manual handling training.</p> <p>All moves to be carried out using manual handling best practice.</p> <p>Assess load and where required seek assistance.</p>	<ul style="list-style-type: none"> • Industrial Supervisor • Technicians
<p>Hazard: Over reaching for inaccessible areas.</p> <p>Risk: Injury to technician</p>	<ul style="list-style-type: none"> • Industrial Supervisor • Technicians 	<p>In locations where the glazing cannot be reached to carry out the clean using standard techniques a telescopic pole will be used.</p>	<ul style="list-style-type: none"> • Industrial Supervisor • Technicians
<p>Hazard: Use of telescopic pole.</p> <p>Risk: Injury to technician. (back and intramuscular)</p>	<ul style="list-style-type: none"> • Industrial Supervisor • Technicians 	<p>Experienced technicians will carry out the pole work.</p> <p>A two footed firm base will be maintained. The technician will move physically along the area so a face on position is maintained to prevent twisting.</p>	<ul style="list-style-type: none"> • Industrial Supervisor • Technicians
<p>Hazard: Storage of equipment</p> <p>Risk: Injury to technicians of third party</p>	<ul style="list-style-type: none"> • Industrial Supervisor • Technicians • Third parties (other contractors/building staff) 	<p>Equipment when not in use will be stored as agreed with AIBC Facility Management.</p> <p>These locations are the small rear external courtyard and the cleaners cupboards located adjacent to the toilets on level 1 and level 3</p>	<ul style="list-style-type: none"> • Industrial Supervisor • Technicians • Facility Management
<p>Hazard: Use of ladder</p> <p>Risk: Injury to technician</p>	<ul style="list-style-type: none"> • Industrial Supervisor • Technicians 	<p>Work to be coordinated with building management.</p> <p>Where possible the works in this area will be completed out with the buildings normal operating time.</p> <p>All ladder work to be carried out using the 'Buddy System'</p>	<ul style="list-style-type: none"> • Industrial Supervisor • Technicians • Facility Management
<p>Hazard: Loose Equipment/Waste Material.</p> <p>Risk: Slips/Trips/Falls. Loose objects being dislodged.</p>	<ul style="list-style-type: none"> • Industrial Supervisor • Technicians • Third parties (other contractors/building staff) 	<p>A high standard of housekeeping will be maintained at all times.</p> <p>No unnecessary equipment will enter the worksite.</p> <p>All waste will be removed at the end of each working day.</p>	<ul style="list-style-type: none"> • Industrial Supervisor • Technicians • Facility Management

Acceptance of Risk Assessment			
Name	Signature	Position	Date

Method Statement/Risk Assessment Number:202.5	Noonan	Issue Date: 12/05/11
Revision Number:		Revision Date:

Method Statement/Risk Assessment Number:202.5	Noonan	Issue Date: 12/05/11
Revision Number:		Revision Date: