

## Industrial Division Method Statement

<b>Company Details</b>	<b>Company Name:</b>  Noonan	<b>Company Address:</b>  Hilton House, Unit 3, Swords Business Park, Swords, Dublin.			<b>Tel:</b> 01-8839800	<b>Email:</b>  <a href="mailto:industrial@noonan.ie">industrial@noonan.ie</a>
<b>Job Location</b>	DIT Bolton St.	<b>Document No.</b>	204.1 T	<b>Risk Assessment Attached</b>	Yes	
<b>Description of Task/Activity</b>	Clean of external glazing using Lorry Mounted Hoist (LMH). Locations: 1. Kings Inns St. 2. Bolton St, Dorset St. 3. Loftus Lane 4. Car Park Area.					
<b>Site/Building Address</b>	DIT, Bolton Street, Dublin.			<b>Start Date/Time</b>	TBA	
				<b>Finish Date/Time</b>	TBA	
<b>Permit Required Details</b>				<b>Permit Number</b>		
<b>General Works Permits Required</b>	<b>Hot Work</b>	<b>Confined Space</b>	<b>Roof Access</b>	<b>General Works</b>	<b>MEWP</b>	<b>Access Permit</b>
						Yes
<b>Personnel Involved</b>	<b>Name</b>			<b>Trade/Position</b>		
	TBA					
<b>Site Supervisor</b>	Wayne Gannon			<b>Contact Number</b>	0876775206	
<b>Site Safety Officer</b>				<b>Contact Number</b>		
<b>Division Manager</b>	Fintan Lalor			<b>Contact Number</b>	0872331070	
<b>Personnel Required Certification ( E.g. Safe Pass, MEWP Operator, IRATA International (Rope Access))</b>	Human Focus Health and Safety Training (Industrial) LMH to hold current inspection certificate. All technicians involved in the operation of the LMH to hold the relevant certification. All harnesses employed during these works to be registered on the Noonan Equipment Inspection Log with current certificate in place. GR 3 for harness inspection to be completed on a weekly basis. Daily visual checks by technicians.					

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**Safety Method Statement**

**Noonan**

Works: Clean of External Glazing using Lorry Mounted Hoist.

Location: DIT, Bolton Street, Dublin.

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**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

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## Company Contacts

### Industrial Manager

Mr Fintan Lalor

Tel: 0872331070

Email: [fintan.lalor@noonan.ie](mailto:fintan.lalor@noonan.ie)

### Industrial Supervisor

Mr Wayne Gannon

Tel: 0876775206

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**Work Site Details**

**Site Address**

DIT,  
Bolton Street,  
Dublin

**Site Contacts**

**Site Agent/Facilities Manager:**

**Site Area Foreman: Mr Wayne Gannon Tel: 0876775206**

**Site Safety Manager:**

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

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### 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.

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### Over View of Program of Works

This document covers the clean of sections of the external glazing of the building using a Lorry Mounted Hoist (LMH). These areas are as confirmed by the client prior to the works being carried out.

Works from the Lorry Mounted Hoist will employ standard window cleaning equipment. During the clean of the external glazing the Noonan Lorry Mounted Hoist will be employed for:

1. Kings Inns Street.
2. Bolton Street/Dorset Street.
3. Loftus Road.
4. Facility Car Park.


The Lorry Mounted Hoist has a current inspection record.

All technicians involved in the operation of the Lorry Mounted Hoist hold the relevant qualifications.

All equipment will be inspected prior to being brought to site. Harnesses fall within Noonan Inspection System.

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

All incidents/accidents must be reported to DIT Facility Management and to Noonan Industrial Division Management.

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**Requirements for Program of Works**

The sections found along the road sides will be completed out of hours.

The program of works will require the Noonan Technicians to have access to the areas in which the glazing is to be cleaned. The technicians will have a drum of fresh water to allow them to work without access to the building.

The Noonan Technicians will complete any paper work as required by the building management. Due to the works being out of hours the paper work will be cleared with DIT Facility Management prior to works.

Noonan will request the required permit for works from Dublin City Council.

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 by Noonan.

When located in the work space the Lorry Mounted Hoist will be contained within an exclusion zone. All movement by the Lorry Mounted Hoist will be under the direction of a banks man.

Technicians will be made aware of all service cables present within the work areas. These are found on Kings Inns Street at the joint between the old and new structure.

Trees found to the left hand end of the Bolton Street/Dorset Street pavement. These will be worked round.

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

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### Conflicting Operations during Program of Works

All operations will be carried out in a safe and controlled manner. Barriers will be used. No other works to be carried out within the work space.

Once located in the work position the Lorry Mounted Hoist will be contained within a barrier.

The Lorry Mounted Hoist will be able to move quickly in case the requirement arises for emergency services to gain access.

Any additional requirements from DIT Facility Management will be adhered to. DIT Facility Management will inform Noonan of any additional requirements on the day prior to the clean

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**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 DIT Facility Management. Confirm scope of works with DIT Facility Management prior to the scheduled clean.
2. All works to be carried out under Safety, Health and Welfare at Work (General Applications) Regulations 2007 and Noonan Safe Working Procedure.
3. During the works if any accident or incident occurs this must be reported immediately to DIT Facility Management and to Noonan Management (Mr F. Lawlor 0872331070)
4. Confirm all relevant permits and preliminary site paperwork is in place. This will include the Dublin City Council Permit.
5. A copy of this document will be present. This must be read and understood by all technicians. Acceptance of the methodology will be shown on the sign on sheet within this document.
6. Visual inspection of work site in form of a 'walk round' by all team members
7. When the Lorry Mounted Hoist is moving within the area flashing beacons and an audible alarm will be in operation.
8. The Lorry Mounted Hoist driver will inspect the access and parking location for any drop offs, holes and uneven surfaces.
9. Identify the work space. This will be in a number of locations around the Facility and within the Facility car park. Erect barriers where required to indicate work and prohibition. This will involve the Lorry Mounted Hoist and a suitable area around the machine to be an exclusion zone.
10. Confirm (in accordance with any permit requirement) the commencement of work.
11. Confirm appropriate access and egress arrangements are in place.
12. Access the work site with required equipment.
13. The Lorry Mounted Hoist will be located in its work position using a banks man. Once located it will be contained within a barrier. All operations will be carried out by qualified Technicians.

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14. The Technicians will use inspected fall arrest harnesses. Harnesses are part of the Noonan inspection system. All work at height equipment is inspected by a qualified competent person within a 6 month time scale or more often if deemed necessary. The certification is available for DIT Health and Safety. The GR3 inspection sheet is also completed by the technicians weekly.
  
15. The technicians will carry out a “Buddy Check” of their equipment prior to starting work.
  
16. All equipment will be contained within the barrier.
  
17. Carry out clean of required windows. Where necessary the technicians will use telescopic poles to prevent over reaching.
  
18. Remove equipment from site.
  
19. Remove all debris and waste material from work site and dispose in accordance with site regulations.
  
20. Remove all barriers.

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### 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.

The Lorry Mounted Hoist operators will hold the relevant qualifications.

### On Site Personnel

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### 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.
- Extendable window cleaning poles.
- Cloths.
- Lorry Mounted Hoist

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

Access will be gained via DIT 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)

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### Equipment

Each Technician will be equipped with the necessary personal access equipment.

Equipment:

Lorry Mounted Hoist

Window Cleaning Equipment

Water Bucket

Small Poles

### P.P.E

Safety Boots (Not Riggers)

Work Restraint Harnesses and lanyards

Hi-visibility Vest/Clothing

Gloves

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DIT, Bolton Street, 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

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<b>Company Name:</b> Noonan <b>Company Address:</b> Hilton House, Unit 3, Swords Business Park, Swords.		<b>Risk Assessment undertaken by:</b> <b>Area/Department/Activity:</b> DIT, Bolton St. Industrial. Clean of Internal & External Glazing	
<b>Print Name:</b> <b>Signed:</b>  Page 1 of 4		<b>Date:</b> 16/05/11 <b>Risk Assessment Review Date:</b>	
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
<b>Hazard:</b> Emergency/Evacuation of building.  <b>Risk:</b> Time delay in evacuation. All personnel accounted for.	<ul style="list-style-type: none"> <li>All Noonan site personnel</li> </ul>	<b>Site Induction/familiarization.</b>  <b>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.</b>  <b>Locate emergency exits and designated muster point in case of evacuation.</b>  <b>Sign in with security</b> <b>Noonan Sign in Sheet</b> <b>Noonan Tool Box Talk</b>	<ul style="list-style-type: none"> <li>Industrial Supervisor</li> <li>Technicians</li> <li>DIT Facility Management</li> </ul>
<b>Hazard:</b> Unauthorized works.  <b>Risk:</b> Building management not being aware of works and location. Conflicting activities.	<ul style="list-style-type: none"> <li>Industrial Supervisor</li> <li>Technicians</li> <li>Third parties (other contractors/building staff)</li> </ul>	<b>Inform building management/security of arrival on site.</b>  <b>Day work brief for building management.</b>  <b>Monitor work area closely</b>	<ul style="list-style-type: none"> <li>Industrial Supervisor</li> <li>Technicians</li> <li>DIT Facility Management</li> </ul>
<b>Hazard:</b> High winds  <b>Risk:</b> Safe operation of LMS(Lorry Mounted Hoist)	<ul style="list-style-type: none"> <li>Industrial Supervisor</li> <li>Technicians</li> <li>Third parties (other contractors/building staff)</li> </ul>	<b>LMH Bronto 34MDT not to be used in high winds (Exceeding 60 Km per hour at full height)</b>	<ul style="list-style-type: none"> <li>Industrial Supervisor</li> <li>Technicians</li> </ul>
<b>Hazard:</b> Moving of LMH to work location.  <b>Risk:</b> Injury to technicians or third parties	<ul style="list-style-type: none"> <li>Industrial Supervisor</li> <li>Technicians</li> <li>Third parties (other contractors/building staff)</li> </ul>	<b>Banks man to accompany LMH.</b>  <b>Flashing Beacon, audible alarm and speed restriction on LMH</b>	<ul style="list-style-type: none"> <li>Industrial Supervisor</li> <li>Technicians</li> </ul>
<b>Hazard:</b> Uneven ground and pot holes.  <b>Risk:</b> Unbalancing of LMH	<ul style="list-style-type: none"> <li>Industrial Supervisor</li> <li>Technicians</li> <li>Third parties (other contractors/building staff)</li> </ul>	<b>Route agreed with building management.</b>  <b>LMH inbuilt slope/imbalance alarms.</b>  <b>Banks man to accompany vehicle</b>	<ul style="list-style-type: none"> <li>Industrial Supervisor</li> <li>Technicians</li> <li>DIT Facility Management</li> </ul>

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<p><b>Hazard:</b> Mechanical Failure <b>Risk:</b> Injury to technicians</p>	<ul style="list-style-type: none"> <li>• Industrial Supervisor</li> <li>• Technicians</li> </ul>	<p>SWL of LMH basket identified as 280kg. Overload protection built in. Operator to have CR7 form for LMH.</p> <p>Intercom from ground to basket.</p> <p>Where needed mobile phones will be used.</p>	<ul style="list-style-type: none"> <li>• Industrial Supervisor</li> <li>• Technicians</li> </ul>
<p><b>Hazard:</b> Fall from height <b>Risk:</b> Injury to technician</p>	<ul style="list-style-type: none"> <li>• Industrial Supervisor</li> <li>• Technicians</li> </ul>	<p>Technicians will employ work restraint harnesses which hold current Noonan inspection certificate (Inspection carried out by Noonan qualified equipment inspector). The lanyard will be anchored to the baskets fixed anchor points.</p>	<ul style="list-style-type: none"> <li>• Industrial Supervisor</li> <li>• Technicians</li> </ul>
<p><b>Hazard:</b> Falling objects <b>Risk:</b> Injury to technicians/third party</p>	<ul style="list-style-type: none"> <li>• Industrial Supervisor</li> <li>• Technicians</li> <li>• Third parties (other contractors/building staff)</li> </ul>	<p>No access to erected exclusion zone around the LMH</p>	<ul style="list-style-type: none"> <li>• Industrial Supervisor</li> <li>• Technicians</li> <li>•</li> </ul>
<p><b>Hazard:</b> Moving of Equipment. <b>Risk:</b> Injury to Technicians (back and intramuscular).</p>	<ul style="list-style-type: none"> <li>• Industrial Supervisor</li> <li>• Technicians</li> <li>• Building Management</li> </ul>	<p>Noonan Manual Handling Training</p> <p>All equipment to be moved in manageable loads.</p>	<ul style="list-style-type: none"> <li>• Industrial Supervisor</li> <li>• Technicians</li> <li>• DIT Facility Management</li> </ul>
<p><b>Hazard:</b> Interference with Equipment. <b>Risk:</b> Injury to Technicians/Third party</p>	<ul style="list-style-type: none"> <li>• Industrial Supervisor</li> <li>• Technicians</li> <li>• Third parties (other contractors/building staff)</li> </ul>	<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"> <li>• Industrial Supervisor</li> <li>• Technicians</li> </ul>
<p><b>Hazard:</b> Unauthorized access to work area. <b>Risk:</b> Injury to third party coming into contact with equipment.</p>	<ul style="list-style-type: none"> <li>• Industrial Supervisor</li> <li>• Technicians</li> <li>• Third parties (other contractors/building staff)</li> </ul>	<p>Monitored exclusion zones around LMH.</p>	<ul style="list-style-type: none"> <li>• Industrial Supervisor</li> <li>• Technicians</li> </ul>
<p><b>Hazard:</b> Use of neutral Detergent <b>Risk:</b> Splash to eye/face</p>	<ul style="list-style-type: none"> <li>• Industrial Supervisor</li> <li>• Technicians</li> </ul>	<p>First aid equipment on site.</p> <p>MMDS sheet provided to the technicians</p>	<ul style="list-style-type: none"> <li>• Industrial Supervisor</li> <li>• Technicians</li> </ul>
<p><b>Hazard:</b> Faulty Equipment. <b>Risk:</b> Equipment failure leading to accident/injury.</p>	<ul style="list-style-type: none"> <li>• Industrial Supervisor</li> <li>• Technicians</li> <li>• Third parties (other contractors/building staff)</li> </ul>	<p>All equipment, including PPE must be fit for purpose.</p> <p>All equipment will be inspected prior to mobilization to site.</p>	<ul style="list-style-type: none"> <li>• Industrial Supervisor</li> <li>• Technicians</li> </ul>

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<p><b>Hazard:</b> Unauthorized access to work area.</p> <p><b>Risk:</b> Injury to third party coming into contact with equipment.</p>	<ul style="list-style-type: none"> <li>• Industrial Supervisor</li> <li>• Technicians</li> <li>• Third parties (other contractors/building staff)</li> </ul>	<p>Monitored exclusion zones where required.</p>	<ul style="list-style-type: none"> <li>• Industrial Supervisor</li> <li>• Technicians</li> <li>• DIT Facility Management</li> </ul>
<p><b>Hazard:</b> Movement of Lorry Mounted Hoist</p> <p><b>Risk:</b> Injury to Technicians and Third Parties</p>	<ul style="list-style-type: none"> <li>• Industrial Supervisor</li> <li>• Technicians</li> <li>• Third parties (other contractors/building staff)</li> </ul>	<p>All movement of Lorry Mounted Hoist to work location will be under the supervision of a Banks man</p>	<ul style="list-style-type: none"> <li>• Industrial Supervisor</li> <li>• Technicians</li> </ul>
<p><b>Hazard:</b> Lorry Mounted Hoist operations.</p> <p><b>Risk:</b> Injury to Technicians and Third Parties</p>	<ul style="list-style-type: none"> <li>• Industrial Supervisor</li> <li>• Technicians</li> <li>• Third parties (other contractors/building staff)</li> </ul>	<p>Operations with Lorry Mounted Hoist will only be carried out by qualified Technicians.</p>	<ul style="list-style-type: none"> <li>• Industrial Supervisor</li> <li>• Technicians</li> </ul>
<p><b>Hazard:</b> Loose Equipment/Waste Material.</p> <p><b>Risk:</b> Slips/Trips/Falls. Loose objects being dislodged.</p>	<ul style="list-style-type: none"> <li>• Industrial Supervisor</li> <li>• Technicians</li> <li>• Third parties (other contractors/building staff)</li> </ul>	<p>A high standard of housekeeping will be maintained at all times. No unnecessary equipment will enter the worksite. All waste will be removed at the end of each working day.</p>	<ul style="list-style-type: none"> <li>• Industrial Supervisor</li> <li>• Technicians</li> </ul>

Acceptance of Risk Assessment			
Name	Signature	Position	Date

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