

## 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>	<b>DIT Rathmines Road</b>	<b>Document No.</b>	<b>Code 202.1</b>	<b>Risk Assessment Attached</b>	<b>Yes</b>
<b>Description of Task/Activity</b>	Clean of internal and external glazing, including pre-fab buildings to the rear of the building				
<b>Site/Building Address</b>	DIT, Rathmines Rd, Dublin 6			<b>Start Date/Time</b>	TBA
				<b>Finish Date/Time</b>	TBA
<b>Permit Required Details</b>	N/A			<b>Permit Number</b>	N/A
<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>
<b>Personnel Involved</b>	<b>Name</b>			<b>Trade/Position</b>	
<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>	Trained & Certified Lorry Mounted Hoist (LMH) operators only for any works requiring this item of machinery. All harnesses for use in the LMH are within the Noonan 6 month inspection program. GR 3 to be present.				

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**Noonan**

**Safety Method Statement**

**Works:** Window cleaning of all internal and external glazing within the building

**Location:** DIT, Rathmines Rd, Dublin 6.

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**Company Details**

<b>Company Name:</b>	Noonan
<b>Company Address:</b>	Noonan, Hilton House, Unit 3, Swords Business Park. Rep. of Ireland.
<b>Contact Number:</b>	01406835
<b>Contact Email:</b>	<a href="mailto:industrial@noonan.ie">industrial@noonan.ie</a>

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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,  
Rathmines Rd,  
Dublin 6.

**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

The works will include the cleaning of all internal and external glazing within the building.

The works will be carried out using a number of different methods. These will include cleaning of windows using the in & out method, ladder works and, if required, the use of a Lorry Mounted Hoist (LMH).

The works will be carried out by experienced technicians. The operators of the LMH will hold the relevant certification for the use of this machine. The LMH will have the required inspection certificate applicable to this machine.

All incidents/accidents will be reported to the DIT Facility Management and to the Noonan Industrial Division Manager Fintan Lalor.

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### Requirements for Program of Works

The Technicians will require access to the work site. This will be arranged through the DIT Facility Management and site security

If the LMH is required access arrangements will be made in advance of its proposed arrival on site.

The Technicians will require access to a water source for the duration of the works.

Co-ordination between Noonan Technicians, DIT Facility Management 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 where required. 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 DIT Facility Management will be adhered to.

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**Method of Works**

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

1. The technicians will contact DIT Facility Management/Security on arrival onsite and gain permission to begin works. They will then sign as directed.
2. During the works if any accident or incident occurs this must be reported immediately to DIT Facility Management and to Noonan Industrial Management (Mr F. Lalor 0872331070)
3. All works to be carried out under Safety, Health and Welfare at Work (General Applications) Regulations 2007 and Noonan Safe Working Procedure.
4. 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.
5. 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.
6. 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
7. Identify the work space. Erect barriers where required to indicate work and prohibition.
8. Confirm (in accordance with any permit requirement) the commencement of work.
9. Confirm appropriate access and egress arrangements are in place.
10. Access to the work area will be as directed by DIT Facility Management.
11. Should the LMH be required the following steps will be followed.
12. Inspected Fall Arrest Harnesses with current inspection records will be mobilised for this work. A GR 3 will also be completed prior to the works.
13. Once the Technicians have put on their harnesses they will perform a ‘Buddy Check’ of each others’ equipment prior to commencing operations.
14. Access route for LMH will be assessed for uneven ground or drop offs.
15. LMH will be moved by a trained operator guided by a Banks Man/Spotter.

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16. Access the work site with required equipment. All equipment will be moved using manual handling best practice.
  
17. Water will be sourced and carried in manageable loads.
  
18. The internal glazing clean will require the technicians to have access to the rooms to perform the clean. Due to the nature of the building this will be arranged in a room by room basis with the DIT Facility Management.
  
19. The main internal windows within the rooms may require the use of a small step ladder to facilitate access.
  
20. In locations where books/material is stored on window sills or adjacent to windows the technicians will politely ask if they can be removed to allow the clean and replaced on completion.
  
21. All movements of material will be carried out in accordance with Manual Handling best practice.
  
22. The glazing found on the stair wells are double height in nature. These will require the use of an extendable ladder. This is a 2 technician operation. Working using the 'Buddy System' the technicians will perform the task with 1 technician performing the clean and the 2<sup>nd</sup> technician footing the ladder at all times. Due to the size of the landing area the stair case will need to be closed to access while this is completed.
  
23. Where possible the external portion of the clean will be carried out using the in & out method. This allows the technician to complete the clean from the inside of the building. Due to the age of some of the windows this may not always be possible so other means of access will be employed to achieve the clean. This will include the use of ladders from the outside of the building. This will be done operating the 'Buddy System'
  
24. The glazing within the rear courtyard, alongside the Theatre, Will require ladder access due to the configuration of the windows.
  
25. The Pre-Fab units to the rear of the building will require the use of steps for the external portion of the clean. The internal will be from a standing position.
  
26. 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.
  
27. Equipment will only be store in locations agreed with DIT Facility Management.
  
28. Confirm acceptance of works prior to removal of equipment.

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- 29. Remove equipment from site.
  
- 30. Remove all debris and waste material from work site and dispose in accordance with site regulations.
  
- 31. Remove all barriers.
  
- 32. Sign out prior to leaving the building.

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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.

All LMH operators will hold the relevant certification for the operation of the unit.

### On Site Personnel

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**Permits to work**

Any permits required by DIT will be raised and followed.

**Equipment**

All equipment will be inspected prior to mobilisation to site.

- Cloths.
- Buckets.
- Cleaning Agent.
- Fall Arrest Harnesses with appropriate lanyards.
- Lorry Mounted Hoist (LMH).

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

Access will be gained as directed by 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)**

Fairy Liquid.

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**Equipment**

Each Technician will be equipped with the necessary personal equipment.

**P.P.E**

Safety Boots (Not Riggers).

Hi-visibility Vest/Clothing.

Gloves.

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**DIT, Rathmines Rd, Dublin 6.**

**Clean of internal & external glazing.**


Acceptance of Methodology

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

<b>Print Name</b>	<b>Signature</b>	<b>Date</b>

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<b>Print Name:</b> <b>Signed:</b>  <b>Page 1 of 4</b>		<b>Date:</b> 04/03/11 <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>	Site Induction/familiarization.  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"> <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>	Inform building management/security of arrival on site.  Day work brief for building management.  Monitor work area closely	<ul style="list-style-type: none"> <li>Industrial Supervisor</li> <li>Technicians</li> <li>DIT Facility Management</li> </ul>
<b>Hazard:</b> Parking & unloading of equipment.  <b>Risk:</b> Car parking, pedestrians & moving vehicles.	<ul style="list-style-type: none"> <li>Industrial Supervisor</li> <li>Technicians</li> <li>Third parties (other contractors/building staff)</li> </ul>	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"> <li>Industrial Supervisor</li> <li>Technicians</li> <li>DIT Facility Management</li> </ul>
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<p><b>Hazard:</b> Moving of Equipment.</p> <p><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> <li>• Third parties (other contractors/building staff)</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> High winds</p> <p><b>Risk:</b> Safe operation of LMS(Lorry Mounted Hoist)</p>	<ul style="list-style-type: none"> <li>• Industrial Supervisor</li> <li>• Technicians</li> <li>• Third parties (other contractors/building staff)</li> </ul>	<p>LMH Bronto 34MDT not to be used in high winds (Exceeding 60 Km per hour at full height)</p>	<ul style="list-style-type: none"> <li>• Industrial Supervisor</li> <li>• Technicians</li> </ul>
<p><b>Hazard:</b> Moving of LMH to work location.</p> <p><b>Risk:</b> Injury to technicians or 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>Banks man to accompany LMH.</p> <p>Flashing Beacon, audible alarm and speed restriction on LMH</p>	<ul style="list-style-type: none"> <li>• Industrial Supervisor</li> <li>• Technicians</li> </ul>
<p><b>Hazard:</b> Uneven ground and pot holes.</p> <p><b>Risk:</b> Unbalancing of LMH</p>	<ul style="list-style-type: none"> <li>• Industrial Supervisor</li> <li>• Technicians</li> <li>• Third parties (other contractors/building staff)</li> </ul>	<p>Route agreed with building management.</p> <p>LMH inbuilt slope/imbalance alarms.</p> <p>Banks man to accompany vehicle</p>	<ul style="list-style-type: none"> <li>• Industrial Supervisor</li> <li>• Technicians</li> </ul>
<p><b>Hazard:</b> Mechanical Failure</p> <p><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> Work at Height</p> <p><b>Risk:</b> Fall for height</p>	<ul style="list-style-type: none"> <li>• Industrial Supervisor</li> <li>• Technicians</li> </ul>	<p>All operating technicians must hold the required certification.</p> <p>All technicians will employ inspected fall arrest harnesses.</p>	<ul style="list-style-type: none"> <li>• Industrial Supervisor</li> <li>• Technicians</li> <li>• DIT Facility Management</li> </ul>
<p><b>Hazard:</b> Window cleaning from a ladder.</p> <p><b>Risk:</b> Injury to technician/third party</p>	<ul style="list-style-type: none"> <li>• Industrial Supervisor</li> <li>• Technicians</li> <li>• Third Parties</li> </ul>	<p>All ladder work to be carried out by experienced technicians.</p> <p>The 'Buddy System' to be in use at all times.</p> <p>Area around the ladder to be monitored. Where required this area will be an exclusion zone.</p>	<ul style="list-style-type: none"> <li>• Industrial Supervisor</li> <li>• Technicians</li> </ul>

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<p><b>Hazard:</b> Moving of furniture or materials.</p> <p><b>Risk:</b> Injury to technician</p>	<ul style="list-style-type: none"> <li>• Industrial Supervisor</li> <li>• Technicians</li> <li>• Third parties (other contractors/building staff)</li> </ul>	<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"> <li>• Industrial Supervisor</li> <li>• Technicians</li> </ul>
<p><b>Hazard:</b> Over reaching for inaccessible areas.</p> <p><b>Risk:</b> Injury to technician</p>	<ul style="list-style-type: none"> <li>• Industrial Supervisor</li> <li>• Technicians</li> </ul>	<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"> <li>• Industrial Supervisor</li> <li>• Technicians</li> </ul>
<p><b>Hazard:</b> Use of telescopic pole.</p> <p><b>Risk:</b> Injury to technician. (back and intramuscular)</p>	<ul style="list-style-type: none"> <li>• Industrial Supervisor</li> <li>• Technicians</li> </ul>	<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"> <li>• Industrial Supervisor</li> <li>• Technicians</li> </ul>
<p><b>Hazard:</b> Faulty or damaged Equipment.</p> <p><b>Risk:</b> Equipment failure leading to accident/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>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"> <li>• Industrial Supervisor</li> <li>• Technicians</li> </ul>
<p><b>Hazard:</b> Interference with Equipment.</p> <p><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> <li>• DIT Facility Management</li> </ul>
<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> Use of neutral Detergent</p> <p><b>Risk:</b> Splash to eye/face</p>	<ul style="list-style-type: none"> <li>• Industrial Supervisor</li> <li>• Technicians</li> <li>• Third parties (other contractors/building staff)</li> </ul>	<p>First aid equipment on site.</p> <p>MMSD sheet provided to the technicians</p>	<ul style="list-style-type: none"> <li>• Industrial Supervisor</li> <li>• Technicians</li> </ul>

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<p><b>Hazard:</b> Positioning of work equipment.</p> <p><b>Risk:</b> Trip hazard for 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 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"> <li>• Industrial Supervisor</li> <li>• Technicians</li> <li>• DIT Facility Management</li> </ul>
<p><b>Hazard:</b> Storage of equipment</p> <p><b>Risk:</b> Injury to technicians of 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>Equipment when not in use will be stored as agreed with DIT Facility Management</p>	<ul style="list-style-type: none"> <li>• Industrial Supervisor</li> <li>• Technicians</li> <li>• DIT Facility Management</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.</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"> <li>• Industrial Supervisor</li> <li>• Technicians</li> <li>• DIT Facility Management</li> </ul>

Acceptance of Risk Assessment			
Name	Signature	Position	Date

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