

Method Statement

Company Details	Company Name: Noonan	Company Address: Hilton House, Unit 3, Swords Business Park, Swords, Dublin.			Tel: 01-8839800	
					Email: industrial@noonan.ie	
Job Location	DIT, Bolton St	Document No.	204.2	Risk Assessment Attached	Yes	
Description of Task/Activity	Clean of external glazing within the courtyard area of the building. Glazing clean to be carried out using a Reach & Wash System					
Site/Building Address	DIT, Bolton 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) Suitably train and experienced Technicians					

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Safety Method Statement

Noonan

Works: Window Cleaning using Reach and Wash System, External Glazing within Courtyard.

Location: DIT, Bolton Street, Dublin.

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Method Statement**Company Details**

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Company Address:	Noonan, Hilton House, Unit 3, Swords Business Park. Rep. of Ireland.
Contact Number:	018839800
Contact Email:	industrial@noonan.ie

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Company Contacts**Industrial Manager**

Mr Fintan Lalor

Tel: 0872331070

Email: 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

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Method Statement**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.

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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Method Statement**Over View of Program of Works**

This document covers the use of the reach and wash system to clean the external glazing of the courtyard in areas which the Lorry Mounted Hoist (LMH) cannot gain access. This will include the two main court yard areas within the facility.

All Technicians operating the reach and wash system will be versed in its use.

The Technicians will be required to carry out the clean of the agreed upon external glazing areas.

The works will be carried out under the aforementioned safety documents.

The weather conditions will be monitored on an ongoing basis throughout the works.

The works will be carried out to the standard required by the client.

All accidents and incidents will be reported immediately to Facility Management and Noonan Management.

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Method Statement**Requirements for Program of Works**

The program of works will require the Noonan Technicians to have access to the base of the building. This will be to the external court yard to allow locating of the van and reach and wash trailer. They will also require access to a water source.

The reach and wash system is trailer mounted. With this in mind, a suitable location/s for the van and trailer will be required.

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.

Co-ordination between Noonan Technicians, Facility Management and any third party will be essential during the progression of the works. The areas below where the Noonan Technicians are working will be required to be free of pedestrians. Other conflicting activities will also need to be monitored.

Monitoring of weather conditions will run throughout the program of works.

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Method Statement**Conflicting Operations during Program of Works**

The area below the Noonan Technicians work space will be small and relatively easy to control in most areas. This will be achieved using monitored barriers.

Any additional requirements from the Facility Management will be adhered to.

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Method of Works

The works are to be completed using a reach and wash system and will be undertaken in the following sequence.

1. Site Specific induction completed by all technicians involved in the planned scope of works.
2. All works to be carried out under Safety, Health and Welfare at Work (General Applications) Regulations 2007 and Noonan Safe Working Procedure.
3. Confirm all relevant permits and preliminary site paperwork is in place. A copy of this document will be on site. Acceptance of this document takes the form of a sign in sheet found at the end of the method statement.
4. Visual inspection of work site in form of a 'walk round' by all team members. Locating of emergency exits and relevant emergency muster points.
5. Confirm scope of works with clients on site representative.
6. Identify the work space. Erect barriers where required to indicate work and prohibition.
7. Confirm (in accordance with any permit requirement) the commencement of work.
8. Confirm appropriate access and egress arrangements are in place.
9. Locate the works van and trailer in the agreed location.
10. Access to the work area will be from the base of the building.
11. Weather conditions will be assessed by the onsite. This will be ongoing throughout the program of works.
12. The reach and wash system will be inspected prior to mobilization to site.
13. 'Buddy Check' by all personnel on personal and group equipment.
14. All work carried out using the reach and wash system must be completed in a safe and controlled manner.
15. Access the work site and commence work.

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16. The areas will be cleaned in a methodical manner. Each section will be completed from the top down, reducing the length of the reach and wash pole as it descends.
17. Each time a move of the reach and wash system to a new location the technicians will check the proposed location prior to moving.
18. The reach and wash system will be used in a controlled manner to prevent injury to the technician operating the system.
19. Confirm acceptance of works prior to demobilizing/de-rigging equipment.
20. De-rig equipment from site.
21. Remove all debris and waste material from work site and dispose in accordance with site regulations.
22. Remove all barriers.
23. Sign off permits.

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Personnel

Noonan will mobilize a two man team to carry out the works.

All personnel will be suitably experienced with the system.

On Site Personnel

TBA

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Method Statement**Permits to work**

All relevant permits to work will be raised through the proper channels prior to the start of work. This will include the works permit for the sites.

Temporary Services

N/A

Equipment

The Technicians will employ a standard reach and wash system. This will be operated from a van & trailer onsite.

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

Access will be gained round the outer perimeter of the buildings. The Reach and Wash System will be located within the main court yard. It will be contained within a barrier where required. The system will also be used in a secondary court yard and a number of small areas within the facility.

Communications

Communication during the works will be verbal. The designated supervisor (Wayne Gannon Tel: 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)

N/A

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Method Statement**Weather Conditions**

The external cleaning section of the program of works will be directly affected by the prevailing weather conditions.

The strength of the wind is the primary concern when operating a reach and wash system. Due to the location and nature of the building the working conditions will be monitored on a regular basis by the designated supervisor

The sole responsibility for the work party is that of the onsite Noonan Supervisor. As this is the case the decision to continue or cease work will be made by this person.

The wind conditions are not just for safety but also the practicality of cleaning windows (Water blowing onto glazing already cleaned). There have been occasions that one side of the building is sheltered and works can continue. The supervisor, in consultation with the work party, will make the decision to stand down the work party.

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Equipment

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

Gear:

Trailer Mounted Reach and Wash System.

P.P.E

Safety Helmet

Safety Boots (Not Riggers)

Hi-visibility Vest/Clothing

Gloves

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DIT, Bolton Street, Dublin.

Clean of External Glazing using Reach and Wash System

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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Company Name: Noonan Company Address: Hilton house, Unit 3, Swords Business Park, Swords.		Risk Assessment undertaken by: Area/Department/Activity: DIT, Bolton Street. Industrial Division. External Glazing Clean.	
Print Name: Signed: Page1 of 2		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. Sign in with security Noonan Sign in Sheet Noonan Tool Box Talk	<ul style="list-style-type: none"> • Industrial Supervisor • Technicians • Facility Management • Site Security
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 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 • Site Security
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
Hazard: Moving of Equipment. Risk: Injury to Technicians (back and intramuscular).	<ul style="list-style-type: none"> • Industrial Supervisor • Technicians • Building Management • Site Security 	Noonan Manual Handling Training	<ul style="list-style-type: none"> • Industrial Supervisor • Technicians • Facility Management • Site Security
Hazard: Positioning of work equipment. Risk: Trip hazard for technicians and third parties.	<ul style="list-style-type: none"> • Industrial Supervisor • Technicians • Third parties (other contractors/building staff) 	All equipment to be located within the area in which work is being carried out and in proximity to the technicians. No equipment will be left in walkways or doorways.	<ul style="list-style-type: none"> • Industrial Supervisor • Technicians

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<p>Hazard: Reach and Wash System.</p> <p>Risk: Risk of falling due to fault or inappropriate use.</p>	<ul style="list-style-type: none"> • Industrial Supervisor • Technicians 	<p>All operators must be suitably experienced in the operation of the system.</p> <p>The system must be fit for purpose.</p> <p>System inspected prior to mobilization to site.</p>	<ul style="list-style-type: none"> • Industrial Supervisor • Technicians • Facility Management
<p>Hazard: Faulty Equipment.</p> <p>Risk: Equipment failure leading to accident/injury.</p>	<ul style="list-style-type: none"> • Industrial Supervisor • Technicians • Third parties (other contractors/building staff) 	<p>All equipment to be inspected prior to mobilization to site.</p> <p>Any equipment fault occurring during works must be reported and the item removed from service.</p>	<ul style="list-style-type: none"> • Industrial Supervisor • Technicians • Facility Management • Site Security
<p>Hazard: Interference with Systems.</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</p> <p>If the need to access is unavoidable, barriers will be set up around the access systems.</p>	<ul style="list-style-type: none"> • Industrial Supervisor • Technicians • Facility Management • Site Security
<p>Hazard: High Winds.</p> <p>Risk: Unsafe wind speeds for safe operation.</p>	<ul style="list-style-type: none"> • Industrial Supervisor • Technicians • Third parties (other contractors/building staff) 	<p>Monitor weather reports.</p> <p>Monitor weather during works.</p>	<ul style="list-style-type: none"> • Industrial Supervisor • Technicians • Facility Management • Site Security
<p>Hazard: Unauthorized access to work area (ground level).</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>Highly visible barriers to denote the work/drop zone into which the system will be operating. This will extend out from the building to provide a wide area for the Technicians to work in.</p> <p>The barrier will be monitored at all times.</p>	<ul style="list-style-type: none"> • Industrial Supervisor • Technicians • Facility Management • Site Security
<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. 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"> • Industrial Supervisor • Technicians • Facility Management • Site Security

Acceptance of Risk Assessment			
Name	Signature	Position	Date

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