SAFETY INFORMATION SHEET

METHOD STATEMENTS

INTRODUCTION

This Information Sheet is one of a series produced by the LEIA Safety and Environment Committee on topics relevant to the Lift and Escalator Industry. Whilst every effort has been taken in the production of these sheets, it must be acknowledged that they should be read in conjunction with the relevant legislation, codes of practice etc. They should not be taken as an authoritative interpretation of the law but guidance to it.

METHOD STATEMENTS

Method statements are frequently requested by clients as a means of them identifying the risks likely to be imported into their building or site by the lift contractor. They can also be used as a means of evaluating a contractor's competence to carry out works, and as a means of Principal Contractors ensuring works are coordinated and site rules and procedures are followed.

An important function of a method statement is to define to the persons carrying out the work the safe system of work to be followed. In this regard it is essential that the methodology laid down and the steps required to ensure the work is completed safely are clearly understood by those carrying out the work. Some companies brief and then ask workers to sign the method statement as a means of ensuring understanding and recording the briefing.

Method Statements are usually required when tendering for new construction work and modernisation. At the tender stage of a contract it is usual for a sample method statement to be submitted, if the contract is then awarded method statements covering work being undertaken would be forwarded to the Principal Contractor for the site safety plan (CDM).

The attached method statement follows a 10-point process and is primarily written for modernisation, construction and major repairs. Using the same principles however the process can also be adapted for maintenance.

Generic method statements can be submitted for a number of tasks, however if the contract is awarded, a specific site survey should be undertaken to ensure that the Risk Assessments and Control Measures recorded are actually relevant for all work being carried out, and if not they should be amended accordingly. (Information on risk assessment is available on LEIA Information Sheet 'Risk Assessment')

Over time the number of generic method statements written will increase, it is recommended that they are stored for future jobs so that most aspects of the company's site activities will be readily available.

Each generic method statement issued will not usually contain any technical information, as each company will have its own technical data to refer to.

The following method statements that are detailed below show clear intent of the works to be carried out, by a competent engineer. What they should not become are 'how-to-do' manuals for unqualified personnel; therefore it is important to detail that the works to be completed are carried out by a competent person, with the appropriate training, i.e. for all lift works, J modules/NVQ3; for electrical works after the distribution board, an electrician with suitable NICEIC qualifications, and so on with each specialist role.

PLAN TO CONSTRUCT A METHOD STATEMENT

The detail included in each of the 10 sections should be governed by the complexity and extent of foreseeable risk in each activity.

1. Company name (logo if required)

Name of the originator of the method statement
Name of anyone who approved the method statement
Amendments to the Method Statement
Date of Method Statement
Site Address
Package Number/Job number
Lift Number

2. Description of the Works to include for.

Location
Actual work task and scope of work
Duration of the task
Time and date work will be carried out
Method to be adopted and sequence of work

3. Resources Required.

Personnel
How the work will be supervised
The Plant & Equipment which will be needed
Materials to be used

4. Assessment of Significant Risks

Identification of Hazards
Persons affected
Level of risk
Consider:
- Place of Work
- Type of Work
- Access & Egress
- Hazardous Substances
- Crushing above and below lift car
- Fall from height
- Electric shock
- Manual Handling Injuries
- Sharp edges
- Striking against fixed objects
- Contact with moving or rotating parts
- Exposure to hazardous substances
- Injuries from tools
- (NOTE: this list is not exhaustive)

5. Control Measures to include for.

Working Procedures
Physical Safeguards
People affected – consider
- Other contractors
- Other people within the building
- The disabled
- The infirm
- Children/young persons

Special Training Requirements
Permit to Work Systems
Manual Handling
COSHH, PPE (see below) etc
Traffic Re-routing
Temporary Road Closure
Restriction of Fire Escape Routes
(NOTE: this list is not exhaustive)

6. Personal Protective Equipment.

State PPE to be worn/used during task

7. Emergency Arrangements.

Evacuation/Fire Procedure
First Aid Requirements
Fire Precautions (Hot Works etc)

8. To Whom Information should be submitted.

Site Management Team
Site Workforce
Company Project Team
How the Method Statement will be briefed.
How briefing of the method statement will be recorded

9. Monitoring & Compliance.

How the work will be monitored (e.g. regular supervisor visits)
Compliance to site rules
Compliance to Description of Works
How unforeseen eventualities will be dealt with
How variations to the method statement will be authorized
Any special site rules which apply

10. Environmental considerations

Consider noise & dust
How waste and hazardous waste will be dealt with

Appendix

Some companies may wish to include risk assessments in their own format

A blank form to cover the 10 points is included; items 2, 4 and 5 have been identified separately to cover specific details of a method statement and risk assessment for a particular task.

For any 10-point plan covering a series of tasks you may be able to submit any number of tasks using sections 2, 4 and 5 on separate sheets without the need to complete other areas which may be common for all tasks. Care is required with this approach.

An example of a completed form, using this process is included for guidance.

Alternatively, if preferred, the method and sequence of work can be described within the body of the Method Statement and individual risk assessments in the lift company's own format can be attached to the method statement.

Some companies provide a place on the method statement for individuals to sign once they have been briefed, as a means of recording the briefing has been given.

METHOD STATEMENT 10 POINT PLAN

1. **ABC Lifts Ltd.**
   Site Address – 21 Bank Mews Brighton.
   Package Number – LL767
   Lift Number – 1
   Written by …….
   Approved by ……
   Date ……

2. **Description of Works.**

   Clean and reset brake in machine room.
   Fit new car top control station.
   Duration :- 1 day starting from 8.00am.

   Sequence:-

   Obtain any necessary Permits to Work
   Display 'Out of Service' tags/cards to each landing entrance
   Switch off electrical supply, lock and tag out
   Check for safety
   Position lift so that load is off ropes and secure
   Uncouple brake and clean drum
   Couple brake and reset to manufactures recommended data
   Place lift load back onto ropes
   Switch on electrical supply
   Run lift at maintenance speed to check brake operations
   Run lift normal speed to check operation and floor levels, adjust as required.
   Switch off electrical supply, lock and tag out
   Check for safety
   Place lift car in appropriate position for easy car top access.
   Disconnect and mark wiring from existing car top control station
   Replace car top control unit with new car top control unit
   Rewire to electrical wiring diagrams supplied
   Check all circuits using diagnostic tool before electrical supply re-instated
   Switch on electrical supply, run lift at maintenance speed and check operational controls
   Run lift on normal and check operations
   Re-instate lift service
   Complete lift log card accordingly

3. **Resources Required.**

   2 Engineers
   Supervised by senior engineer
   Plant & Equipment to include Lifting Tackles and slings suitable certificated,
   Hand tools and cleaning equipment.
   Materials to include wire and tubing.

4. Assessment of significant risks

The following risks are associated with the tasks to be undertaken.

Access/Egress – Machine Room/Car Top
Electric Shock
Manual Handling
Unauthorised Access
Tools
Uncontrolled car movement
Hazardous Substances

5. Control Measures.

Permit to Work system to be issued and followed.
Hoardings/Barriers around landing entrance as HSE guidance PM 26.
Motor Room access controlled by senior engineer
Competent personnel undertaking actual work tasks (trainees to be suitable supervised) to company standards.
CoSHH & PPE (see below)

6. Personal Protective Equipment.

Safety Footwear
Hard Hat (if applicable to site conditions)
Protective overalls

7. Emergency Arrangements.

As site requirements from Client/Principal Contractor (meeting point for evacuation procedure)
First Aid centre
Fire points

8. Information Submitted To.

Client/Principal Contractor
Senior Engineer

9. Monitoring & Compliance.

Supervisor vetting prior to handover
Consultants visit (if applicable).

10. Environmental considerations

All waste will be removed from site on completion and returned to the local ABC branch prior to disposal via a licensed contractor.

Appendix

Risk Assessments covering:	Work at height Pit access Work from car top Use of hand tools Electrical work
COSHH Assessments covering:	Gear oil Jizer

METHOD STATEMENT – 10 POINT PLAN

SECTION 2 - DESCRIPTION OF WORKS

SECTION 5 - CONTROL MEASURES

Frequency	Severity
1. Improbable.	1. Trivial Injury/ies.
2. Remote.	2. Minor Injury/ies.
3. Possible.	3. Major Injury to one person.
4. Probable.	4. Major Injury several persons.
5. Likely/Frequent.	5. Death.

SECTION 4 – ASSESSMENT OF RISKS

Hazard	Likelihood	Severity	Risk rating	Persons Affected	Control Measures

METHOD STATEMENT – 10 POINT PLAN

SECTION 2 - DESCRIPTION OF WORKS

Clean and reset Brake.

- Obtain any necessary Permits.
- Display "Out of Service" tags.
- Isolate electrical supply, lock/tag out.
- Position lift with load off ropes.
- Uncouple brake and clean drum.
- Re-couple brake and reset to manufacturers data.
- Place load back on ropes.
- Switch on electrical supply.
- Run lift maintenance speed and check brake operations.
- Run lift on normal speed, check operation and floor levels, adjust accordingly.

SECTION 5 - CONTROL MEASURES

Permit to Work – Permit system issued.

Working Procedures – Site Safety handbook, BS7255.
- Company Procedures

Working Areas – Motor Room door closed, pictorial signage visible. Safety Guards or harnesses available for gaps on car top over 300mm and fall of over 2 metres

Special Requirements. – None

Frequency	Severity
1. Improbable.	1. Trivial Injury/ies.
2. Remote.	2. Minor Injury/ies.
3. Possible.	3. Major Injury to one person.
4. Probable.	4. Major Injury several persons.
5. Likely/Frequent.	5. Death.

SECTION 4 – ASSESSMENT OF RISKS

Hazard	Likelihood	Severity	Risk rating	Persons Affected	Control Measures
Access / Egress	Frequent	Trivial	5	Engineers, Client.	Motor room door closed all times
Electric Shock	Probable	Major injury	12	Engineers	Isolate lock/tag out supply
Unauthorised Access	Possible	Major injury	9	Employee of Client	Motor room closed at all times
Cleaning Fluids	Remote	Major injury	6	Engineers, client	Follow CoSHH assessment requirements (PPE)
Fall from Car top	Possible	Major / Death	15	Engineers	Car top guards in place / wear safety harness

METHOD STATEMENT - 10 POINT PLAN

SECTION 2 - DESCRIPTION OF WORKS

Fit new car top control station.

Display “Out of Service” tags.
Switch off electrical supply, lock and tag out.
Place lift car for easy access to car top.
Disconnect and mark up wiring from old unit.
Replace car top control unit.
Wire to electrical diagrams.
Check electrical circuits with diagnostic tool while supply isolated.
Switch on supply, run lift maintenance speed, check operational controls.
Run lift normal speed and check operations.
Re-instate lift service.

SECTION 5 - CONTROL MEASURES

Working Procedures – Site Safety Handbook, BS 7255
- Company procedures

Working Areas – Barriers around landing entrances as PM 26. Safety guards car top or safety harness to be worn if gap of over 300mm and fall of over 2metres

Special Requirements - None

Frequency	Severity
1. Improbable.	1. Trivial Injury/ies.
2. Remote.	2. Minor Injury/ies.
3. Possible.	3. Major Injury to one person.
4. Probable.	4. Major Injury several persons.
5. Likely/Frequent.	5. Death.

SECTION 4 – ASSESSMENT OF RISKS

Risk	Likelihood	Severity	Risk rating	Persons Affected	Control Measures
Access / Egress lift shaft	Probable	Minor	8	Engineers. Client	Barriers in place. Lift car correct position
Electric Shock	Possible	Minor	6	Engineers	Isolate lock/tag out supply
Falls from car top	Probably	Major	12	Engineers	Wear safety harness, car top barrier guards in place.
Tools falling	Remote	Trivial	1	Engineers	Keep tools in case, good housekeeping

METHOD STATEMENT – 10 POINT PLAN

SECTION 2 - DESCRIPTION OF WORKS

Commissioning of New Lift Installation – Traction Lift.

Maintenance speed check safety functions are correct.
Adjust brake as manufacturer's data.
Check motor room and lift shaft for defects and record.
Hand balance lift.
Set up car running shoes to company data.
Set up car safety gear.
Set up car door gear and landing doors, coupling up both.
Check overtravels, limits and clearances top and bottom of shaft.
Set up counterweight.
Set up/check shaft information signals.
(Remove if used any temporary electrical shorting wires.)
Balance installation (electrically).
Complete operations, setting floor levels, complete Test report and snagging lists.

SECTION 5 - CONTROL MEASURES

Working Procedures. – Site Safety Handbook.
- Company Procedures.

Permit to Work. – Permit system in place (live working)

Working Areas. – Motor room door kept closed
- Car top guard rails/harness in place

Special Requirements. – Lift regulations Test Report to be used, follow requirements EN 81.

Frequency	Severity
1. Improbable.	1. Trivial Injury/ies.
2. Remote.	2. Minor Injury/ies.
3. Possible.	3. Major Injury to one person.
4. Probable.	4. Major Injury several persons.
5. Likely/Frequent.	5. Death.

SECTION 4 – ASSESSMENT OF RISKS

Hazard	Likelihood	Severity	Risk Rating	Persons Affected	Control Measures
Electric Shock	Possible	Major	9	Tester / Engineer	Isolate supply wherever possible, Take extra care when live working using special insulated tools.
Falls in lift shaft	Possible	Major	9	Tester / Engineer	Car top guards in place, where safety harness.
Access / Egress	Frequent	Major	15	Engineers, Clients representatives	Motor room door kept closed.
Unauthorised Access	Remote	`Minor	4	Construction workers	Motor room / Landing doors kept closed