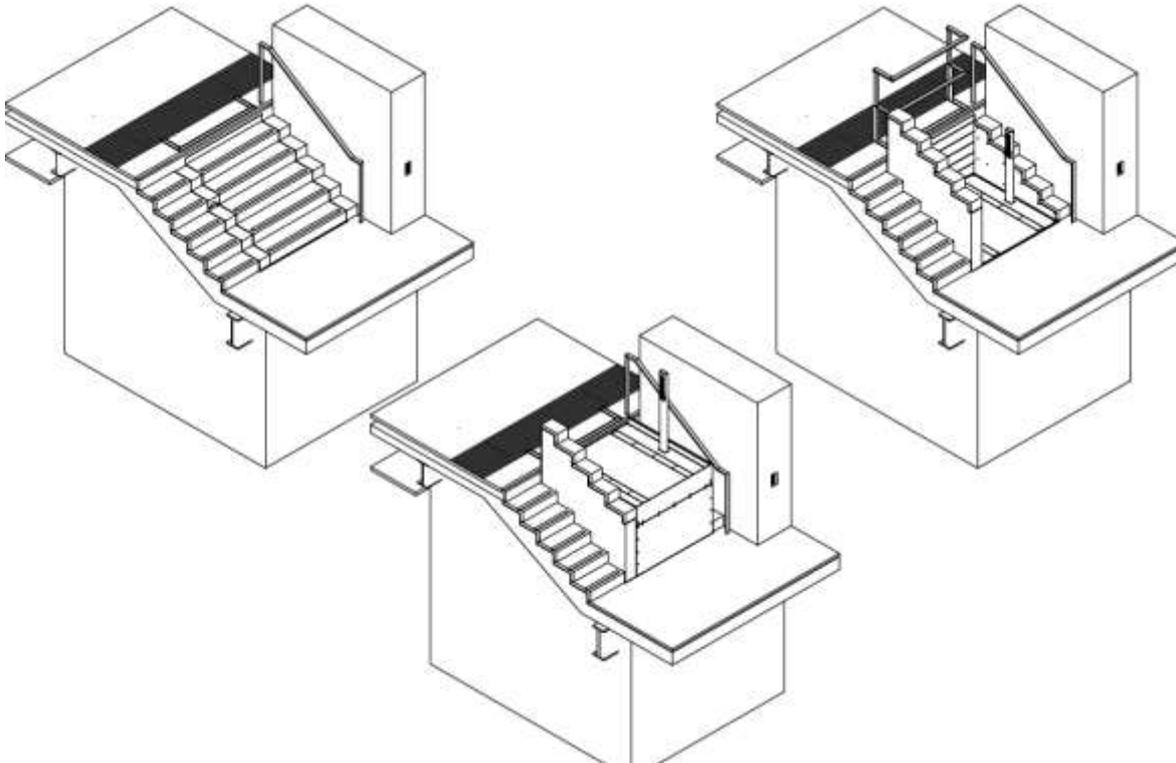


Method Statement			Date
Contractor	Sesame Access Systems Ltd	Works to be carried out	Inspection of lift pit Installation of pit trim Installation of disabled access lift Commission and Handover
Method Statement No.	MS####.01	Revision no.	1
Title	PROJECT Installation of Wheelchair Access Lift ####.01		
Project Scope	<p>To significantly improve disabled wheelchair access in the designated area(s), as required, through the bespoke design, sale, supply, installation and servicing of the patented Sesame System.</p> <p>Solution to be compliant with the relevant elements of the Equalities Act and to BS6440: 2011 Powered Lifting Platforms for people with impaired mobility.</p> <p>Constructed and tested to the requirements of BS 6440 and BS EN 1570:1998 + A2:2009.</p>		



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1 Location of Work						
Start Date				Duration		<=2 Weeks
Sequence Of Work						
1. Inspect Pit						
2. Install Pit Trim						
3. Install Lift						
4. Supervise Cladding of Lift						
5. Commission Lift						
2 Equipment and PPE						
PPE and Spec		Yes	No	Equipment	Yes	No
Protective Gloves – EN 388:2003		X		Hiab Articulated Lorry	X	
Protective Headwear – EN 397:2012				A-Frame Gantry Crane	X	
Safety Glasses – EN 166:1995				Pallet Truck		
Face Mask – EN 149:2001				Sesame Lift Trolley		
Ear Plugs – EN 352-2:2002				Lifting Jig	X	
Hi Vis Jacket – EN 20471:2013		X		Slings + lifting equipment		
Safety Footwear – BS EN ISO 20345:2011		X		Hand tools	X	
<p>Please be aware that the Sesame Install engineers are not authorised to alter the install schedule or confirm return dates to site. If there are any concerns with this method statement or the Sesame install schedule, please contact Sean McAllen using the details provided in Section 12</p>						
Details/Extras/Items Unique to This Lift						
Total Rise:			Model/Type:			
Suitable For: Seated Wheelchair Users			Safe Working Load: 350kg			
Extras:						

Install Tasks – Please update install book with progress of below tasks

Inspect Pit

- 1.1 - Measure dimensions of physical pit against drawings
- 1.2 - Measure pit for squareness
- 1.3 - Record details for method of delivery
- 1.4 - Agree/ensure locations of UL and LL FFL, grid lines, and datums

Install Pit Trim

- 2.1 - Fit pit trim to pit, ensuring it is level and within tolerance(s) of drawings
- 2.2 – If necessary; clean and prepare pit for installation of lift and stairs

Install Lift

- Lift Delivery Plan – N/A Attached Separately
- 3.1 – Ensure pit clean/clear of debris
 - 3.2 – Lift positioned in pit using (X all that apply):
 Gantry Crane Hiab Lorry Pallet Truck Sesame Lift Trolley Other
- Details if “Other”:
- 3.3 – Lift bolted/fixed into position
 - 3.4 – PLC and wiring setup (Sesame Electrician)
 - 3.5 – Lift up and running and tested on buttons

Supervise Cladding of Lift

- 4.1 - Ensure stone is correct
- 4.2 - Ensure proper adhesive is used (PU-18)
- 4.3 - Ensure proper gaps/tolerances are met
- 4.4 – Run lift once clad



<p>Pre- Commission</p> <p>5.1 – Ensure any/all outstanding items completed to enable commissioning</p>	<p>Commission</p> <p>6.1 – Test lift compliant with British Standards</p> <p>6.2 – Complete commissioning and servicing checklists to ensure lift in acceptable working order</p> <p>6.3 – Highlight any items/issues outside of British Standards</p>
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<p>Handover</p> <ul style="list-style-type: none"> - Provide training on function of lift - Provide keys to lift - All documentation issued from Sesame Access office

Please be aware that the Sesame Install engineers are not authorised to alter the install schedule or confirm return dates to site. If there are any concerns with this method statement or the Sesame install schedule, please contact Sean McAllen using the details provided in Section 10

Safe Working Arrangements

All works to be completed by competent Sesame staff in as safe a manner as is reasonably practicable.

- Any instance of water ingress in the working area will result in potential delays, or stoppage of engineers' work
- Manual handling recommendations are weights of $\leq 25\text{kg}$, however manual handling can vary between engineers based on their comfort level. Sesame engineers will only manually handle objects within their comfort zone
- Hydraulic oil will be stored off site and only used if necessary. Appropriate spill packs and leak containment is provided in all Sesame vehicles
- Lifting operations will be cordoned off to prevent access
- Where there are any dangerous substances onsite that are likely to cause an issue, or where the environment is considered unsafe for work, the engineers will stop work and evacuate site until it is safe to return. Items such as asbestos, leaking fluid containers, exposed flammable liquids, styrene, noise levels, etc.

- The engineers will attend a safety briefing induction on site, provided by the main contractor before beginning work
 - Any necessary permits will be requested for and supplied by main contractor
 - Portable barriers will be used to block off the working area from unauthorised personnel when necessary. Signage will be attached to the portable barriers to warn other workers of an open pit
- The engineers attend weekly toolbox talks as a matter of procedure, chaired by a competent engineer and covering a variety of applicable subjects as covered in the Toolbox Talks GT 700 CITB Construction Skills booklet

3 Supervision		Competency	Yes	No
Name of Supervisor in Charge	TBD	SSSTS / SMSTS	X	X
Name of Assistant Engineer	TBD	SSSTS / SMSTS	X	
Name of Assistant Engineer	TBD	SSSTS / SMSTS	X	
Commissioning Engineer(s)	TBD	SSSTS / SMSTS	X	

4 Risk Assessment					
Hazard Identification	Yes	No	Hazard Identification	Yes	No
Slips and Trips	X		COSHH	X	
Manual handling	X		Noise		X
Hand tools	X		Work at Height		X
Excavations		X	Dust/Fumes		X
Machinery/Lifting equipment	X		Lighting		X
Fire		X	3rd party (Contractor)		X
Fall of material		X	Environmental		X
Electrical		X	Other		X

Risk Assessment Key			
Severity		Likelihood	
1	No Injury	1	Rare
2	Minor Injury (no time lost)	2	Unlikely
3	Time lost up to 7 days	3	Probable
4	Time lost more than 7 days	4	Very Likely
5	Severe Injury/Death	5	Almost a Certainty

Hazard	S	L	Steps to reduce Severity/Likelihood	S	L	Acceptable ?
Slips Trips & Falls Causes of injury <ul style="list-style-type: none"> • Surface water and oil • Items left in walkways • Unfamiliarity with site • Unable to see past load carried • Incorrect wearing of safety equipment • Not paying attention 	3	3	<ul style="list-style-type: none"> • Workers instructed to always clear up any spillages immediately after they occur • Workers instructed to always keep walkways clear • Workers required to attend induction and be fully aware of the layout of working area • Workers instructed to avoid carrying loads that block vision where avoidable. If unavoidable, ensure there is someone available to guide the carry • Workers instructed to always ensure safety equipment is correctly applied. Boot laces tied, hi-vis jacket secured, Hard hat comfortably fitting, safety glasses correctly on face, etc. • Workers instructed to always be aware of the surroundings and what is going on in the immediate area 	3	1	Yes
Manual Handling Causes of injury <ul style="list-style-type: none"> • Lifting/moving items that are too heavy • Lifting/moving items incorrectly 	3	2	<ul style="list-style-type: none"> • Ensure manual handling tests are kept up to date • Always lift per lift safe procedures • Always test load before lifting • Always use lifting equipment where advised • Seek assistance where required 	3	1	Yes
Hand Tools Causes of injury <ul style="list-style-type: none"> • Excessive wear and tear • Incorrect use of tools • Leaving tools lying around 	2	2	<ul style="list-style-type: none"> • Ensure all users are fully trained on tools to be used • Always ensure the environment around is safe when using tools • Always wear the correct PPE • Always tidy up after use • Where applicable, ensure tools are PAT tested and up to date 	2	1	Yes
Machinery/Lifting Equipment Causes of injury <ul style="list-style-type: none"> • Incorrect equipment used • Equipment used unsafely • Equipment used by untrained personnel • Excessive wear and tear on equipment • Incorrect number of staff for job • 	2	5	<ul style="list-style-type: none"> • Ensure all equipment is PAT tested and up to date • Ensure all applicable equipment has up to date safety certificates • Ensure all personnel are sufficiently trained to use or assist in the use of equipment • Ensure all lifts are done safely to site regulations • Ensure there are the correct number of personnel for each job • Do visual checks on each piece of equipment before use to ensure there is no damage • Ensure all correct PPE is worn 	2	1	Yes
Fall of Material Causes of injury	3	4	<ul style="list-style-type: none"> • Ensure all applicable staff are trained on lifting equipment to be used 	3	1	Yes

<ul style="list-style-type: none"> Material incorrectly lifted Material incorrectly placed Knocking material from high up Injuring member of public 			<ul style="list-style-type: none"> Ensure all lifts are completed safely Ensure all material is placed and secured safely and correctly on all occasions Ensure all staff working at height have suitable protection against knocking materials or items off high places Ensure correct PPE is worn by all staff Delivery area to be cordoned off to restrict and limit access of public 			
<p>Electrical Causes of injury</p> <ul style="list-style-type: none"> Improper use of electricity Use of unsafe electrical equipment 	2	4	<ul style="list-style-type: none"> Ensure all equipment is PAT tested, up to date and safe to use Client must ensure all electrical outlets are safe to use Visual inspection of all equipment and cables prior to use to ensure no damage is present 	2	1	Yes
<p>COSHH Causes of injury</p> <ul style="list-style-type: none"> Incorrect PPE or no PPE used Lack of knowledge of substances Incorrectly labelled containers Ignorance of dangers Fumes 	2	4	<ul style="list-style-type: none"> Ensure all correct PPE is worn (goggles, gloves, etc.) when using COSHH applicable substances Ensure as far as possible substances are kept in the original packaging. If substances need to be housed in alternate packaging, ensure that the packaging is correctly labelled and any applicable warnings applied Ensure COSHH safety data sheets are provided to any workers using COSHH substances Ensure all workers are fully aware of the dangers of incorrect uses of COSHH substances Ensure all staff are aware of correct usage procedures for COSHH substances 	2	1	Yes
<p>Work at Height Causes of Injury</p> <ul style="list-style-type: none"> Untrained personnel Unsafe equipment Incorrect use of equipment Unsafe site arrangements 	2	4	<ul style="list-style-type: none"> Safe at height working provisions provided by client subject to regulations Always check equipment prior to use Ensure all personnel are trained safely on all equipment 	2	1	Yes
<p>Dust/Fumes Causes of Injury</p> <ul style="list-style-type: none"> Incorrect PPE worn Incorrect use of equipment Unsuitable ventilation 	3	3	<ul style="list-style-type: none"> Ensure all correct PPE is correctly worn Ensure all applicable staff are trained on equipment to be used Ensure all applicable areas are suitably ventilated 	3	1	Yes

5	Control Measures to Reduce the Risks					
<ul style="list-style-type: none"> Full PPE required and provided for each engineer (includes: hard hat, gloves, safety boots, suitable clothing, hi- Copy of RAMS for site team to familiarise with Prior inspection to ensure pit is safe for install Competent use of all equipment Competent when working with electrics Toolbox talks attended by each engineer on a weekly basis Exclusion barriers around pit to prevent unauthorised access Signage to warn of danger Cleanup fluid for oil spillages 						

Permits to Be Used	Yes	No	Assessments Required	Yes	No
Hot works		X	COSHH		X
Crane check list		X	Noise		X
Excavation		X	Manual handling		X
Confined space entry		X	Vibration		X
Riser shafts		X	Demolition		X
Electrical		X	Other (state)		X

Other control measures / Security requirements
1.
2.
3.
4.

Additional PPE requirements	Yes	No		Yes	No
Fall restraint harness		X	Respirator		X
Fall arrest harness		X	Specialist clothing [chemicals etc.]		X
Hearing protection		X	Other [state]		X

OVERALL Assessment of Risk after the implementation of Control Measures (<i>delete as inapplicable</i>)	
Low	

6	Resources	Number of Personnel		Max. 5	
Competencies	Yes	No	Competencies	Yes	No
CSCS [general]	X		FASET / IRATA [nets & rope access]		X
CPCS [plant]		X	PASMA [mobile scaffolding]		X
CISRS [scaffolding]		X	Other [state]		X

7	Subcontractors	Method Statement approved?		Method Statement attached?	
		Yes	No	Yes	No
	1.				
	2.				

Materials to be used:			
1. Hydraulic Oil	2. Oil Cleanup Fluid	3.	4.
5.	6.	7.	8.

Equipment To Be Used (<i>delete as applicable</i>)	Yes	No	Equipment To Be Used (<i>delete as applicable</i>)	Yes	No
Lifting	X		Mechanical plant (State)		X
Lifting - slings / chains / beams / etc.	X		Temporary works / shoring		X
Mechanical hoist, winches, pulleys, etc.	X		CAT		X
Scaffolding		X	Mechanical tools		X
Mobile elevating working platform		X	Hand tools	X	
Mobile scaffolding		X	Task Lighting		X
Mast Climber / Suspended Cradle		X	Ventilation/Extraction Equipment		X
Podium steps / Ladder		X	Test Equipment		X

8 Emergency Arrangements	
Special First Aid Provision Required Provided by Main Contractor	Rescue / Security Arrangements Required Provided by Main Contractor
Spillage control requirements	
Cleanup equipment provided	By whom Sesame Access
Area excluded	How As part of site installation equipment

9 Amendments to Current Systems			
Traffic routes	Yes	No	
Emergency arrangements	Yes	No	
Exclusion zones	Yes	No	
Services	Yes	No	

10 Communication			
Confirmation of briefing from Persons Carrying out the Work			
Print Name	Signature	Print Name	Signature
All Sesame Access Systems Ltd. employees			

11 Contractor monitoring & compliance	
Who is accountable for monitoring compliance with the method statement?	All Sesame personnel on site

12 Approval	
Sean McAllen Operations Manager 01784440088 operations@sesameaccess.com	Signature 

13 Supporting/Relevant Documents			
Please find attached separately:			
MSDS <input type="checkbox"/>	COSHH <input type="checkbox"/>	Lifting Plan <input type="checkbox"/>	Other <input type="checkbox"/> State Other: