

RAMS Method Statement

RAMMAI_General_General Repairs_v2.0624



MyAbsolute.co.uk

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Prepared By: Andrew Prest
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TRACKING			
	NAME	Signature	Date
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Location of the Work, Access & Control

Principal Contractor: **Absolute Plumbing & Maintenance Ltd (t/a MyAbsolute.co.uk)**

Principal Contractor Contact: Andrew Prest (MD) Andrew.Prest@MyAbsolute.co.uk, Contact: 07763 651 055

Instructing Contact: **Site Contact – Company**

Instructing Contact Telephone/Email: **Telephone / Email**

Planned Timeframe/Duration: **Date / Duration**

Contractor Staff: **Team Names**

The works to be completed will be fully scoped and agreed against the original instruction prior to attendance at site, any deviation from the planned works which reflect a change in visual appearance, time on site or reflect additional cost will be pre-agreed and subject to change control prior to any deviations being undertaken.

The general plumbing, repair and reactive maintenance works to be confined to pre-authorised work zone only, within the confines of the leased area and not to include any new installations. Access to be coordinated with site management to minimise disturbance to operations, risk to public and hazards to Absolute employees.

Method:

- Pre-plan access (vehicle drop-off/unloading location, parking arrangements and re-loading location) and all Site Personnel to report to the site Management Team upon arrival and at the end of each shift, at which point Works Access Permit may be issued including a local briefing.
- Vehicle safety hazard lights and amber beacons to be used whenever parked temporarily or loading/unloading within a hazardous area and not parked within a designated bay
- Do not lift materials unless necessary – priority should be given to the use of lifting / manoeuvring aids and carts
- When manual handling – follow manual handling procedures, break large loads into smaller packages and follow stop work procedures – if you think you need assistance, stop and ask
- Routes should be pre-planned – checking for hazards such as trip, uneven floors, low headroom and weather-related hazards
- Material handling routes to utilise any lifts and clear walkways where applicable, no materials to be carried over stairway/pedestrian bridges unnecessarily
- Ensure correct PPE is worn i.e., High-vis clothing, safety gloves, safety boots etc (site specific)

Safe Controls

The immediate and wider area of work must be considered, monitored and referred to when planning the site-specific controls you employ. The site supervisor will assume overall accountability for site safe controls employed and all team members remain responsible for their each and collective maintenance of safe controls. The site supervisor will maintain authority to instruct any non-compliant team members to stop work and leave site immediately.

Hazard Awareness

- You must maintain safe controls of the work area – barrier off areas with public access, keep works, personnel and equipment within the confines of the leased area, where possible, undertake works during non-operational hours
- Maintain monitoring of the work area – a site supervisor should be present to monitor and supervise the work site ensuring public access is minimised / restricted and where possible, not permitted during works
- Maintain security and access controls for the work area / equipment and materials – this includes managing access to the access and egress of the work site
- Electrical Hazards – Work at height NOT permitted unless specifically pre-agreed – Engineers must adhere to general electrical safety precautions, exercise extra caution where there is potential for water & electricity to come into contact and should not undertake any electrical repairs or activity requiring the services of a qualified electrician. Caution should be used when disconnecting/reconnecting electrical appliances to ensure cables are free from defect, snags and damage.
- Take extra caution with sloping paths, ramps and surfaces and especially when wet conditions make pathways slippery
- large / long materials must be transported at waist height or ground level with the assistance of mechanical methods where possible
- Hot Works – Any hot works must be pre-agreed (in writing) and include control measures, safeguards and precautions to maintain the safety of those involved, minimise risk of smoke/heat/sparks and ensure there is no risk to others within the vicinity

Personal Protective Equipment

- Hi-visibility clothing (over-vest, waterproof jacket), (railway compliant ‘orange’ high-vis when working on rail sites) and branded with the Absolute logo
- Absolute-branded uniform including work trousers/shorts, t-shirt/jerseys, jackets, hats/helmets and gilets should be always worn – no personal clothing to be worn whilst working, waiting or attending site
- Protective safety boots to be always worn along with company issued safety gloves where necessary
- Company-issued identification cards MUST always be worn, visible and offered to station management / staff on arrival to site and as and when requested

Environment & Waste Management

- Any blockages, leaks, safety issues or hazards MUST be reported to the site supervisor AND site management immediately – any conversations must be noted along with the date / time and names of those involved
- COSHH procedures MUST be always adhered to, chemicals must only be used where they are brought to site in their original labelled packaging, stored securely within vehicles and only used on site by authorised personnel – upon completion of the task any chemicals should be returned to the security of vehicles or left under the supervision of the site supervisor
- All waste generated by works on site (including materials removed, packaging and surplus equipment) must be removed from site for safe disposal subject to commercial waste regulations, nothing to be left on-site on completion of the agreed works other than documentation / appliance manuals or other materials with prior agreement – no materials left on site should be left in any location accessible to the public or anybody other than a nominated responsible site manager
- Any works with potential to create excess noise, smoke or disruption MUST be pre-agreed and site management present pre-notified on the day – all excess noise, smoke or disruption to be avoided where possible.

- NO hot works to be permitted without pre-authorisation

Supervision Arrangements

The nominated site supervisor will be responsible for reviewing, updating and co-approving all works, method statements and pre-agreed controls PRIOR to arriving at site, must retain hard copies of all paperwork including method statements on site at all times, will ensure all staff present on site have reviewed and signed the work order and method statements AND will maintain authority to stop work and request any non-compliant member of the team leaves site immediately.

- All team members present on-site MUST be assessed as competent for the work task by a manager
- All team members MUST adhere to all PPE and control measures whilst on-site
- All team members WILL assume individual and collective responsibility for managing health & safety whilst on site
- All team members WILL review and sign the site-specific risk assessment(s) prior to arriving on site
- All team members MUST assume individual and collective responsibility for security or materials, equipment, and personnel always
- All team members MUST familiarise themselves with the site-specific fire test regime, procedures, and muster points

Welfare, Health & Safety

The site supervisor will make all team members aware of the site-specific arrangements for access to welfare facilities which may include use of the station facilities where available.

- All vehicles are supplied with first aid, eye wash and clean up equipment suitable for the work tasks to be undertaken
- Any incidents MUST be reported immediately to site management team and appropriate medical assistance, with personnel affected taken straight to the nearest E&E department located at:

[A&E Department]

**Hospital,
Address**

Team Briefing Record

Works Title	General Repairs
Briefed By	
Date	

I / We the undersigned have been briefed in the contents of the above-mentioned method statement and understand the work and responsibilities placed upon myself. If for any reason stipulations within the method statement doesn't work or I'm unable to comply with the procedures set out I will immediately stop work, make the situation safe and inform the site supervisor and/or station management present. If any procedure or control measure requires changing, I will obtain authorisation from the site supervisor prior to implementing any deviated practice from those contained within this method statement.

Name:	Signature:
Name:	Signature:
Name:	Signature:
Name:	Signature:
Name:	Signature:
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Name:	Signature:

Site Supervisor: A copy of this signed method statement MUST be held on-site whilst works are undertaken

End.