

Operating Method Statement & Risk Assessment – Dispenser fitting

1. Overview

Our business is in the fixing of washroom, vending & chemical dosing dispensers within a safe workplace, where open access is available for a minimum of 10 working hours, 5 days a week and at weekends where appropriate. Where we are required to have permits to work we require that the site operator inform us of such prior to commencement of works.

We expect all our clients to comply with statutory Health & safety legislation and perform a site induction for the site location. We expect the site operator to provide supervision & instruction in site Health & safety protocol, as they deem necessary.

Skilled & trained fitters working either alone or in team's dependent on the circumstance in order to complete the work. All our operatives are required to conduct themselves in a polite, organised and risk aware fashion. They are under instruction to seek advice of both their immediate manager/supervisor & the site operator if they are uncertain or concerned about any aspect of their personal or work colleague's safety on site.

Our personnel are under instruction not to participate in any action or activity that may place them or any colleague or other human being at risk. The work we carry out is not of a hazardous nature and the risk to our operatives is low. We recognise the potential for risk is ever present and our activities are planned to minimise the risk.

Our operatives use battery operated power tools only. All hand tools are checked for damage/wear by the manager/supervisor and replaced if any aspect of their performance is in question.

Personal protective equipment is issued to operatives. Standard issue is suitable footwear. Hard hats and Hi visibility clothing are not standard issue and we utilise PPE provided by the site operator.

We do not operate above floor level for the installations. Operatives are instructed not to carry out any works that requires use of any access equipment.

We require the site operator to provide a trolley for the movement of materials around site. We will place all waste packaging and dismantled dispenser units in an agreed location on each floor of work for removal. Disposal of this waste is the responsibility of the building operator. We will take the old dispensers & packaging to the Stores for third party disposal. The waste generated is not hazardous or dangerous.

2. Scope of work

Based on information provided by our client we will carry out the following works.

- Count dispenser stock when arriving on site to check same as fitting schedule
- Obtain copy of the delivery note if available
- A representative of the Site client will show us the locations for fixing on day one.
- Utilise a test meter to seek pipe & electrical cables in the vicinity of the fit
- Remove existing dispenser
- Make good any exposed existing screw holes with neutral filler
- Fixings - use proprietary fittings for plasterboard, rawplugs for solid walls & suitable length screws for lockers.
- Fix the new dispenser to a suitably sound wall or partition
- Fix using raw plug/screw or screw direct fix where appropriate

- Remove old dispenser to agreed location on site
- Fill the unit with 1 or 2 rolls or 1 pack of product as pertinent
- Place any packaging waste at an agreed location on site
- Keep an exact record of dispensers fitted by type and site for invoicing purposes.

3. Requirements for dispenser fitting work to commence

- A written order from our Client
- Confirmation of sufficient dispensers & product on site
- Easy access to dispensers and product
- Clear unhindered access to the fitting locations
- 10 working days notice of start date

4. Unsuitable fitting locations

- Where the fabric of the wall is unstable & or unsuitable for new dispenser fitting we will notify the client of the location & will refrain from fitting the unit.

5. Risk Assessment

See separate document



Goodenough Services
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