

Site – to be worked at
Schedule – **date of activity start**
Fitter/s - by name

Operating Method Statement – 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.

Each site must brief us effectively in a formal site induction as to the access, movement and proximity risks of the site prior to any work commencing. The site needs to inform us if Asbestos is present in the areas we are planning to disturb in the course of our work. If Asbestos is identified in the work area no work will take place, if work has commenced and there is reason to suspect asbestos all work will cease immediately. GES HQ and the client site will be informed and we shall continue where work is not at risk of asbestos.

Our skilled & trained fitter is capable of working alone on the site detailed above providing we are shown and guided to where the fitting locations are. We need a means to contact the site individual responsible for us in case of difficulty. If we are working alone meaning no other members of the site are in our vicinity for more than 30 minutes we will report in every hour to the nominated site contact to confirm our well being.

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 or equipment 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. Compliant PAT testing is scheduled in line with the legislative requirements.

Personal protective equipment is issued to operatives. Standard issue is a hi viz vest, safety footwear, protective eyewear and chemical resistant gloves. Hard hats, head protection, are not standard issue and we utilise PPE provided by the site operator for specific site-specific risks. We understand that for external movement at Diaego sites this is required.

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.

Where an operative has to install, commission or trouble shoot an electrically operated mains powered installation they shall do so only when in possession of approved training and recognised professional certification and in accordance with the safe working method.

Where an operative has to install, commission or trouble shoot an "plumbed in" installation they shall do so only when in possession of approved product and technique training.

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.
- A safe working method will be used to reduce the risk of harm
- Utilise a test meter to seek pipe & electrical cables in the vicinity of the fit
- Remove existing dispenser from the wall where present.
- 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 new dispenser with product and ensure effective operation
- Place any packaging waste at an agreed location on site
- Keep an exact record of dispensers fitted by type and site for invoicing purposes.
- Leave the workplace clean and tidy

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



Managing Partner – Goodenough Services

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