

Electrical Method Statement

Guidance Note 8
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Electrical Method Statement A Basic Guide to preparation

Introduction

This Guidance Note gives practical information about creating a method statement.

A completed sample template has been included in Appendix 1 and a blank template in Appendix 2. If you wish to use the template in Appendix 2 to construct your own documents, you must ensure that all references to **Santia Accreditation** have been removed and the final documents are clearly incorporated into your existing safety management system.

A method statement is an ideal way of recording the hazards involved in a specific work activity and communicating the risk and precautions required to all those involved in the work, including those undertaking the work and their immediate managers.

A method statement should be developed in conjunction with a risk assessment and together these demonstrate a safe system of work. The method statement needs to be clear, no longer than necessary, and not over complicated. The document should avoid ambiguities or generalisations, which could lead to confusion, and layout a step-by-step sequence of work to describe how the activity is to be carried out safely.

Format

The actual format is dependent on the work being undertaken and the organisational arrangements in place but generally the following headings should be present:

- Organisation/company in control of the operation
- Named individual responsible for the activity and its safety
- Name of method statement originator and authorisation date
- Arrangements for changing/deviating from method statement
- General description of activity
- Location of activity including access and restrictions
- General working environment considerations, e.g. temperature and wind speed
- Protection of others, e.g. members of the public
- Emergency procedures, including location of emergency equipment
- Identity of operatives (and any specific training or certification required)
- Requirements for Personal Protective Equipment
- Plant and equipment used, including safety precautions and restrictions
- Materials information e.g. hazard information and storage/transport requirements
- Work sequence, including associated risks and required control measures for each stage
- Safety checks/clearances at specific stages
- Final clearance that activity is completed to specification
- Any other additional information that may be relevant.

The list above is not exhaustive and a method statement may or may not include each and every item. However, as a minimum it must achieve the following objectives:

- It should be up to date, identifiable and its source accountable.
- It should contain the sequence of works.
- It should identify the associated risks and control measures.
- It should state actions/authorisation required to deviate from method statement.

Appendix 1 is a sample method statement for electrical works. It can be as simple or as detailed as the job/risk requires, so long as it meets the four main objectives.

Appendix 1

Electrical Method Statement

Contract Manager: Joe Bloggs	Site Supervisor: David Jones	
Originator: Joe Bloggs	Position: Contracts Manager	Date: 01/11/2013
<p>Strict adherence to this method statement is critical to the health and safety of all engaged in the work.</p> <p>Any deviation must first be authorised by the Site Supervisor.</p>		
<p>Planned Task/Activity Description: Modifying/Extending/Relocating Existing Lighting Circuits and Points (Single Core Cables in Trunking and Conduit).</p>		
<p>Location and Access: (attached plan as appropriate) Main Office Area.</p>		
<p>Working Environment & Restrictions: Open Plan Office. Only Electrical Contractors permitted to be present during operation. Existing sections of ceiling will be removed by others.</p>		
<p>Protection of others: Work undertaken out of hours. Only contractors and client representative present.</p>		
<p>Emergency Procedures: Normal site evacuation procedure to apply.</p>		
<p>Operatives/Competence: C&G Qualified Electricians.</p>		
<p>Personal Protective Equipment: Safety Footwear, Gloves, Goggles</p>		
<p>Plant & Equipment: Podium Steps, Cordless Drill.</p>		
<p>Materials Handling/Storage & Safety Information: All material in manageable individual lengths.</p>		

Critical Stages: (must be undertaken in correct sequence)

1. On arrival site contact made and site induction undertaken
2. Work area cleared for safe access
3. Final circuit arrangements will be determined as indicated on the installation drawings
4. Obtain Permit to work
5. Circuits to be modified will be identified, isolated from the electrical supply by the turning off the relevant circuit protective devices and fuses removed, danger label fitted and circuit verified dead.
6. Existing luminaries will be unplugged and removed to allow access to ceiling roses as required
7. Ceiling roses will be disconnected and removed
8. All wiring contained within the conduits will be pulled back to the nearest convenient point and left neatly coiled
9. The existing conduit/trunking installation will be amended to suit the new layout as indicated on the installation drawings
10. When the amended conduit installation is complete the cables will be drawn back in
11. Circuits will be rewired/amended as necessary to suit the new layout
12. The complete circuit will be tested in accordance with B.S.7671 17TH Edition I.E.E. Wiring Regulations prior to connection.
13. Accessories/equipment will be second fixed. Luminaires will be replaced and repositioned/new luminaries will be installed.
14. When all accessories are fitted and it is safe to do so the circuits will be re-energised and danger label removed
15. Final live tests will be carried out
16. Site will be cleared and equipment replaced.
17. Site contact notified of work finished.
18. Cancel permit to work

Final Clearance: (Work/Activity completed to satisfaction).

Name

Position:

Date:

Appendix 2

Blank Method Statement Template

Contract Manager:		Site Supervisor:
Originator:	Position:	Date:
<p>Strict adherence to this method statement is critical to the health and safety of all engaged in the work.</p> <p>Any deviation must first be authorised by the Site Supervisor.</p>		
Planned Task/Activity Description:		
Location and Access: (attached plan as appropriate)		
Working Environment & Restrictions:		
Protection of others:		
Emergency Procedures:		
Operatives/Competence:		
Personal Protective Equipment:		
Plant & Equipment:		
Materials Handling/Storage & Safety Information:		
Critical Stages: (must be undertaken in correct sequence)		
Final Clearance: (Work/Activity completed to satisfaction).		
Name	Position:	Date:

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