



## METHOD STATEMENT

Date \_\_\_\_\_

Location \_\_\_\_\_

### Purpose

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### Procedure

The Bibby Contracting engineer ( ) on arriving on site will make himself known to the manager or their nominated representative on site.

Engineer enters premises.

After observing handwashing guidelines, engineer proceeds with task assigned.

Once complete a check is made on other systems and equipment and any issues resolved or logged with helpdesk.

On completion of task, Business Property Manager unlocks door, engineer leaves,

If for any reason it is not possible to carry out the above while complying with the safe social distance or hygiene guidelines, contact should be made with supervisor or manager and further advice sought.

The Bibby Contracting engineer will explain the process and requirements that will be undertaken to safely undertake the work and agree any procedures or specific client requirements prior to the start of the works.

It is the client's responsibility to make the Bibby Contracting engineer aware of any special requirements, constrictions or specific company policies that may affect the carrying out of the works and issue him/her with any security passes / access keys to allow him/her to safely carry-out the works in an effective manner.

It is the client's responsibility to ensure that the Bibby Contracting engineer is made aware of health, welfare and safety provisions on site, where emergency exits are in the building and the assembly points outside the building to report to in the event of a fire or emergency.

The Bibby Contracting engineer will carry out his own risk assessment, to ensure that he/she can undertake the work in a safe manner, that does not place him/her at unnecessary risk of injury and take into account the safety of other building occupants, contractors, visitors.

The Bibby Contracting engineer will complete a company 'Dynamic On-site Risk Assessment' form which will be retained by the Bibby Contracting engineer to be filed in the job file (a copy of the 'Dynamic On-site Risk Assessment' may be requested and retained by the client, on request).

It is the client's responsibility to ensure that all appropriate company staff are made aware that the Bibby Contracting engineer will be working on site and that they are to afford him/her unimpeded access to allow him/her to safely carry out the works. Should staff delay the works, standing time/non-productive time will be charged at the rate applicable to the grade of the Bibby Contracting engineer (It is in all parties' interests to allow the works to be carried out as quickly and as efficiently as possible, with the minimum of disruption).

It is the clients' responsibility to ensure that prior to the works being carried out that all electronically stored data is backed-up prior to the commencement of works.

Should any dangerous situations or occurrences be noted, whether part of these works or not, which may give rise to danger to the Bibby Contracting engineer or others, this will be reported immediately to the "Duty Holder" or nominated representative and, if appropriate, the relevant service will be disconnected from the supply, as required by The Electricity at Work Regulations 1989.

On completion of the works, the Bibby Contracting engineer will report to the "Duty Holder" or nominated representative, explain the works completed and will bring to their attention any work which could not be completed at the time of the scheduled works. The "Duty Holder" or nominated representative will be asked to check that all essential services (intruder alarm, data transfer and storage services and devices, plus fridge/freezers and the like equipment) are fully operational. The Bibby Contracting engineer will explain the operation of any installed equipment and leave any operating manuals with the "Duty Holder" or nominated representative.

All relevant certification and/or reports and invoice for the works completed will be forwarded in the agreed format to the client, within 14 days of completion of the works, following verification of the Bibby Contracting engineer's work by a senior member of the Bibby Contracting engineering staff.

Reference Documents

BS 7671: 2018 / IEE Guidance Note 3  
Electricity at Work Regulations 1989  
Bibby Contracting: 02.02.2022