

Generic Method Statement

Document History

Document Reference: eFGMS-0001

Date	Revision No.	Comments	Modified By	Approved By	Next Review Date
23/03/2021	1	Document Approved	P Holland	P Holland	23/03/2022



Maintenance/Service and Small works	Electric Vehicle Supply Equipment (EVSE)
Standard to Which Installed	BS7671 and IET Guide to Electric Vehicle Charging Installations
Project / Job Number	Various

**ALL Site Personnel MUST make themselves fully aware of
The Client's Site Safety/Environmental Procedures and Precautions.**

Failure to observe this Method Statement could result in serious injury or even Death.

Client Contact Information:

Name:	ALL SITES Risk/Method Statement/Environmental Assessment
Telephone No.:	
Email:	

eFaraday Group Contact information:

James Hutchinson, (General Manager) ☎ 0330 002 1154, 07843 343255 James.Hutchinson@eFaraday.co.uk

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This document covers eFaraday Group and all security installation and maintenance work associated with this project.

Should any other contractor wish to remove any part of the installation, or disconnect it, prior to handover of the installation they must provide the client with a risk assessment of how they intend to proceed.

eFaraday Group does not sanction unqualified staff working on installations where they may place themselves at risk.

THE RA/MS WAS DEVELOPED FROM: Desktop Survey, Previous site visits and knowledge of sites.

NAME: J Hutchinson **DATE:** 23/03/2021

This Health & Safety Risk Assessment was carried out on the date above and does not account for any changes after the stated date or information not made available to us at this time.






A Point of Work Risk Assessment (POWRA) must be completed by the persons carrying out the tasks and discussed with the client/eFaraday Group Management prior to work commencing




****Any RA/MS MUST be provided to all parties including Sub - Contractors ****

Personnel involved in this RA/MS/Environmental Assessment are as follows:

Phase	Name/Detail	Date	Signature	Date
Method Statement and Control Measures Developed By	J Hutchinson	23/03/2021		
Copy Provided to Client By				
Copy Provided to Subcontractors By				
Client Acceptance By				
Clients Person Responsible for Health and Safety & Environmental Issues				
Contact No				
Email Address				
eFaraday Group Competent Person/Lead Engineer on Site				
eFaraday Group Contact Phone No	0330 002 1154			
Document Authorised for Use By	P Holland	23/03/2021		
Site Personnel <i>A signature confirms that each person named has been taken through, understands and commits to following this RA/MS and Environmental Assessment.</i>				

Project Details:

Client Site Address:	All sites
On Arrival At Site All Contractors Shall Report To:	the Clients Authorised Person 📞 TBC
Client Emergency Phone No:	
Work Specific Area/Description:	Whole Site
Planned Date & Time of Work Commencement:	Present
Planned Date & Time of Work Completion:	Present.
Planned RA/MS Review Date:	12 Months or at such earlier time as there is reason to suspect that it is no longer valid, or if there has been a significant change in the matters to which it relates, or after an incident.
Competence Required of Site Personnel (Depending on Task/Site):	CSCS - Y PASMA - Y IPAF - Y OTHER - Confined Space/EUSR/Asbestos Awareness
PPE Required on Site:	<p>Minimum PPE items to be worn during the associated tasks as appropriate and indicated by the site requirements:</p> <ul style="list-style-type: none"> • Hard Hat conforming to: EN 397:2012. • Protective Gloves conforming to: EN 420:2003 & where mechanical risks are present EN 388:2003. • Safety Footwear conforming to: EN ISO 20345:2004 with a 200J Toecap. • High Visibility Coat/Vest conforming to: EN 340:2003 & EN 471:2003. • Eye Protection (Goggles/Safety Glasses) conforming to: EN 166:2001. <div style="display: flex; flex-wrap: wrap; gap: 10px;"> <div style="text-align: center;"></div> <div style="text-align: center;"></div> <div style="text-align: center;"></div> <div style="text-align: center;"></div> <div style="text-align: center;"></div> </div>

	<p>Where a noise hazard is present:</p> <ul style="list-style-type: none"> Hearing Protection (Ear Defenders/Ear Plugs) conforming to: EN 352-1: 2002/ EN 352-2:2002.  <p>Where a respiratory hazard is present:</p> <p>a. RPE provided will be either disposable mask to standards EN149 (type FFP3) or EN1827 (type FMP3); - half mask respirator (to standard EN140) with P3 filter; or - semi-disposable respirator (to EN405) with P3 filter. Face fit testing will be in place for the wearers.</p>  
<p>Plant And Equipment Supplied To Site Personnel:</p>	<p>All plant i.e. Steps, Ladders, MEWP, Scaffolds will be supplied where required and inspected prior to use.</p>
<p>Work Permits Required:</p>	<p>YES – as and when required by the client and issued by the client.</p>
<p>Welfare Facilities:</p>	<p>Site facilities/local facilities to be used.</p>







General Risk Assessments Provided with this RAMS (place Y (yes) if provided):


GRA01 Fujikura 12 S Splicer	Y	GRA16 Use of Hand Tools	Y	GRA31 Cable Pulling	Y
GRA02 First Aid	Y	GRA17 Hand Arm Vibration	Y	GRA32 Testing & Commissioning	Y
GRA03 Fire on Site	Y	GRA18 Spare		GRA33 Spare	
GRA04 Site Housekeeping	Y	GRA19 Driving for Work	Y	GRA34 Soldering	Y
GRA05 Slips/Trips/Falls	Y	GRA20 Use of MEWPS	Y	GRA35 Work in Food Prep Areas	Y
GRA06 PPE	Y	GRA21 Trunking & Trays	Y	GRA36 Spare	
GRA07 Cordless Drills	Y	GRA22 Use of Scaffolding	Y	GRA37 Use of Mobile Podiums	Y
GRA08 Use of Ladders	Y	GRA23 Manual Handling	Y	GRA38 Young Workers	Y
GRA09 Use of Stepladders	Y	GRA24 Electricity	Y	GRA39 Confined Spaces	Y
GRA10 Spare		GRA25 Use of Small Steps	Y	GRA40 WEC Delivery/Installation	Y
GRA11 Temporary Supplies	Y	GRA26 Servicing Towers/Columns	Y	GRA41 Mobile Towers	Y
GRA12 Working in Loft	Y	GRA27 PCB's	Y	GRA42 Use of Winches	N
GRA13 Traffic Movement	Y	GRA28 Work Near Power Lines	Y	GRA43 Res Lids	N
GRA14 Asbestos	Y	GRA29 Occupied Premises	Y	GRA44 Manhole Covers	Y
GRA15 Storage of Materials	Y	GRA30 Chasing out Cable Runs	Y	GRA45 Working Near Water	Y

Site Safe Systems of Work Provided with this RAMS (place Y (yes) if provided):

SSoW 001 Fujikura 12 S Splicer	Y	SSoW 016 Use of Handtools	Y	SSoW 031 Cable Pulling	Y
SSoW 002 First Aid	Y	SSoW 017 Hand Arm Vibration	Y	SSoW 032 Testing & Commissioning	Y
SSoW 003 Fire on Site	Y	SSoW 018 Spare		SSoW 033 Spare	
SSoW 004 Site Housekeeping	Y	SSoW 019 Driving for Work	Y	SSoW 034 Soldering	Y
SSoW 005 Slip/Trips/Falls	Y	SSoW 020 Use of MEWPS	Y	SSoW 035 Work in Food Prep Areas	Y
SSoW 006 PPE	Y	SSoW 021 Trunking & Trays	Y	SSoW 036 Spare	
SSoW 007 Cordless Drills	Y	SSoW 022 Use of Scaffolding	Y	SSoW 037 Use of Mobile Podiums	Y
SSoW 008 Use of Ladders	Y	SSoW 023 Manual Handling	Y	SSoW 038 Young Workers	Y
SSoW 009 Use of Stepladders	Y	SSoW 024 Electricity	Y	SSoW 039 Confined Spaces	Y
SSoW 010 Spare		SSoW 025 Use of Small Steps	Y	SSoW 040 WEC Delivery/Installation	Y
SSoW 011 Temporary Supplies	Y	SSoW 026 Towers/Columns	Y	SSoW 041 Mobile Towers	Y
SSoW 012 Working in Loft	Y	SSoW 027 Spare		SSoW 042 Use of Winches	Y
SSoW 013 Traffic Movement	Y	SSoW 028 Power Lines	Y	SSoW 043 Res Lids	Y
SSoW 014 Asbestos	Y	SSoW 029 Occupied Premises	Y	SSoW 044 Manhole Covers	Y
SSoW 015 Storage of Materials	Y	SSoW 030 Chasing out Cable Runs	Y	SSoW 045 Working Near Water	Y

Task	
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Number	Task Description / Specific Methodology of Work – All Work Types
T1	<p>Contact the clients H&S representative to inform them you are on site.</p> <p>Ensure relevant site inductions have been attended.</p> <p>Log onto BusinessWatch Guardian if lone working.</p> <p>Where the work is being carried out under the control of a permit to work a start of shift of briefing must be completed by the eFaraday Group lead engineer on site.</p>
T2	<p>Ensure client’s personnel are aware of work being undertaken in the specific area.</p>
T3	<p>Carry out a ‘Point of work risk assessment’. If any hazards are not suitable controlled STOP and contact a Line Manager.</p>
T4	<p>Establish site and cordon the area off from any unauthorised personnel and in accordance to the Road and Street Works Act 1991</p>
T5	<p>Ensure relevant permits have been obtained for the tasks to be undertaken.</p>
T6	<p>Inspect all tools & plant prior to use to ensure they are safe to use for the work task involved.</p>
T7	<p>Make yourself aware of the client’s emergency procedures including assembly points and person(s) to contact in the event of an emergency including contact number(s).</p>
T8	<p>Minimum PPE items to be worn during the task as identified by site requirements or through Point of Work Risk Assessment:</p> <ul style="list-style-type: none"> • Hard Hat conforming to: EN 397:2012. • Protective Gloves conforming to: EN 420:2003 & where mechanical risks are present EN 388:2003. • Safety Footwear conforming to: EN ISO 20345:2004 with a 200J Toecap. • High Visibility Coat/Vest conforming to: EN 340:2003 & EN 471:2003. • Eye Protection (Goggles/Safety Glasses) conforming to: EN 166:2001. <div style="display: flex; justify-content: space-around; align-items: center;">      </div> <p>Where a noise hazard is present:</p> <ul style="list-style-type: none"> • Hearing Protection (Ear Defenders/Ear Plugs) conforming to: EN 352-1: 2002/ EN 352-2:2002. <div style="display: flex; justify-content: center; align-items: center;">  </div>

	<p>Where a respiratory hazard is present:</p> <p>b. RPE provided will be either disposable mask to standards EN149 (type FFP3) or EN1827 (type FMP3); - half mask respirator (to standard EN140) with P3 filter; or - semi-disposable respirator (to EN405) with P3 filter. Face fit testing will be in place for the wearers. Wearers to be clean shaven.</p> 
T9	Tasks for job to be carried out adhering to eFaraday Group SSOWs and general risk assessments.
T10	The works must only be commenced once the client has given approval for the work to be carried out, all personnel in the area of the work have been informed and when it is safe to do so.
T11	<p>The task will be completed in conjunction with the original as fitted specification.</p> <p>The equipment will be maintained in conjunction with the specification, which will include the location for each item.</p>
T12	Any mains electricity will be isolated at the source by and utilising lock out tag out procedures.
T13	<p>Wherever practical we expect our Engineers to avoid work at height.</p> <p>Where this is not practical then the items of work equipment to be used or these tasks will be steps and/or Ladders for short duration use (maintaining three points of contact at all times and light duty tasks only).</p> <p>For any work at height tasks that are;</p> <ul style="list-style-type: none"> • Not of a short duration (short duration is up to 30 minutes), • Where three points of contact cannot be maintained at all times; Or • The tasks are not of a light nature. <p>Then the following equipment must be used:</p> <p>Podium steps and/or mobile scaffold towers; or (where appropriate); Mobile Elevated Work Platform (MEWP).</p> <p>Where podiums/mobile scaffolds/MEWPs are not available at site and they are required then the work must stop and arrangements for a return visit will be made as necessary.</p> <p>All work at height access decisions will be arrived at by risk assessment./ POWRA.</p>
T14	Refer to Work Type Specifics below
T15	The system will be fully tested and left working (where practical) by the eFaraday Group engineer on completion.
T16	Appropriate paperwork will be completed by the eFaraday Group Engineer and signed off by the Client's site representative to the relevant standards, when no representative is available on site then this should be noted on the documentation which shall be returned to eFaraday Group.

T17	The work area will be left safe and tidy by the eFaraday Group Engineer prior to leaving site and any rubbish must be disposed of in an environmentally friendly way.
T25	Report to the Client’s site representative that you are leaving site. Ensure any Permits to work are closed and that the Alarm receiving Centre has been informed that testing is now complete and to respond to any further calls.

Task Number	Task Description / Specific Methodology of Work – Commercial Installation
CI1	Excavation and reinstatement of trench and footings where required shall be carried out A suitably experienced civil works operative will complete the excavations and reinstatement of all trenching and footings. Areas of excavation shall be cordoned off and signage placed around the work area All spoil will be removed from site; depending on the extent, this may require the hire of a skip.
CI2	Installation of ductwork into trench. Sub-main and radial supply circuit cabling will be drawn through the ducting
CI3	The feeder pillar and EVSE support posts will be mounted to the concrete footings using a resin anchor system. A COSHH data sheet will be available for the resin system and appropriate PPE will be provided.
CI4	Cabling will be terminated into the various enclosures using suitable glands and as required, crimp terminations. All wiring and grid connections will be in compliance with BS7671 (18th edition wiring regulations) and the IET Guide to electric vehicle charging installations.
CI5	Before making the final terminations of the sub-main into the existing distribution board, the supply may need to be isolated (unless the distribution board is of a type whereby on removing the cover there are no accessible live parts). The Appointed Responsible Person (ARP) will liaise with the client to schedule a suitable time to undertake the shut-down. It is not envisaged that this will need to be undertaken out of hours.
CI6	All new circuits will be correctly tested, inspected and certified as per BS7671 by an electrician trained to NVQ Level 3 in Initial Verification (2394)

Task Number	Task Description / Specific Methodology of Work – Domestic Installation
DI1	Install cabling, surface mount to point of supply using portable drill and hand tools
DI2	Drill entry hole for cabling to point of supply using portable drill, ensuring no hidden, buried or other obstruction in the wall cavity or external/internal to the entry hole
DI3	Install EVSE in agreed location using portable drill and hand tools
DI4	Make off electrical connections into EVSE point in line with BS7671 and IET Codes of Practice
DI5	Install miniature fuse board using portable drill and hand tools
DI6	Install and connect mains tail to newly installed fuse board in line with BS7671 and IET Codes of Practice
DI7	Install insulating piercing connector (Line Tap) to incoming supply tails (meter side) and tails to new fuse board
DI8	Install Load Management device (CT clamp or other)
DI9	All new circuits will be correctly tested, inspected and certified as per BS7671 by an electrician trained to NVQ Level 3 in Initial Verification (2394)
DI10	Complete commissioning of EVSE including connection to cloud based systems and mobile apps
DI11	Demonstrate to the client

Task Number	Task Description / Specific Methodology of Work – Maintenance
M1	Inspect all flexible connections including tethered cables and plugs
M2	Inspect EVSE points for visual damage, including socket and casing damage
M3	Inspection and Testing of electrical installation in accordance with BS7671 and carry out clean of EVSE
M4	Confirm operation of EVSE through RFID presentation (where applicable)
M5	Test fault conditions report to Back Office

****If at ANY time you feel unsafe please stop work immediately and contact your immediate supervisor****