

# RAMS Method Statement

RAMMAI\_General\_Gas Appliance Works\_v2.0624



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Prepared By: Andrew Prest  
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TRACKING			
	NAME	Signature	Date
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## Location of the Work, Access & Control

Principal Contractor: **Absolute Plumbing & Maintenance Ltd – Gas Safe Reg: 665753**

Principal Contractor Contact: Andrew Prest (MD) [Andrew.Prest@MyAbsolute.co.uk](mailto:Andrew.Prest@MyAbsolute.co.uk), Contact: 07763 651 055

Instructing Contact: **Contact Name**

Instructing Contact Telephone/Email: **Telephone / Email**

Planned Timeframe/Duration: Reactive repairs and maintenance

Contractor Staff: As required, all staff trained in First Aid, Health & Safety and subject to task specific qualifications as suitable to the reactive job (Plumbing level 2, Gas Safe Registered Gas Engineer, Qualified Electrician etc.)

Identified Services: Natural Gas, Oil Fired Heating, Water Services, 240v Electrics and Drainage

The works to be completed will be fully scoped and agreed against the original instruction prior to attendance at site, any deviation from the planned works which reflect a change in visual appearance, time on site or reflect additional cost will be pre-agreed and subject to change control prior to any deviations being undertaken.

The general plumbing, repair and reactive maintenance works to be confined to pre-authorised work zone only, within the confines of the leased area and in adherence with any site-specific PPE, access and controls in place. Access to be coordinated with site management to minimise disturbance to operations, risk to public and hazards to Absolute employees.

## Method:

- Upon arrival to site, park in visitor car park and report to reception to sign in / occupier to acknowledge arrival to site
- (Commercial / Industrial Sites) Check for any asbestos site register & ensure no hazards within work area
- (Domestic Sites) Maintain vigilance for signs and risks of asbestos at all times within the work area
- The engineer will conduct an inspection of the work area and products to confirm that the manufacturers installation requirements and all relevant legislative standards have been adhered to
- Ensure the fuel type is correct, combustion ventilation has been provided and is working correctly, and Carbon Monoxide detection is in adherence with legislative requirements
- Ensure that all pipework and fittings are secure with no leaks or corrosion
- Check that all safety devices are installed and operating effectively
- Carry out a gas soundness test in accordance with current Gas safety regulations
- Carry out the manufacturers service procedure
- Upon completion, sign out and/or get occupier to sign jobber to acknowledge satisfactory completion

## Safe Controls

The immediate and wider area of work must be considered, monitored and referred to when planning the site-specific controls you employ. The site supervisor will assume overall accountability for site safe controls employed and all team members remain responsible for their each and collective maintenance of safe controls. The site supervisor will maintain authority to instruct any non-compliant team members to stop work and leave site immediately.

The following topics are to be addressed and agreed by all parties prior to commencing work activities:

- Provision for welfare arrangements
- Emergency arrangements including fire and evacuation
- First Aid arrangements
- Asbestos
- Site inductions
- Site access and sign-in / sign-off arrangements
- Restrictions relating to public access
- Waste disposal arrangements including site-specific waste management plans

## Hazard Awareness

- You must maintain safe controls of the work area – barrier off areas with public access, keep works, personnel and equipment within the confines of the leased area, where possible, undertake works during non-operational hours
- Maintain monitoring of the work area – a site supervisor should be present to monitor and supervise the work site ensuring public access is minimised / restricted and where possible, not permitted during works
- Keep the work area clean and tidy and free from hazards
- Maintain security and access controls for the work area / equipment and materials – this includes managing access to the access and egress of the work site
- Engineers must adhere to general electrical safety precautions, exercise extra caution where there is potential for water & electricity to come into contact and should not undertake any electrical repairs or activity requiring the services of a qualified electrician. Caution should be used when disconnecting/reconnecting electrical appliances to ensure cables are free from defect, snags and damage.
- Take extra caution with sloping paths, ramps and surfaces and especially when wet conditions make pathways slippery
- large / long materials must be transported at waist height or ground level with the assistance of mechanical methods where possible
- Hot Works – Any hot works must be pre-agreed (in writing) and include control measures, safeguards and precautions to maintain the safety of those involved, minimise risk of smoke/heat/sparks and ensure there is no risk to others within the vicinity
- Ventilation must be ensured where hot works are planned to reduce build-up of smoke and gasses within the work area
- Do not operate any equipment or machinery unless you have been trained to do so safely, competent to use it and authorised to do so

## Personal Protective Equipment

- Hi-visibility clothing (over-vest, waterproof jacket), (railway compliant 'orange' high-vis when working on rail sites) and branded with the Absolute logo
- Absolute-branded uniform including work trousers/shorts, t-shirt/jerseys, jackets, hats/helmets and gilets should be always worn – no personal clothing to be worn whilst working, waiting or attending site
- Protective safety boots to be always worn along with company issued safety gloves where necessary
- Company-issued identification cards MUST always be worn, visible and offered to station management / staff on arrival to site and as and when requested

## Environment & Waste Management

- Any blockages, leaks, safety issues or hazards MUST be reported to the site supervisor AND site management immediately – any conversations must be noted along with the date / time and names of those involved
- COSHH procedures MUST be always adhered to, chemicals must only be used where they are brought to site in their original labelled packaging, stored securely within vehicles and only used on site by authorised personnel – upon completion of the task any chemicals should be returned to the security of vehicles or left under the supervision of the site supervisor
- All waste generated by works on site (including materials removed, packaging and surplus equipment) must be removed from site for safe disposal subject to commercial waste regulations, nothing to be left on-site on completion of the agreed works other than documentation / appliance manuals or other materials with prior agreement – no materials left on site should be left in any location accessible to the public or anybody other than a nominated responsible site manager
- Any works with potential to create excess noise, smoke or disruption MUST be pre-agreed and site management / occupier present pre-notified on the day – all excess noise, smoke or disruption to be avoided where possible.
- NO hot works to be permitted without pre-authorisation

## Supervision Arrangements

The nominated site supervisor will be responsible for reviewing, updating and co-approving all works, method statements and pre-agreed controls PRIOR to arriving at site, must retain hard copies of all paperwork including method statements on site at all times, will ensure all staff present on site have reviewed and signed the work order and method statements AND will maintain authority to stop work and request any non-compliant member of the team leaves site immediately.

- All team members present on-site MUST be assessed as competent for the work task by a manager
- All team members MUST adhere to all PPE and control measures whilst on-site
- All team members WILL assume individual and collective responsibility for managing health & safety whilst on site
- All team members WILL review and sign the site-specific risk assessment(s) prior to arriving on site
- All team members MUST assume individual and collective responsibility for security of materials, equipment, and personnel always
- All team members MUST familiarise themselves with the site-specific fire test regime, procedures, and muster points

## Welfare, Health & Safety

The site supervisor will make all team members aware of the site-specific arrangements for access to welfare facilities which may include use of the station facilities where available.

- All vehicles are supplied with first aid, eye wash and clean up equipment suitable for the work tasks to be undertaken
- Any incidents MUST be reported immediately to site management team and appropriate medical assistance, with personnel affected taken straight to the nearest E&E department located at:

[A&E Department]

**Hospital Name,**

A&E Department Address inc. What3Words where possible

## Team Briefing Record

Works Title	Gas Appliance Works
Briefed By	
Date	

I / We the undersigned have been briefed in the contents of the above-mentioned method statement and understand the work and responsibilities placed upon myself. If for any reason stipulations within the method statement doesn't work or I'm unable to comply with the procedures set out I will immediately stop work, make the situation safe and inform the site supervisor and/or station management present. If any procedure or control measure requires changing, I will obtain authorisation from the site supervisor prior to implementing any deviated practice from those contained within this method statement.

Name:	Signature:
Name:	Signature:
Name:	Signature:
Name:	Signature:
Name:	Signature:
Name:	Signature:
Name:	Signature:

**Site Supervisor:** A copy of this signed method statement MUST be held on-site whilst works are undertaken

# Risk Assessment

Task Description		Gas Appliance Works					Page 1 of 1
SIGNIFICANT RISKS		RISK BEFORE CONTROLS			RISK AFTER CONTROLS		
Escaping Gas		Severity	Likely	Rating	Severity	Likely	Rating
1	Gas leak due to service neglect	5	2	M	5	1	L
2	Unsafe operation due to service neglect	5	2	M	5	1	L
3	Gas leak causing explosion	5	2	M	5	1	L
4	Young Persons	5	2	M	5	1	L

Risk Key (Multiply Likelihood by Severity to give risk rating)		
Likelihood	X	Severity
Very unlikely	1	Minor injury
Unlikely	2	First Aid injury
Possible	3	Lost time, Over 7 day injury
Probable	4	Major injury, disabling disease
Certain	5	Fatality
Rating: <b>HIGH</b> = 12-25, <b>Medium</b> = 6-10, <b>Low</b> 1-5		

Persons Exposed?		
Employees	NO	YES ✓
Other workers / householders	NO	YES ✓
Members of the public	NO	YES ✓

Control Measures	
1	Comply with current Gas Safety Regulations, including work activities only to be performed by competent and appropriately qualified engineers. If a gas leak is detected? Then the gas supply must be isolated, and the room vented immediately. Vacate the area and include others working nearby or who may also be at risk. Notify site personnel / occupier AND contact your manager immediately once the situation is made safe / controls measures brought under control.
2	Carry out an inspection of the installation and confirm that the manufacturers installation requirements have been complied with. Unsafe appliances MUST be shut down and the gas supply isolated until corrective action is taken. A notice of appliance failure / do not use should be placed upon the corresponding appliance(s) until they are made safe.
3	Ensure the fuel type is correct, combustion ventilation is provided, the installation is full and that all safety devices are correctly installed. Do not continue if the manufacturers installation and commissioning documentation are not available.
4	Young persons are prohibited from carrying out lone gas works, supervision is required at all times by a competent engineer as part of gas training / apprenticeship programmes only.
*	Carry out a tightness test in accordance with the Gas Safe Regulations.
**	Carry out the manufacturers service procedure
***	Confirm and record all service parameters and supply a signed copy to Absolute Plumbing & Maintenance Ltd (t/a MyAbsolute) for file.

End.