

METHOD STATEMENT – Envirovent Fan

SCOPE OF WORKS:

Our work will involve supplying and installing the unit, complete with all necessary ducting and ancillaries. The wiring to the unit must be completed by a competent person qualified in accordance with current IET wiring regulations.

LOCATION OF THE UNIT:

The unit shall be installed within a wet area (kitchen, bathroom, utility or toilet) and in such a location to minimise the overall duct length and bends.

METHOD OF INSTALLATION:

- This method statement must be read and used in conjunction with the Installation Risk Assessment RA31, you must ensure that you have read and understood this risk assessment before starting any work.
- A point of work risk assessment must be completed prior commencement of all works.
- The resident will be advised that the power will be safely isolated at the relevant circuit. The relevant signs must be displayed on the fuse box to advise that the electrician is at work and the power is “locked off.”
- A visual inspection of the property to ascertain the best position of the fan, grille and duct runs. If a survey has been completed use the survey information to position the installation.
- The work area will be suitably protected to avoid damage.
- When necessary, the fan grille will be positioned at least 300mm from any boiler flu.
- A visual inspection of the area where the unit is being located, including a scan of the drilling location using the correct tooling, is completed.
- If unsure, a portion of the wall will be carefully chiseled to ascertain if there are any buried services.
- Once all pre-checks are completed, drilling can commence with the correct core head size.
- The manufacturer instructions need to be referred to before installation.
- Bathroom applications (SELV) - Connect the unit to the power supply through SELV PSU mounted at high level outside the room the unit is being installed in.
- Connect the unit to the power supply through a fused spur.
- Test and commission the unit and complete all mandatory electrical testing and ventilation certification.
- The work areas will be wiped clean, and work areas will be vacuumed.
- The unit user guide will be left at the property upon completion of works.

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Fire Stopping and Smoke Prevention.

Fire stopping and smoke prevention must be installed if required in accordance with the current Building and fire regulations. Additionally, if any mini-trunking is fitted in protected areas and escape routes, fire clips will be fitted inside the mini-trunking.

Mandatory PPE

- Safety Footwear
- Safety Gloves
- Safety Glasses
- P3 Masks
- Hearing Protection

*Hard Hats and Hi Viz are issued and will be worn when required.

Safe Monitoring

Our installation works will have ad hoc safety inspections carried out without notice during installation. These checks will be completed by a company representative. The installer will complete regular toolbox talks where they have an opportunity to discuss any site-specific installation methods and safety issues with their Line Manager.

Instruction and Training

The installation will be carried out a qualified competent person who have received and receive ongoing training, hold the relevant qualifications where appropriate. Apprentices and trainees will be always supervised.

Welfare

Whilst working in our customer and resident properties, toilet facilities will only be used with the permission of the customer or resident and all such facilities will be maintained and left in a clean order. It may be necessary on some occasions for our installers to identify local amenities.

Material Handling

All required materials for the installation are stocked on the installer's vehicle, all materials will be unloaded causing minimal disruption. All work areas will be kept tidy to minimise trip and slip hazards.

Communication

Where contractor activities cross, the Installer will liaise with other trades to ensure safe operation.

First Aid

All installers are supplied with a first aid kit and have received an L3 Emergency response First Aid at work course.

Manual Handling

All installers have been instructed on the potential dangers of manual handling and have received manual handling training.

Asbestos

All installers have received CATB Asbestos training.

Access/egress

Access / egress to site will be via pedestrian entrance or main vehicle entrance and in accordance with any site-specific requirements.

Waste

All waste will be removed from site in line with the business waste removal procedures.