

# METHOD STATEMENT – Loft Mounted Unit

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## 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 Unit

The unit will be installed in the loft space above the central hall and in a location to minimise the overall duct length and bends. The unit will be installed to allow sufficient space to undertake routine maintenance.

## Method Statement

- 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 work area is completed, and considerations will be made to determine the appropriate position of the unit and diffuser.
- Before installation, the installer will check the loft space for adequate ventilation, loft insulation, sealed water tanks, boiler flues, complete fire barriers, and asbestos-containing materials.
- All work areas will be suitably protected to avoid damage.
- The Installer will check the ceiling to be cut for textured decorative coatings (which may contain asbestos).
- The loft unit will be positioned in the most appropriate position and fitted according to the manufacturer’s instructions.
- A fused spur will connect the unit to the power supply.
- Test and commissioning, as well as all mandatory electrical testing and ventilation certification, will be completed when the installation is completed.
- All work areas will be left clean and tidy upon completion of the installation.

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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 adhoc 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**

While 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 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.