METHOD STATEMENT

MANAGEMENT & CONTROL	
SITE ADDRESS:	DATE ON SITE:
NUMBER OF MEN ON SITE:	DURATION OF WORKS:
SUPERVISOR ON SITE:	BETWEEN THE HOURS OF:
CONTACT NUMBER ON SITE:	Contracts Manager:
Client:	Contact Number:

NAMES OF OPERATIVES

TASK

DESCRIPTION OF WORKS

- Electric vehicle charging installation

SEQUENCE OF WORKS

- Meet client on site.
- Walk through the job with the client.
- Installation of the cables to the route agreed and in work in a safe manner.
- Installation of the EV chargers at the location agreed with the client.
- Installation on the consumer unit and connect the cables for the EV chargers.
- Carry out test and inspect on the install.
- Commision the install and do a hand over with the client.

ON COMPLETION

- Make sure the site has been left clean and tidy.
- Make sure the client is happy with the installation and happy using any software and the equipment.

DOCUMENTS RELATING TO THIS METHOD STATEMENT

- Risk assessment attached

Legislation

- The Manual Handling Operations Regulations 1992
- Health and Safety Work Act 1974
- Electricity at work regulations 1989
- The Management of Health and Safety at Work Regulations 1999
- Workplace (Health, Safety and Welfare) Regulations 1992
- The Control of Asbestos Regulations 2012
- The Control of Noise at work Regulations 2005
- The Control of Vibration at Work regulations 2005
- Provision and Use of Work Equipment Regulations (PUWER) 1998
- The Personal Protective Equipment at Work Regulations 2002
- The Manual Handling Operations Regulations 1992
- The Construction (Design and Management) Regulations 2015

PLANT/EQUIPMENT TO BE USED

- Step Ladders

PERSONAL PROTECTIVE EQUIPMENT

- Safety boots
- Hi vis –and jackets
- Trouser
- Safety googles
- Hard hats
- Gloves

EMERGENCY PROCEDURE

Nearest hospital: TBC

In the event of an emergency the following contact numbers should be used:

-

WELFARE FACILITIES

- Toilets are on site

CONTROL MEASURES

- The supervisor responsible for the work will ensure the work area has been inspected and is free from risk of injury and that suitable and sufficient measures have been taken to comply with current Health and Safety legislation prior to any work being undertaken.
- This Safe System of Work and Risk Assessment will be approved by the Client/principal contractor and issued to site personnel prior to works commencing.
- All first aid and welfare facilities to be in place.
- Equipment Calibration certificates and Operator training certificates are checked and recorded on the relevant registers.
- Only fully trained and competent personnel will be used to undertake this work.
- All known hazards identified and Risk Assessments (Including controlling measures) to be in
- All accidents and near misses will be investigated & a record made in the accident book, a copy of the report will be provided to the client/principal contractor (as necessary).

Communication to Workforce

- All operatives to receive a suitable site Induction from the client/principal contractor before commencing any works this will include but is not limited to:
- Site Rules
- Welfare Arrangements and Facilities
- Fire & Emergency Procedures
- Toolbox Talks (subjects relevant to the project and works being undertaken)
- This Method Statement will be explained and issued to all operatives where they will read and sign the document before working on site.
- A copy of this document will be left with site Supervisor and a copy will be retained by.
- Regular toolbox talks will be delivered by the site supervisor involving all operatives

Noise and Vibration

- Where necessary local assessment on site will be considered in accordance with Noise at Work Regulations 2005 with appropriate ear protection used where required.
- To ensure that operatives are not affected by HAVS the use of vibrating equipment will be limited by short term work and task rotation

Management Review and Auditing of the Project

- This project will be progressively monitored and audited by senior management.
- Internally on a day-to-day basis by the Site supervisor and at regular intervals throughout the project by senior management.
- All site auditing is to ensure compliance with Health and Safety, Construction Safety, Fire Safety, Environmental and within CDM 2015 requirements.

Alcohol & Drugs

A zero policy on alcohol and drugs, any employee found or presumed to be under the influence of either are to be suspended with immediate effect

Training

All operatives are adequately trained & deemed as being competent to carry out the required tasks

STAFF BRIEFED

NAME:	SIGNATURE:
NAME:	SIGNATURE:
NAME:	SIGNATURE:

METHOD STATEMENT PREPARED BY:	**DATE**
Darren Cope	20/09/2025

RISK ASSESSMENT

Risk Rating Matrix

Severity		
Category	**Degree**	**Description**
1	Insignificant	Minor injury to personnel Minor damage to equipment
2	Minor	Injury to personnel Damage to equipment
3	Reportable	Injury resulting in loss of time Moderate damage to equipment
4	Major	Serious injury to personnel Major damage to equipment
5	Catastrophic	Fatal/ disability injury to personnel Total equipment loss

Likelihood		
Category	**Degree**	**Description**
1	Remote	So Unlikely that occurrence may not be experienced.
2	Unlikely	Unlikely, but possible to occur during project.
3	Occasional	Likely to occur sometime during project
4	Probably	Will occur several time during project.
5	Frequently	Likely to occur frequently during project.

	Likelihood				
Severity	**1**	**2**	**3**	**4**	**5**
1	**1**	**2**	**3**	**4**	**5**
2	**2**	**4**	**6**	**8**	**10**
3	**3**	**6**	**9**	**12**	**15**
4	**4**	**8**	**12**	**16**	**20**
5	**5**	**10**	**15**	**20**	**25**

Action criteria	
12-25	**HIGH**- Unacceptable- further assessment or action required to reduce risk to as low as reasonably practicable
5-10	**MEDIUM**- further assessment or action required if the team consider the risk not to be as low as reasonably practicable
1-4	**LOW**- Acceptable- Adequate safeguards are in place

Hazard (Potential to cause harm)	**Who is at Risk**	**Existing Control Measures** (Method used to remove or reduce the risk)	**Additional Control Measures** (Any further controls to be considered immediately or long term)	**Risk Rating**
Electrical Shock	Engineer	• Only qualified and trained electricians or technicians to install EV charging equipment. Ensure they have the necessary experience and knowledge to work with high-voltage systems. • Provide appropriate PPE, such as insulated gloves, safety goggles, and protective clothing, to workers involved in the installation process. • Implement lockout/tagout procedures to isolate power sources and prevent accidental energization of circuits during installation. • Ensure that all wiring and connections are done correctly and securely to prevent loose connections or exposed wires. • Install ground fault protection devices to quickly detect and disconnect electrical circuits in case of a ground fault. • Use Ground Fault Circuit Interrupter (GFCI) outlets to provide additional protection against electrical shocks in areas where outlets are located. • Clearly mark high-voltage areas and provide appropriate safety signage to warn personnel and users about potential electrical hazards. • Use physical barriers or enclosures to prevent unauthorized access to high-voltage components. • Before working on any electrical components, use appropriate testing equipment to verify that circuits are de-energized. • Install appropriate circuit breakers to protect against overcurrent and short circuits. Ensure that they are properly sized for the installation.	Safe isolation procedure	8

		• Properly ground and bond all components of the charging system to minimize the risk of electrical shock and fire hazards. • Ensure that all electrical components are properly insulated and encapsulated to prevent accidental contact. • Adhere to the manufacturer's guidelines and installation instructions for the specific EV charging equipment being installed. • Implement a schedule for regular inspection and maintenance of the charging equipment to identify and address potential issues before they become hazards. • Develop and communicate clear emergency procedures for handling electrical shocks or other incidents during installation. • Provide thorough training to all personnel involved in the installation process. Make sure they understand the risks and safety protocols. • Ensure that the installation follows relevant electrical codes, regulations, and safety standards applicable to your region.		
Inadequate installation	Engineer, People on site	• Qualified and experienced electricians who have expertise in EV charging infrastructure installation. They should be familiar with local codes and standards. • Use charging equipment that is certified by recognized safety organizations to meet relevant standards and regulations. • Conduct a thorough site assessment to determine the optimal location for the charging station, taking into account factors like electrical capacity, load management, and user convenience. • Evaluate the available electrical capacity at the installation site to ensure it can support the charging equipment without causing overloads or disruptions. • Adhere to all relevant electrical codes, building codes, and safety standards in your region to ensure a safe installation. • Properly mount and secure the charging equipment to prevent vibration, movement, or accidental damage.	Make sure installation has been installed to manufacturer instructions.	9

		● Use appropriate wiring and cable sizes that can handle the electrical load and current without overheating or causing voltage drops. ● Install circuit breakers or fuses of the correct rating to protect against overcurrent situations. ● Ensure proper grounding and bonding of all components to prevent electrical shock hazards and reduce the risk of electrical faults. ● If the charging station is located outdoors or in potentially wet environments, use weatherproof enclosures and cable management systems to protect against water ingress. ● Conduct thorough inspections and testing of the installation before putting it into operation. Test for proper grounding, insulation, voltage levels, and functionality. ● Provide clear instructions and user manuals for how to safely operate the charging station. Educate users about proper cable handling and safety precautions. ● Install easily accessible emergency shut-off mechanisms to quickly disconnect power in case of an emergency or malfunction. ● Establish a maintenance schedule to inspect and maintain the charging equipment regularly. This helps identify and address potential issues before they become safety hazards. ● Clearly label high-voltage components and provide appropriate safety signage to warn users and maintenance personnel about potential dangers. ● Keep comprehensive records of the installation process, including wiring diagrams, test results, and any modifications made. ● If using third-party equipment, establish a relationship with the vendor's technical support for assistance with installation and troubleshooting. ● Obtain any necessary permits and approvals from relevant authorities before installation to ensure compliance with local regulations.		

Fire and Thermal	Client	• Conduct a thorough site assessment to ensure that the chosen location for the charging station has proper ventilation, sufficient space, and is away from flammable materials. • Ensure that the electrical infrastructure can handle the anticipated load from the charging equipment without overheating or causing circuit overloads. • Properly route and secure charging cables to prevent them from being subjected to excessive wear, bending, or crushing, which can lead to overheating. • Install appropriate circuit breakers or fuses to protect against overcurrent situations that could result in excessive heat buildup. • If the charging station includes fast charging capabilities, ensure that it is equipped with proper thermal management systems to dissipate heat generated during rapid charging. • Use fire-resistant materials for cable management systems, enclosures, and mounting to prevent the spread of fire. • If the charging station is located outdoors, use weatherproof enclosures and materials to protect against environmental factors that might increase the risk of fire. • Implement a reliable emergency shutdown mechanism that can quickly cut off power to the charging station in case of a malfunction or hazardous situation. • Install appropriate fire extinguishers and fire suppression systems near the charging equipment to quickly contain any potential fires. • Ensure regular inspections of the charging equipment to identify signs of overheating, cable wear, or any other potential fire hazards.	Make sure installation has been installed to manufacturer instructions and if any holes have been made that they will be sealed with the correct sealant.	5

		• Maintain proper clearances around the charging equipment and provide adequate ventilation to dissipate heat and prevent overheating. • Train Employees including installation technicians and maintenance staff, on fire safety procedures and how to respond in case of a fire emergency. • Provide clear instructions to users on safe charging practices, including avoiding overloading electrical circuits and not leaving charging cables unattended. • Display emergency contact information on or near the charging equipment, so users can quickly report any issues or hazards. • oordinate with local emergency services to ensure they are familiar with the location of charging stations in case of a fire or other emergency. • Adhere to local fire codes and regulations to ensure that the installation meets fire safety requirements.		
Weather Exposure	Client and engineer	• Ensure weatherproof enclosures around the charging equipment to protect it from rain, snow, wind, and other environmental elements. • Securely mount charging stations to prevent movement due to strong winds or other weather-related forces. • Ensure that charging cables are properly managed and protected to prevent water ingress, cable damage, and potential electrical hazards. • Use sealed electrical connectors and fittings to prevent water from entering the charging station's electrical components. • If possible, elevate the charging station slightly above ground level to prevent flooding and water accumulation around the equipment.	Make sure installation has been spec with the correct IP ratings for the location of the equipment and the equipment has been installed to manufacturer instructions.	4

		• Use insulated wiring and cables that are designed to withstand exposure to outdoor conditions. • Design the enclosure to provide adequate ventilation while still protecting the equipment from direct exposure to rain and other weather conditions. • Ensure that the charging equipment is designed to operate within the expected temperature range of the installation location. • Schedule regular inspections to check for signs of damage, corrosion, or water ingress. Promptly address any issues that are identified. • Include an accessible emergency shutdown mechanism to quickly cut power to the charging station if weather-related hazards are detected. • Provide clear instructions to users on how to safely use the charging station in various weather conditions and encourage them to report any damage or concerns. • Ensure that charging stations are located away from areas prone to flooding or water accumulation. • Develop a maintenance schedule that includes regular inspections, cleaning, and necessary repairs to keep the charging equipment in optimal condition. • Follow the manufacturer's guidelines for outdoor installation and weather protection to ensure warranty coverage and safe operation.		
Working on a client's site	Employees & others – risk of Slip, trip, falls, hit by falling or flying objects, hit by moving vehicle Exposure to fumes noise dust	• Information obtained from the client regarding potential hazards or arrangements relating to health and safety. • The work is carefully assessed and planned to identify the health and safety precautions necessary to protect others from Company activities. • Care is taken to ensure that housekeeping is maintained to a high standard, not least in relation to means of escape routes,	• All colleagues to be trained and competent in the task • Work to be planned to reduce the effect on persons and the environment • Barriers and signage to be implemented to prevent access into	6

		removal of debris and spillage from floors, waste disposal, tools, equipment, and trailing leads etc. Areas where work is taking place are not left unattended unless tools and equipment have been removed and the area made safe, either by prevention of access or other means.	the working area by other site persons, member of the public Banks man to be used during the movement of vehicles	
Working roadside	Operatives on roadside being hit by moving vehicle	● Set up safe working area, using signage and cones ● High visibility PPE Do not cause any obstruction to other road users	● Assess traffic flow and carryout during quiet periods	1
Vehicle Movements	Operative and others risk potentially serious injury if struck by a moving vehicle / plant.	● Vehicles to have orange flashing beacons turned on ● Reversing to be carried out under supervision Operatives to be excluded from area when mowing	Vehicle & road conditions to be observed	1
Manual Handling	Operative lifting heavy items may suffer back and upper limb injuries, strains, and sprains etc.	● Manual handling training completed via a toolbox talk, reviewed at least annually ● Avoid manual handling where possible ● Request mechanical / second person assistance for larger loads Only lift within individual capability	● Contract Manager to review and assess all manual handling tasks to be undertaken by operatives Regular reminders that operatives should not attempt to lift and move items they feel are too heavy. If necessary, loads should be broken into smaller loads and a trolley or truck should be used.	6
Lone Working	Employees – risk of injury or accident without help available	● Lone working on client's sites should be avoided wherever possible ● Where lone working is considered a separate point of work risk assessment must be completed to identity appropriate control measures ● Contract Manager to main contact with all Operatives at regular intervals ● Check that lone workers have no medical conditions, which make them unsuitable for working alone. ● Establish emergency procedures in consultation with employees. Ensure that appropriate support is given to staff following an incident.	● Mobile phone or other suitable means of communication provided. ● Staff check for telephone reception at sites prior to work start ● Staff check in when at sites and when moving to new sites e.g., via your supervisors/contracts manager ● First Aid kit provided ● Time limit to be set for person to report back to supervisors. ● Company vehicles fitted with tracker systems to locate individual vehicles Know how to raise the alarm and who to contact … prepare a personal emergency plan.	6

Environmental - Weather excessive cold / hot temperatures, wet conditions	Operatives may feel too hot / cold or suffer other general discomfort. Other risks - Poor visibility - Loss of grip / slipping - Physiological stress - Hypothermia - Sun stroke - Chest infection	• Review weather forecast before starting work • Wear appropriate PPE as per the PPE guidelines • Winter PPE provided for wet / cold conditions • Sunscreen (factor UV15+) provided/to be used for hot/sunny conditions • Hats provided, beanies for winter, baseball caps for summer Drinking water readily available at all times in hot weather	• If excessive windy conditions Stop work (refer to Beaufort scale) and use an anemometer • Use thermal blankets for warmth during wintery conditions • Wet weather clothing should be available for use during we weather conditions. Additional local lighting should be used in low lighting conditions.	6
Insufficient job knowledge	Operatives Incorrect use of equipment, Failure to follow Safe System of Work Lack of health and safety awareness	• All operatives to be briefed on the contents of the RAMS • All operatives must be competent for the task that is to be undertaken Toolbox talk should be used to increase health and safety awareness		4
Drilling:- Noise Vibration Trapping / Crushing Entanglement/drawing in Dust/ flying debris		• All persons to wear additional task specific PPE, gloves, googles, ear defenders. • Use for short durations only due to vibration and noise • Do not work directly above someone else. • Use both hands to maintain a good grip on the drill • Ensure loose clothing/laces etc. are secured • Tie back long hair • Observe good working practices and only use tools for the designed purpose. • If any doubt about any part of the works stop immediately and consult your supervisor before proceeding. • Use a face mask when drilling any material that may produce a dust Dampen dust or use a vacuum to collect the dust where others may be exposed		4
Improper use of PPE or lack o use of PPE		• When identified as required, by a PPE assessment or a COSHH assessment, all PPE issued must be issued free of charge to all employees. • When issued all PPE must be worn when required. • PPE to be kept in a clean and serviceable condition.		4

		• PPE to be maintained as appropriate. PPE to be re issued (free) as required.		
Exposure to levels of noise injurious to hearing health		• Adequate noise survey carried out to identify significant noise sources and levels of noise. • All reasonably practicable steps taken to reduce noise at source (regardless of current noise level) • Adequate signs erected to indicate areas of warehouse where noise levels are above 80 dB(A) or 85 dB(A). Hearing conservation programme in place. • Employees provided with suitable ear defenders. • Regular audiometry carried out for employees exposed to noise levels greater than 85 dB(A). • All PPE is inspected regularly and replaced when necessary. • All employees given suitable information, instruction and training regarding health effects of exposure to high noise levels. • Positive purchase policy in place favouring quieter equipment.		4
Power Tools	Employees – Electric Shock or Electrocution	• Only trained, authorised persons are permitted to use power tools. • All power tools will be either 110 volts or battery powered. • All 110 volt equipment is to have been PAT tested and certified as safe to use. All users of the power tools are to conduct a pre-use inspection to include, condition of flex, plug head and condition of the tools casing for signs of damage or abrasion.		4
Use of Hand Tools	Employees - Strains and sprains caused by using hand tools incorrectly. Injury to hands, feet, and	• Ensure that hand tools are not used for any other than their intended purpose, e.g. do not use a screwdriver as a chisel • operatives must carry out visual checks of hand tools before their first use each day.		6

	body from contact with tools or workpiece. Injuries to eyes caused by flying particles. Injury caused by tripping over tools (due to poor housekeeping)	• Damaged or dangerous tools must not be used. Eye protection MUST be used whenever work is carried out using cold chisels or any other tools where there is a risk of flying particles.		
Slips, Trips and Falls	Employees, Contractors & Others – risk of bruising, sprains & fractures	• Operatives issued with & instructed to wear safety shoes with good grip. • Condition of floors, stairways and paths checked and any damaged reported to premises Owner(s). • Clear up as you go' policy adopted and enforced • All equipment, cleaning materials etc to be cleared away as soon as job completed. • Cordless tools used wherever possible, if tools or machines have trailing cables then nearest socket to work point used and cones/signs put out. Lighting illuminates all walkways and stairs and is checked regularly.		3

Assessor: Darren Cope	Position: Quality Control Manager
Signature: [redacted]	Date of Next Review: 20/10/202