

PROJECT METHOD STATEMENT

GENERAL DETAILS

Project Name:	ClockedIn Time & Attendance	Project Ref:	
Contractor / Subcontractor:	ClockedIn Ltd		
Prepared by:	Mark Shaw		
Method Statement Title:	Time & Attendance Installation		
Method Statement No.:	A001	Revision No.:	1
Task/Activity:	Time & Attendance Device Installation		
Site Foreman/Supervisor:	Mark Shaw		
Site Manager:	Mark Shaw		
H&S Representative:	Mark Shaw		

HIGH RISK WORKS

High Risk Activity (Y/N):	No
Recorded on High Risk Register (Y/N):	No
High Risk Workshop undertaken (Y/N + date):	No

DOCUMENT REVIEW

Reviewed by:	Name:	Signed:	Date:	Status:
Mark Shaw	Mark Shaw	Mark Shaw	03.03.2023	1

SECTION 1: DESCRIPTION OF WORKS (Brief Summary)

Installation of Time and Attendance Android and Kiosk

SECTION 2: KEY HAZARDS / RISKS (Refer to Risk Assessment/s)

Hazards/Risks	Key Controls
<ul style="list-style-type: none"> Electrical Connection via 3-pin plug or connection to a pre-installed Non-Switched Fused Spur Drill 4 x 6mm holes in wall for mounting kiosk to wall 	<ul style="list-style-type: none"> Trained installer Trained installer

SECTION 3: SEQUENCE OF WORKS (Method)

- Arrive on-site and sign in as per site processes
- Ensure location of installation is safe and ready for installation
- Install angle bracket on wall by drilling 4 holes and affixing angle bracket to wall with 4 wall screws
- Attach kiosk to angle bracket with 4 screws
- Connect 5 volt charger to power source via 3-pin 240v plug or connect to pre-installed Non-Switched Fused Spur
- Place wire from power source to kiosk in pre-cut plastic conduit or trunking to secure wire
- Place Android tablet into kiosk and plug in charger cable to the tablet
- Place faceplate on to kiosk
- Provide appropriate user training

Review Status: 1 - Accepted 2 – Rejected, revision required

SECTION 4: SUPERVISION / LABOUR

Supervisor(s):

Mark Shaw

Operatives:

Mark Shaw

SECTION 5: TEMPORARY WORKS (TW)

- No hot works required
- Total Installation time - around 30 minutes

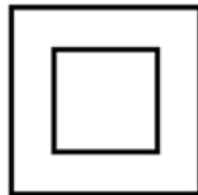
SECTION 7: PLANT & EQUIPMENT

• **Plant and Equipment required:**

Cordless Drill

• **Electrical (include PAT):**

Not required as the protection of appliances marked with this double square symbol is ensured by double insulation and does not require a safety connection to electrical earth or PAT testing



• **Tools:**

- Drill
- Cross-head screwdriver – Medium
- Electricians Flat-head screwdriver – Small
- Small wire cutters
- Junior Hacksaw

• **Other:**

N/A

SECTION 8: MATERIALS

Please comment "Yes / No" under the pictograms below



Acute Toxicity

Explosive

Oxidising

Flammable

Corrosive

Y / N: No

Y / N: No

Y / N: No

Y / N: No

Y / N:



Gas Under Pressure

Serious Health Hazard

Health Hazard

Hazardous to the Environment

Y / N: No

Y / N:

Y / N: No

Y / N: No

• **Materials required:**

- 4 x Rawl Plugs
- 4 x Screws

<ul style="list-style-type: none"> • Storage: Not Required
<ul style="list-style-type: none"> • Hazardous Substances/SDS: None
<ul style="list-style-type: none"> • Waste Management: N/A

SECTION 9: PPE



Helmet



Boots



Hi-Vis Vest



Gloves



Glasses

Please insert Yes/No in box below

No	No	Yes	No	No
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Other: e.g. Respiratory, Hearing protection etc. N/A

SECTION 10: PERMITS

	Yes	No	Comments
Hotworks:		No	
Excavations:		No	
Roofworks:		No	
Temporary works		No	
Confined Spaces:		No	
Live Services:		No	
Risers/Shafts:		No	
Ladder:		No	
Works in ESB Hazard Zone:		No	
Other:		N/A	

SECTION 11: THIRD PARTY CO-ORDINATION

<ul style="list-style-type: none"> • None required

SECTION 12: RISK ASSESMENT

ClockedIn Ltd

Name of Task/Activity/Area

Installation of Time & Attendance Device

Work Start Date

TBC

Project Duration

30 minutes

Description of Work

Installation of Time and Attendance device

Risk Matrix

		LIKELIHOOD					
		VERY HIGH	HIGH	MEDIUM	LOW	VERY LOW	
SEVERITY	VERY HIGH Death	10	100	80	60	40	20
	HIGH Severe injury, Permanent disability	8	80	64	48	32	16
	MEDIUM Lost time injury	6	60	48	36	24	12
	LOW Non lost time - Medical treatment	4	40	32	24	16	8
	VERY LOW Minor treatment	2	20	16	12	8	4

Hazards Identified	Who might be harmed & how	Risk Rating			Current Control Measures	Improvement Actions
		Severity	Likelihood	Score		
Drill 4 holes in designated wall	Installer – Drill bit could slip during operation	2	2	4	Trained Installer	None
Connect unit to power supply via 3-pin plug or Non-Switch Fused Spur	Installer - Electrocuton	4	2	8	Trained Installer	None

Name:

Mark Shaw

Position:

Installer

Signature:

Mark Shaw

Additional Notes:

None

Further Assessments required?

- Health Surveillance
- COSHH
- Manual Handling
- Display Screen Equipment
- Other (please specify)

N/A

Date of Completion:

3rd March 2023

SECTION 13: EMERGENCY PROCEDURES:

TASK SPECIFIC EMERGENCY REQUIREMENTS:

N/A

ACCIDENT REPORTING:

All accidents and incidents and near misses will be reported to Site management immediately to facilitate accident investigation and preservation of evidence.

FIRST AIDER DETAILS:	Mark Shaw
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FIRST AID LOCATION:	On Site
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DETAILS OF NEAREST HOSPITAL:	
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TBC

SECTION 14: SUMMARY OF KEY ISSUES

The following is a summary of the key issues included in these RAMS. This is a non-exhaustive list that attempts to capture the main items to be implemented on site and to be monitored.

There are no key issues during the installation of these Time and Attendance Kiosk

This is a very low risk procedure

SECTION 15: COMMUNICATION OF METHOD STATEMENT

Where those completing the works do not understand written English, the Method Statement must be either:	Confirm (A / B)
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A) Translated in writing into native language and communicated	A
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B) Translated by interpreter to those completing the works	
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Communication completed by: Name: Mark Shaw Signature: *Mark Shaw*

I am familiar with the content of this Method Statement and will undertake the works in accordance with it. If the work activity changes from that outlined, I will stop works until a review can take place to ensure the safety of myself and others.

NAME (PRINT)	SIGNATURE	NATIVE LANGUAGE	UNDERSTAND WRITTEN ENGLISH (Y/N)	DATE
Mark Shaw	Mark Shaw	English	Y	03.03.2023