Handover pack: Health & safety method statement

Heat pump safety method statement (example)

Pre installation
1. All under floor heating heat pump and duct work (where appropriate) design schedules and drawings must be approved before any site work can be carried out. Should these not be approved with a written confirmation, then start dates may not be achievable.
2. All floors are to be flat, prepared and left ready for the underfloor heating system. This would consist of all areas being cleaned of any builder’s rubble, plaster or site rubbish. All areas are to be brushed down thoroughly.
3. All areas are to be dry and weather tight and the building secure. Should any installation commence and the building is not weather tight, we take no responsibility for ingress of water and the resulting affect on any system components.
4. Items delivered to site, such as heat pump, cylinders, insulation, heating pipe work, manifold sets etc, may require storage on site. Such storage facilities should be provided within the building to be heated.
5. With heavy items such as heat pumps and cylinders, Nu-Heat advises that these items are located on a ground floor wherever practicable; otherwise provision should be made to hoist these onto the appropriate floors as the build progresses with suitable strengthening of final location appropriate to individual unit loadings.
6. Provision within the engineering loading calculations should be made for the additional structural point loading at the heat pump and cylinder locations.
7. If storage of materials is to be within a container, the materials should be made available within the unit once installation commences.

Mechanical heat pump installation
- The working area must be free from all other trades and their materials, with no exception.
- All builders’ holes marked on the drawing need to be carried out by the builder before installation.
- The heat pump is to be installed in the position shown on the drawings. Provision at this location should be provided for all necessary electrical, mechanical and any ducting requirements. See appropriate heat pump manual for details.
- Once the heat pump has been located final connections can be carried out.
- It is essential that installation follows the agreed design layout "docking drawing" as provided by Nu-Heat.

Electrical connections
- All electrical works should adhere to the prevailing British Standards and IEE wiring regulations should always be met.
- Safe electrical isolation should be adhered to prior and during installation.
- Points of entry into the units are provided and should be utilized.
- All electrical connection detail is shown on the electrical docking drawing and manual supplied with the unit.
- The unit should not be switched on until all mechanical and electrical connections have been completed, the commissioning request form has been returned to Nu-Heat, and a start-up date notified to Nu-Heat.

Pressure test
The object of the pressure test is to check that the heating system pipe work has not been damaged and that the manifold set/s has been assembled correctly. The pressure test should be 1.5 times working pressure or generally 4 bar. Please see the ‘System Start-up Guide’ for details of the flushing procedure.

Commissioning & user instructions
The units will be commissioned as required and will thereafter be covered by a manufacturers parts and labour warranty (specific warranty periods and lengths available on request). Nu-Heat will provide a user guide which details system settings and any servicing requirements.
INSTALLATION OF SOLAR PANELS TO ROOF, HOT WATER CYLINDERS AND ASSOCIATED PIPEWORK

Description of work and location

• We understand that the principal Contractor will provide suitable scaffolding to access the roof; a certificate of suitability should be obtained prior to attending site.
• If scaffold is unavailable suitable provision for safe working at height should be made.
• The works are medium to low risk as long as the controls are followed.
• The public will be protected by fencing to the site perimeter.

Supervision

The solar contractor will have a foreman on site at all times. This operative should be registered under the C.S.C.S or similar site safety scheme and has passed a Construction Skills Health & Safety Test. He will supervise all operatives to ensure all work is carried out safely.

Pre-site preparation work

• First Aid is to be supplied by the Main Contractor.
• The Main Contractor will also be responsible for providing suitable welfare facilities.
• We request that the site will be made ready for us beforehand by the Main Contractor.

Work operations

1. On commencement materials supplied by Nu-Heat will be off-loaded to a designated storage area.
2. The main contractor is to arrange for preparation of roofs to agreed size and position to accept Solar Panels.
3. The Solar Panels will be lifted to the scaffolds using telehandler or similar to reduce manual handling risk.
4. Solar Panels will then be placed and fitted by installer using battery powered tools to avoid need of electric cables across scaffolding and roof. The areas immediately below the Solar Panels must be kept clear of people to ensure that no-one is hurt should tools or materials be accidentally dropped. The scaffold will then be cleared of all remaining tools, packaging etc.
5. The pipework which will be stainless steel will then be fitted to the loft area and drop to the cylinder location. As the pipe runs will be continuous in each case, there will be no need for use of blowtorch. The main contractor will be expected to have provided safe access and fall prevention to the loft areas prior to these works.
6. The Hot water cylinders will then be carried into position from store, by two people, to ensure no manual handling injuries.
7. Cold supply pipework and feed and expansion and the G3 requirements of these cylinders to be fitted by main plumbing contractor; also domestic to and from cylinder.
8. The solar contractor will install Solar system to pump stations to cylinder and pump to controller to fused spur supplied (site electrician to supply fused spur and connect this through cylinder high limit stats to controller).
9. If any hot works are required we will follow our hot work procedure – see attached.
10. System will then be tested and Commissioning Certificate signed and passed to Site Agent.
11. The site will then be cleared of all packaging and installation waste materials.

Storage/materials/handling

Storage facilities will be provided by Principal Contractor.

Competence of operatives

All site operatives must be trained in solar installation, including health and safety implications associated with operating at height. The installation must be overseen by a supervisor who has passed a Construction Skills Health & Safety course.

Accompanying assessments

Risk assessments have been completed for Installing Solar Panels, Installing pipework in confined spaces, Manual Handling and installing hot water cylinders and hot works.
**Plant & equipment**
- The forklift and driver is to be provided by site to lift the materials to installation level.
- All electric tools to be used are battery powered, except for the system commissioning pump system, which is 240volt.

**Safety of 3rd parties**
The main contractor is responsible for site security and access controls.

**PPE requirements**
PPE Requirements are safety footwear, safety helmet, working gloves and high visibility vests.

**First aid requirements**
First Aid is to be provided by Main Contractor who will also provide the qualified first aider.

**Emergency procedure**
The Construction Site Manager will be responsible for advising our personnel of the emergency procedures during site induction.

**Environmental issues**

Contractor: ___________________________  Signed: ___________________________

Date: __________________________