

# Generic Method Statement for Installation and Removal of Seasonal Decorations

## 1. Purpose

The purpose of this document is to:

- Provide specific instructions for the installation and removal of seasonal decorations.
- Ensure the safety of both staff undertaking work and the general public.
- Persons who are untrained, unsure or lack confidence in their ability to perform the task safely must inform the Team Manager immediately, so that appropriate action can be taken to complete the task safely.

## 2. Work Instructions

All works to be carried out by permission of the specified authority and property owners to which any decoration is attached. The installation shall comply with **IEE Regulations 18<sup>TH</sup> Edition** and/ PLG06 guidance on installation and maintenance of seasonal decorations and lighting column attachments and/or specified Authority, Specific Authorised standards/installation requirements. These shall contain the testing and safety regimes for decorative units, electrical wiring and earth points, integrity of street furniture attachment, integrity of anchor points for festoon support, catenary support wire and minimum safe height requirement.

The relevant paperwork (job pack) containing the work and material specification, including any known Health and Safety information identified under the [Pre-Task Risk Assessment and Method Statement \(FO-ENT-SHE-005-001\)](#) or should the project require one [SHE Plan Form \(FO-ENT-SHE-005-004\)](#) will be issued before commencement of the work, ideally during the job pack induction procedure, and checked by all relevant parties for accuracy.

No work order shall be issued unless anchor points (festoon lighting) have been inspected and certificated as required by ILE Seasonal Decorations Code of Practice.

## 3. Risk Assessment – SSE Injury Prevention Process (IPP)

Individual sites/areas will require site safety assessment and a site-specific work instruction in addition to this generic statement. Traffic management and pedestrian areas will require specific assessment where in some situations larger controlled sites are required to erect seasonal decorations safely. Due to the nature of Festive Lighting, predominantly across carriageways or pedestrian areas, specific care shall be taken in relation to traffic restrictions or unusual site conditions.

Before commencing work on site, a review of the Pre-Task Risk Assessment and Environmental Risk Assessment contained within the job pack will be undertaken, along with the completion of the [Point of Work Risk Assessment \(POWRA\) \(FO-ENT-SHE-005-002\)](#), to identify any additional specific site hazards and controls required. If there are any significant changes in circumstances affecting the works whilst in progress, these will be identified and reported back to the supervisor with notes made on the POWRA section to feedback to either supervisor or subcontractor as appropriate. Team Managers can use the most appropriate current means i.e. Digital App or Inspection pad, to capture any relevant site information to be fed back to the LSG.

**The requirements for Manpower & Competency, Plant & Equipment and Personal Protective Equipment are detailed in:**

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WI-CG-LS-001 - An Introduction to Work Instructions contained in the SSE Enterprise Lighting Operational Manual.

## 4. Method of Carrying Out Works

### 4.1 Working at Height

Working at height is always considered a risk and shall be avoided where possible, due to the nature of festive lighting it is envisioned this work will require specific consideration to the correct means of access and appropriate selection of access method. The Pre-Task Risk Assessment Method Statement and any site-specific instruction must be reviewed in conjunction with [WI-CG-LS-205 Working at Height](#), with additional reference to [FO-CG-LS-072 Ladder Risk Assessment](#) and [PR-ENT-SHE-105 Enterprise Working at Height Procedure](#).

- 4.1.1 Required coning and guarding & exclusion zone (area designate by barriers and or linked cones, examples shown in [Generic Method Statement for the Installation and Replacement of Lanterns \(WI-CG-LS-112\)](#) Appendix 1 & 2) will be positioned to protect the onsite operation. Where the work is on the highway this will be in accordance with the current Traffic Management Act and the requirements of the code of practice New Roads and Street Works Act.
- 4.1.2 If the column or decoration anchor point is positioned in the vicinity of overhead lines the relevant clearances must be adhered to as per G39/1, alternatively the manager/supervisor shall be contacted for clarification and no work shall be carried out without the relevant permits ascertained from the overhead line owners if required. Additionally, other obstructions such as telephone lines, trees and other vegetation shall be taken into consideration ensuring safe clearances.
- 4.1.3 Be courteous to members of the public and note any requests for access in safety zones.
- 4.1.4 Visually inspect the structural integrity of the complete supporting unit, and any defects must be reported to Team Manager/Supervisor prior to proceeding with work.
- 4.1.5 Checking that all decorative inventory details on the worksheet are correct.
- 4.1.6 Ensure that a manual handling assessment is carried out in regard to the size and weight of decorative unit to be installed. If practical, a mechanical device could be used. If not practical, a two- or single-man manual handling operation must be assessed. **The decoration to be installed MUST be supported via a lanyard.**
- 4.1.7 When working at height enter the bucket with tools required for the task **only**. Work with extra care and attention, keeping within the work zone if possible (see item 3)

**Keep observation on exclusion zone. STOP work IMMEDIATELY if anyone enters the Exclusion Zone.**

- 4.1.8 When having to reach and work outside the work zone, increase observation on exclusion zone to ensure no one enters (see item 3).

**STOP work IMMEDIATELY if anyone enters the Exclusion Zone.**

- 4.1.9 Ensure all materials and tools are secure before descending.

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4.1.10 Continue using this method of working until all aerial tasks are completed.

## 4.2 Working at Ground Level

4.2.1 Be observant at **ALL** times and specific risk assess each individual site area and record in Stage 3 section of IPP form.

**Keep observation on exclusion zone. STOP work IMMEDIATELY if anyone enters the Exclusion Zone.**

4.2.2 Ensure work site is safe and tidy at all times by storing unwanted materials clear of the work, traffic and pedestrian areas.

4.2.3 Before commencing manual handling of individual decorative units of different size and weight, risk assess the task.

4.2.4 Ground Operatives **must** place **themselves** outside of the exclusion zone when an aerial task is being undertaken. **Operatives shall only enter this zone if required to assist with installing the wiring in the column shaft and then only for a minimum amount of time required for this part of the task only & NOT FOR ANY OTHER. Full communication and visual contact must be maintained at all times. Operative MUST exit the zone on completion of task. DO NOT remain in the exclusion zone to connect unit at this stage.**

4.2.5 On completion of work ensure site is left clean and tidy, removing all surplus, tools, plant and materials.

## 4.3 Removal

4.3.1 The methods above will be applied in the removal of seasonal decorative lighting.

4.3.2 Additional risk assessments or amendments to specific work instructions will be required.

## 4.4 Attending Outage Repairs

4.4.1 The methods above will be applied for carrying out repairs of seasonal decorative lighting. Outages may need to be attended during normal working hours or at specific times due to access restrictions. Any specific considerations shall be detailed with the site-specific works instructions within the job and Pre-Task Risk Assessment Method Statement. Operatives must make sure any risks are identified and documented on the POWRA.

4.4.2 Works will be carried out in conjunction with [Generic Method Statement for the Outage Repairs on Illuminated Columns, Signs and Bollards \(WI-CG-LS-106\)](#).

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