



Method Statement

Risk Assessment Ref:	FQ-RA-007 V2	MS Number:	FQ-MS-011 V2
Project Address:	This is a Generic Document		
Issued To:	Health & Safety Manager		
Duration:	Anticipated Commencement:	07/05/2021	Anticipated Complete: 07/05/2021
Task Description:	Maintenance & Installation of Portable Fire Extinguishers		
On Site Supervisor:	N/a		
Personnel Involved:	1 Technician		
Site Information Required:	Fire Procedure, Hazardous Areas, Asbestos Survey (where required)		
Safety Training Provided:	UKATA Asbestos Awareness, ROSPA Ladders & Steps, CSCS ESSC, ROSPA Manual Handling		
First Aid:	On Site First Aid will be utilised when available. First Aid Kit carried in Vehicle		
Company Accreditations	ISO 9001:2015 BAFFE NICEIC IFEDA Alumnus Safecontractor FPA		

Personal Protective Equipment

Equipment	Type	When to Wear
Hard Hat	Hat which conforms to (BSEN397 & CE Marked)	When site rules indicate
Eye Protection	Safety Glasses (BSEN 166)	When drilling, where there is a chance of flying debris or when site rules require
Safety Boots	Steel toe, midsole protection & anti-static (BSEN345- S1).	At all times
High Viz Clothing	Yellow high viz vest or jacket with reflective strips. (BSEN 471)	When site rules indicate & if working near traffic
Gloves	Abrasion resistant (Abrasion BSEN 388)	When site rules apply
Hearing Protection	Earmuffs or hear plugs (Conforming to BSEN 352)	When working in noise protection zones or when generating load noise
Respiratory Protection	Disposable or half face filtered mask. (FFP3)	When exposed to high dust levels & hazardous fumes/substances.

Clients Responsibilities

We expect all clients to comply with the statutory requirements of Health & Safety legislation & inform Fire Queen personnel of all risks to their health & safety within areas controlled by or belonging to the customer or client.

Scope of Work

- The installation & commissioning of portable fire extinguishers
- Planned & Reactive maintenance of portable fire extinguishers

Sequence of Work

- Attend site, sign in & attend any site inductions (where required). Ensure the vehicle is parked safely & legally
- Gain any relevant permits required
- Where required view the asbestos register / survey
- Ensure staff have read & understand the RAMS
- Assess the work area for any additional hazards & implement any necessary additional precautions
- Discuss with the site contact which areas require access & areas where restrictions may apply

Servicing Portable Fire Extinguishers

- Enter the work area & identify the equipment which requires servicing
- Remove equipment from the wall bracket or stand
- Complete the service in accordance with British Standards codes of practice & manufacturer's instructions
- Perform discharge testing, recharging, service exchange & repairs as required
- Reinstall the equipment
- Complete the service record label
- Return the equipment to the wall bracket or stand
- Complete the requisite paperwork & logbook

Installation & Commissioning of Portable Fire Extinguishers

- Ensure the correct fire extinguisher is selected for the hazards in the area
- Ensure the correct location has been selected
- Select the most suitable positioning method, i.e. wall bracket or stand
- Do not drill or disturb any walls where ACM may be present
- Look for evidence of any electrical installations or water pipes & avoid accordingly
- Only battery drills may be used
- Ensure the correct screw fittings & fixtures are used & that the bracket is properly secured.
- Complete the commissioning service & fit the equipment to the bracket
- Secure the correct ID Sign on the wall or stand to match the fire extinguisher

Safe System of Work (SSOW)

Manual Handling

- Do not attempt to move anything which is beyond your capability
- Use lifting equipment, trolleys & pallet trucks when available or get help
- Make multiple trips instead of overloading
- Plan your move; check the condition of the floor & make sure the way is clear before starting to move a load
- Check the load is secure & not likely to shift during the lift
- Open doors prior to starting the lift; get someone to hold a fire door open & close after you. Do not prop open a fire door
- Approach the load with your feet shoulder width apart & one foot slightly in front of the other to give you a stable position.
- When lifting or lowering, keep your back straight (in its natural posture) & bend the knees to avoid back strains
- Lift & put down smoothly & in one motion. Avoid lifting & twisting at the same time
- Do not change your grip whilst carrying a heavy load; rest the load first if necessary

Team Lifts

- When more than one person is involved in moving a load, decide on a leader to direct the move
- Decide where you are taking the object & the route you will take
- Agree clear signals before starting
- Only lift 2/3 of your combined capability
- If either person has problems, STOP & put the load down

Using hand tools

- Ensure that all tools are suitable for the job
- Check them over before use
- Replace where required & if damaged
- Do not make temporary repairs
- Put tools away when not in use

Working Near High Voltage Electrical Equipment

- Never access areas of high voltage on your own, without prior, specific approval
- View the area & identify any hazards.
- Ensure you can stay at least 2 meters away from an unsafe area
- Always ensure areas are secured, never leave an area unattended or open
- If you are unsure of the safety, do not enter

Electrical Equipment

- Check it over before use
- Use battery drills to reduce the risk of electrical
- Check condition of casing, controls, handles & other relevant parts
- Check the equipment is not overheating when in use
- Ensure it has been PAT tested within the last 12 months
- Switch off when not in use

Generic (Routine Works) Method Statement

- Don't leave equipment unattended
- Put equipment away when not in use

Working Near Asbestos

- Asbestos can be found in any building constructed prior to the year 2000, in:
 - Building materials
 - Electrical switch gear
 - Pipe gaskets & lagging
 - Boiler seals
 - Roof insulation
 - As fire protection in electrical rooms, boiler rooms & high hazard areas
 - Plus, many more
- Before starting a job, request to see the asbestos register in commercial properties built prior to the year 2000
- DO NOT take this as a guarantee that there is no asbestos
- If you suspect asbestos may be present, stop work immediately & report it

Working in Proximity of LPG or Fuel Stations

- A work Permit will be in place where required
- Discuss with your site contact & agree any safety precautions
- Parking in safe areas assigned by the site contact
- Wearing of High Visibility Clothing when moving around the traffic area
- No hot work or use of tools which may create a spark undertaken for this activity
- Working in Undercroft areas is not permitted
- Take fire extinguishers away from immediate danger area i.e., move them to the service vehicle
- Ensure mobile telephone is left in the parked service vehicle
- Smoking is strictly prohibited
- Wearing of anti-static safety footwear (EN345)
- Establish the location of any emergency switch in the proximity of work

Public & Others in the Area

- Where possible close off the work area to unauthorised people
- Discuss with your site contact & agree any safety precautions
- Display signs & put up barriers where required
- Do not block fire exits routes
- Do not leave equipment unattended if the public or others are nearby
- Reduce trip hazards to a minimum
- Ensure that all hazards are secured before you leave

Working Near Vehicles

- Go through the risk assessment and method statement before work starts
- Discuss any traffic movements with your site contact before work starts
- Where possible stop all traffic movements, if not possible ensure they are controlled
- Where required, erect barriers, cones or signage to warn drivers of work being carried out
- Ensure the site contact informs drivers of your presence
- Stop work & move away if a vehicle enters your work area
- Remember that some vehicles have blind spots and may have large turning circles

Generic (Routine Works) Method Statement

- Consider working out of hours
- Do not walk in front or behind vehicles
- Always walk on walkways when they are provided
- Always use pedestrian doorways when provided

Communication & Cooperation

- See the site contact when arriving, sign in where required & attend any site inductions
- Find out the fire procedure for each site & the location of the assembly points & first aid posts
- Co-ordinate if the work may affect entrances, exits, escape routes or other people
- Keep the site contact informed of progress & any problems

Waste

- The work undertaken does not generate dangerous waste
- Remove all waste materials, usually limited to packaging, during & after the course of work
- Waste materials produced during the course of work may be removed or disposed of responsibly on site where facilities are provided

Methods Statement Approved By: Tony Millen

Approval Date: 07/05/2021

Signature:

