

 HSE DOCUMENTS <small>Ready2Use Free Editable</small>	METHOD STATEMENT			Page 1 of 7
	Maintenance & Installation or Portable Fire Extinguishers			
	Company Doc. No. QHSEDOCS-PFE-01	Contractor Ref. No. QHSE-PFE-01	Date 07-06-2023	Revision 01

Maintenance & Installation or Portable Fire Extinguishers

Project No:	
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REVISION HISTORY	ISSUE DATE	DESCRIPTION	REVIEW / STATUS
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PREPARED BY:	REVIEWED & APPROVED BY:
QA QC ENGINEER	PROJECT ENGINEER


 HSE DOCUMENTS <small>Ready2Use Free Editable</small>	METHOD STATEMENT			Page 2 of 7
	Maintenance & Installation or Portable Fire Extinguishers			
	Company Doc. No. QHSEDOCS-PFE-01	Contractor Ref. No. QHSE-PFE-01	Date 07-06-2023	Revision 01

Table of Contents

1.0.	Scope of Work.....	3
2.0.	Sequence of Work.....	3
3.0.	Personnel Involved.....	3
4.0.	Site Information Required.....	3
5.0.	Safety Training Provided.....	3
6.0.	First Aid.....	3
7.0.	Safety & PPE's.....	3
8.0.	Clients Responsibilities.....	4
9.0.	Servicing Portable Fire Extinguishers.....	4
10.0.	Installation & Commissioning of Portable Fire Extinguishers.....	4
11.0.	Manual Handling.....	4
12.0.	Team Lifts.....	5
13.0.	Using hand tools.....	5
14.0.	Working Near High Voltage Electrical Equipment.....	5
15.0.	Electrical Equipment.....	5
16.0.	Working near Asbestos.....	6
17.0.	Working in Proximity of LPG or Fuel Stations.....	6
18.0.	Public & Others in the Area.....	6
19.0.	Working near Vehicles.....	7
20.0.	Consider working out of hours.....	7
21.0.	Waste.....	7
22.0.	Attachments.....	7

 HSE DOCUMENTS Ready2Use Free Editable	METHOD STATEMENT			Page 3 of 7
	Maintenance & Installation or Portable Fire Extinguishers			
	Company Doc. No. QHSEDOCS-PFE-01	Contractor Ref. No. QHSE-PFE-01	Date 07-06-2023	Revision 01

1.0. Scope of Work

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

2.0. Sequence of Work

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

3.0. Personnel Involved

- 3.1. FLS Engineer
- 3.2. FLS Supervisor
- 3.3. FLS Technician
- 3.4. Assistant FLS Technician

4.0. Site Information Required

- 4.1. Fire Procedure
- 4.2. Hazardous Areas
- 4.3. Asbestos Survey (where required)

5.0. Safety Training Provided

- 5.1. UKATA Asbestos Awareness
- 5.2. ROSPA Ladders & Steps
- 5.3. CSCS ESSC
- 5.4. ROSPA Manual Handling

6.0. First Aid

On Site First Aid will be utilised when available. First Aid Kit carried in Vehicle

 HSE DOCUMENTS Ready2Use Free Editable	METHOD STATEMENT			Page 4 of 7
	Maintenance & Installation or Portable Fire Extinguishers			
	Company Doc. No. QHSEDOCS-PFE-01	Contractor Ref. No. QHSE-PFE-01	Date 07-06-2023	Revision 01

7.0. Safety & PPE's

- 7.1. Hard Hat
- 7.2. Eye Protection
- 7.3. Safety Boots
- 7.4. High Viz Clothing
- 7.5. Gloves
- 7.6. Hearing Protection
- 7.7. Respiratory Protection

8.0. Clients Responsibilities

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

9.0. Servicing Portable Fire Extinguishers

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

10.0. Installation & Commissioning of Portable Fire Extinguishers

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

11.0. Manual Handling

- 11.1. Do not attempt to move anything which is beyond your capability
- 11.2. Use lifting equipment, trolleys & pallet trucks when available or get help

 HSE DOCUMENTS <small>Ready2Use Free Editable</small>	METHOD STATEMENT			Page 5 of 7
	Maintenance & Installation or Portable Fire Extinguishers			
	Company Doc. No. QHSEDOCS-PFE-01	Contractor Ref. No. QHSE-PFE-01	Date 07-06-2023	Revision 01

- 11.3. Make multiple trips instead of overloading
- 11.4. Plan your move; check the condition of the floor & make sure the way is clear before starting to move a load
- 11.5. Check the load is secure & not likely to shift during the lift
- 11.6. 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
- 11.7. Approach the load with your feet shoulder width apart & one foot slightly in front of the other to give you a stable position.
- 11.8. When lifting or lowering, keep your back straight (in its natural posture) & bend the knees to avoid back strains
- 11.9. Lift & put down smoothly & in one motion. Avoid lifting & twisting at the same time
- 11.10. Do not change your grip whilst carrying a heavy load; rest the load first if necessary

12.0. Team Lifts

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

13.0. Using hand tools

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

14.0. Working Near High Voltage Electrical Equipment

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

15.0. Electrical Equipment

- 15.1. Check it over before use
- 15.2. Use battery drills to reduce the risk of electrical
- 15.3. Check condition of casing, controls, handles & other relevant parts

 HSE DOCUMENTS Ready2Use Free Editable	METHOD STATEMENT			Page 6 of 7
	Maintenance & Installation or Portable Fire Extinguishers			
	Company Doc. No. QHSEDOCS-PFE-01	Contractor Ref. No. QHSE-PFE-01	Date 07-06-2023	Revision 01

- 15.4. Check the equipment is not overheating when in use
- 15.5. Ensure it has been PAT tested within the last 12 months
- 15.6. Switch off when not in use
- 15.7. Don't leave equipment unattended
- 15.8. Put equipment away when not in use

16.0. Working near Asbestos

Asbestos can be found in any building constructed prior to the year 2000, in:

- 16.1. Building materials
- 16.2. Electrical switch gear
- 16.3. Pipe gaskets & lagging
- 16.4. Boiler seals
- 16.5. Roof insulation
- 16.6. As fire protection in electrical rooms, boiler rooms & high hazard areas
- 16.7. Plus, many more
- 16.8. Before starting a job, request to see the asbestos register in commercial properties built prior to the year 2000
- 16.9. DO NOT take this as a guarantee that there is no asbestos
- 16.10. If you suspect asbestos may be present, stop work immediately & report it

17.0. Working in Proximity of LPG or Fuel Stations

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

18.0. Public & Others in the Area

- 18.1. Where possible close off the work area to unauthorised people
- 18.2. Discuss with your site contact & agree any safety precautions
- 18.3. Display signs & put up barriers where required
- 18.4. Do not block fire exits routes

 HSE DOCUMENTS Ready2Use Free Editable	METHOD STATEMENT			Page 7 of 7
	Maintenance & Installation or Portable Fire Extinguishers			
	Company Doc. No. QHSEDOCS-PFE-01	Contractor Ref. No. QHSE-PFE-01	Date 07-06-2023	Revision 01

18.5. Do not leave equipment unattended if the public or others are nearby

18.6. Reduce trip hazards to a minimum

18.7. Ensure that all hazards are secured before you leave

19.0. Working near Vehicles

19.1. Go through the risk assessment and method statement before work starts

19.2. Discuss any traffic movements with your site contact before work starts

19.3. Where possible stop all traffic movements, if not possible ensure they are controlled

19.4. Where required, erect barriers, cones or signage to warn drivers of work being carried out

19.5. Ensure the site contact informs drivers of your presence

19.6. Stop work & move away if a vehicle enters your work area

19.7. Remember that some vehicles have blind spots and may have large turning circles

20.0. Consider working out of hours

20.1. Do not walk in front or behind vehicles

20.2. Always walk on walkways when they are provided

20.3. Always use pedestrian doorways when provided

20.4. Communication & Cooperation

20.5. See the site contact when arriving, sign in where required & attend any site inductions

20.6. Find out the fire procedure for each site & the location of the assembly points & first aid posts

20.7. Co-ordinate if the work may affect entrances, exits, escape routes or other people

20.8. Keep the site contact informed of progress & any problems

21.0. Waste

21.1. The work undertaken does not generate dangerous waste

21.2. Remove all waste materials, usually limited to packaging, during & after the course of work

21.3. Waste materials produced during the course of work may be removed or disposed of responsibly on site where facilities are provided

22.0. Attachments

22.1. Risk Assessment