

Method Statement

Method Statement Details

Method Statement Number	4
Method Statement Date	16/07/2024
Method Statement Author	Phil Collins
Date	10/07/2024
Machine	Air Con
First Aider	First aider on site
Activity	Using air con machine
Description	Auto Air Conditioning servicing
Location	All sites

Signatures

	Name	Title	Signature	Date
Document Author	Phil Collins			16/07/2024

Data protection statement

The information and data provided herein applies only to the contract for which it was written, it shall not be duplicated, disclosed or disseminated by the recipient in whole or in part for any purpose whatsoever without the prior written permission from HS Direct..

It is the duty of all employees to observe the following Risk Assessment framed to provide a code of good practice and conduct with the object of preventing accidents. At all times employees must work in a safe manner both to prevent personal injury to themselves or to other personnel.

Emergency Contact Details

Name	Phil Collins	Keith Ambrose		
Telephone Number		07770833422		

General Precautions

To be observed by all staff at all times, any deviation from these control procedures must be authorised by the site manager or safety representative.

Personal Protective Equipment (PPE)

PPE will be provided as a last form of protection against a hazard. Staff will use the appropriate PPE for the task as identified in the risk assessment.

All site workers will wear Safety boots, Hi Visibility Vests, Hard Hats and protective clothing at all times, other items of PPE such as eye protection, hearing protection and gloves are available to be worn as and when necessary and as determined by the risk assessment.

Communication with Other Workers on Site.

All staff will report to the site office for induction on arrival at the site. The site manager will inform staff of any hazards that are present on site. Staff will inform the site manager of the work to be carried out and how it could affect other trades working on the site. Where necessary notices will be posted advising of any hazards present during the works.

Where contractor activities cross, the senior person must liaise with the other trades to ensure safe operation.

Tools and Electrical Equipment

All tools and equipment will be visually inspected on a regular basis, defective or damaged equipment will be removed from service.

Electrical tools will be 110V or battery operated where possible. Sub contractors will not be allowed to bring on to site any damaged or defective tools, the site foreman is responsible for ensuring that all tools and equipment allowed on the site are fit for purpose. Any portable electrical equipment taken on to site must be PAT tested every 3 months when used on construction sites, 6 monthly for heavy use activities and annually for other activities. A risk assessment will determine if inspection periods need to be varied.

Material Handling

All materials required for site will be unloaded to a designated unloading and storage area which will be away from the work area as far as is practicable. This area will be kept tidy to minimise trip hazards. Materials as and when required will be collected from the storage area and transferred to the work area. All staff will take care when handling materials and will use mechanical aids wherever possible. When stacking materials particular care must be taken to ensure that the stack is secure and that the product does not get damaged.

Accident Reporting - RIDDOR

Minor accidents and injuries must be reported internally. Accidents falling under RIDDOR conditions, e.g. more than 7 days unable to carry out normal duties, must be reported online within 15 days of the accident. An investigation must be carried out and any additional controls identified to minimise the risk of the accident re-occurring. Staff must be updated to understand and implement any new procedures. Management are responsible for reporting accidents that fall within the RIDDOR Regulations.

Communciation with other workers

The Team Leader will inform staff of any hazards that are present on site. Where necessary notices/signs will be posted advising of any hazards during the work. Where required, a Permit to Work will be displayed informing staff of activity taking place in their vicinity.

Electrical Equipment

All electrical equipment will be visually inspected on a regular basis. All electrical appliances are PAT tested annually. Defective or damaged equipment will be immediately removed from service for repair or replacement.

Emergency Information

In the event of emergency medical treatment being required, summon the nearest Emergency First Aider. Copies of these location details are posted on the Department Staff Notice Board.

First Aid

Trained first aiders are appointed and staff are aware of the locations of the first aid kits. In an emergency, the emergency procedure will be followed. Staff are required to report all accidents and incidents immediately to their supervisor.

Manual Handling

All staff have received manual handling training and are aware of the potential dangers. Staff will not lift items that are beyond their capabilities. Heavy or awkward items will be dual lifted or lifted with mechanical lifting aids.

Materials Handling

All materials delivered to site will be unloaded in a designated unloading area. All staff will take care when handling materials and will use mechanical aids wherever required. When stacking materials, particular care must be taken to ensure stack is secure. All materials to be despatched from site will be packaged as specified. When loaded onto transport, checks will be made to ensure loads are secure to prevent damage during transport.

Personal Protective Equipment

Staff will wear the PPE for the task as specified in the risk assessment. All PPE will be provided by Treadfirst Tyre and Exhaust Ltd. Individual staff will be responsible for the care, maintenance and safe storage of their own PPE

Preparation and Induction

Staff & contractors will be inducted onto site, in order to understand the hazards present on site and the tasks that are to take place. Staff will also be advised of other site activities that could impact on their work. A risk assessment will be carried out for all tasks, which will be discussed with members of staff. Staff will follow all site rules and safety procedures.

Staff and Training

The task will be carried out by staff from Treadfirst Tyre and Exhaust Ltd. All staff are qualified, experienced, receive ongoing training and hold suitable qualifications. Apprentices are under constant supervision by experienced members of staff. Any contractors appointed by us have been assessed for their ability and suitability to carry out the tasks allocated to them.

Welfare

Staff have access to adequate welfare facilities on site. Provision is in place for cleaning and maintenance of all facilities. Staff are required to respect the facilities and, after use, leave them in clean condition for everyone else.

Provision and Use of Work Equipment

All work equipment must comply with PUWER requirements and as such must be used by trained, competent persons, checked

before use to ensure in full working order, and guards and interlocks in place and operational. Where necessary, equipment is to be inspected and maintained and records kept. Any faults to be reported, and the equipment isolated and withdrawn from use until repaired by a competent person or replaced. Notice may be required to be posted advising of Machine Under Repair, Do Not Use.

Method Statements

Auto Air conditioning service.

1. Ensure the engine is turned off and the vehicle is secure.
2. Use suitable equipment for recovery, recycling, evacuation and charging when maintaining or servicing air-conditioning systems.
3. Train employees in the use of such equipment and supervise them where necessary.
4. Train all staff involved in the emergency action for dealing with a spillage or release of gas, particularly how to treat frostbite.
5. Do not overfill containers of refrigerant and do store them in a safe place away from direct heat.
6. Do not deliberately release R1234yf or R134a to atmosphere.
7. Do not allow hot work or smoking in areas near the refrigerant. The refrigerant must not be allowed to come into contact with a hot surface.
8. Wear appropriate personal protective equipment (PPE) at all times, including eye protection and gloves. Consult the refrigerant supplier to ensure that the PPE will provide adequate protection.
9. Make suitable arrangements for the safe recovery and disposal of old or waste refrigerant and any unwanted receptacle or equipment containing it. Assume the system contains refrigerant gas unless proved otherwise, particularly where a vehicle has been in an accident. A positive pressure on a system pressure gauge could indicate the presence of refrigerant.

Sign Off Sheet

I have read and understood the contents of this Method Statement.

Anything I did not understand has been explained to me to my satisfaction.

I agree to follow the Method Statement and understand that any instructions are provided for my safety and the safety of others.

Print Name

Signed

Date
