

Method statement

City and County refrigeration and air conditioning LTD

Method Statement

Company/ Organisation	City and county refrigeration and air conditioning LTD
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Address Milton Keynes Maidstone road mk10 0bd

Project/Task Location Lantmannen Unibake Milton Keynes

RA Number 12/9/24 RA Date

MS number 12/9/24 MS date

Project/Task number	4729. SERVICE MAINTENANCE
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Project/task description	Carry out the annual service and Maintenance of all the air conditioning, water chillers, and refrigeration equipment on site or the ones that have been specifically designated to be serviced through a supplied asset list. This task will take up to 5 working days to complete
Known hazards	We know of hazards listed below 1: working at height 2: electric shock 3: hot/cold burns 4: Moving vehicles in the yard including fork lift trucks 5: uneven surfaces 6: slips and trips 7: sharp edges 8: confined space (minimal) Other activities or other contractor works must be assessed on the day.
Responsible person(s)	Daniel Adams

Monitoring	<p>All works will be monitored as per the site regs and industry regulations.</p> <p>Assessments are to be made on each individual piece of equipment with a small tool box talk on each piece pf equipment to identify and verify Each risk.</p> <p>All workers are to be made aware of the safety rules on site, the fire regulations and the incident reporting procedure.</p>
Operational Sequence	<p>We operate the jobs individually through a 50 point service check list, this is to be present on each piece of equipment. Some points with the service check will require 2 engineers to be present, this will eliminate lone working failures.</p> <p>The risk assessment for each job will be read and understood by the engineer carrying out the task.</p> <p>All ppe will be used to carry out the work including Steel toe safety boots, goggles, hard hats and breathing apparatus if necessary.</p>
Permits/ Authorisation	<p>Each task will require a on site work permit filled in by a qualified health and safety personal of the specific site (no other)</p> <p>These may include for a general service</p> <p>Working at height</p> <p>And confined space</p> <p>Each permit must be read and understood before commencing work and be with the persons carrying out the work to refer to later on if required.</p>
Labour	<p>Each task will have at least one fully qualified air conditioning and refrigeration engineer present.</p> <p>They will hold the following</p> <p>City and guilds NVQ 1 2 +3</p> <p>FGAS ref com or equivalent</p>
Plant/ Equipment	<p>The general maintenance and service will require ladders, Air compressor, and some chemicals. (COSHH sheets attached)</p> <p>Ladder will be tagged and inspected before use and kept in good condition, if they are ever left on site they will be locked up and kept away from use.</p> <p>Any ladder work over two meters will require 2 engineers, one to foot the ladders and carrying out the work</p> <p>Any chemicals used will be free from sodium hypochlorite.</p> <p>The COSHH standard will be fully adhered too and all PPE will be used when using these items.</p> <p>Including</p> <p>Gloves</p> <p>Goggles</p> <p>Face masks (fumes)</p>

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operator training qualifications.

City and guilds NVQ 1 2+3

Materials	All chemicals used will be COSHH regulated and certified (attached to this MS) Items will include drain cleaner coil cleaner
Deliveries	Any deliveries will be dropped at the main gate and no delivery Staff are permitted entrance on to the site. The delivery must be signed for by the engineer on site and no one else. Security must be made aware of any deliveries being made to the site before the delivery takes place
Emergency arrangements	Before commencing work the engineer must be mad aware of all emergency procedures, like for eg: the fire assembly point and the first aid points. Be also made aware of the fire call procedure and if plasters or other dressing are permitted to be used from the vans. All vehicles are equipped with fire extinguishers (foam) and also first aid kits.
Environmental issues	Any environmental issue swill be raised prior to them becoming another job referercne number, for eg: A changed component exposing refrigerant in to the atmosphere every effort will be made to reduce and stop emissions

Name Date Position Signature

DANIEL ADAMS 16/9/24
