

# METHOD STATEMENT

Company: Zip Heaters (UK) Ltd

Ref: SOGMS001

Version No: 06



Date: 28/04/11

Last Review Date: 28/04/11

Next Review Date: 28/04/12

Reviewed By: Mark Kett

Approved By: Lindsay Vallis

Issued Date: 28/04/11

Signature:

Signature:

<b>Main Contractor:</b>	<b>Zip Heaters UK</b>
<b>Site Address:</b>	
<b>Activity:</b>	<b>Service , Maintain and Repair Zip products</b>

1. **Scope of Works:**  
Scheduled visit by a Zip engineer or approved contractor to a customer site to perform any of the following tasks service, maintain and repair of Zip products.

2. **Access / Egress:**  
As instructed by site representative and in accordance with site Health & Safety procedures.

3. **Start Date:** *As defined by Service call made by customer and scheduled visit*  
**Finish Date:** *As defined by Service call made by customer and scheduled visit*  
**Duration:** *Should take no longer than one working day*

4. **Pre-Start Checks / Pre-Commissioning**  
Client to ensure that the areas are prepared and made ready for Zip to commence works.

5. **Special Instructions:** *As defined by the client*

6. **Plant and Equipment used:**  
Hand tools, 24vdc drill, Buckets & Bins, etc.

7. **Materials used:**  
Food grade pipe when required.

8. **Technical Information:**  
Refer to Zip product information along with specific technical method statements.

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## 9. Safety Aspects and Permit to Work Requirements:

Permit to perform work in the area will be provided by site personnel.

No live electrical work will be performed.

No hot works will be performed without prior agreement and relevant controls in place.

## 10. Sequence of Procedures/Work

### Pre-Work Checks

- a) Visit site, book in and assess and gather information appertaining to work to be completed.
- b) Ensure all potential hazards have been assessed by eliminating or controlling to reduce the risks to an acceptable level, namely use of tools, manual handling risks, injury from buried services, equipment, head, eye or foot injuries, skin damage, working at height etc.
- c) Arrange plant, equipment and materials required and if necessary arrange for delivery.
- d) Assess safe method of getting materials to site.
- e) Ensure sufficient space to store material safely and ensure it is secure and does not cause a hazard.
- f) All tools and equipment to be inspected prior to use.
- g) Arrange for materials to be taken to site, via safe means.

### Commence Work

- h) Locate unit to be worked on.
- i) Close off and make safe access to unit that will be worked on using signage/guarding.
- j) Isolate unit from electrical supply.
- k) Isolate unit from water supply.
- l) Check for reported fault or carry out routine service as detailed in specification manuals and technical method statements.
- m) Repairs, rectify faulty component or replace defective part
- n) Routine service, check unit for full operating functions, replace service items i.e. tap top assembly, ball valve seal and any filters fitted to the unit if applicable.
- o) Reconnect water and electrical supply and test unit functions correctly.
- p) When work is complete check all tools and clean work area.
- q) Complete service visit report and obtain signature from site representative.
- r) Book out of site.

## 11. Supervisory and Escalation Arrangements

The Service Engineer will be the nominated named person on site in control of plant, equipment and personal protective equipment (PPE).

### Escalation:

**Zip Heaters UK Office – Normal Office Hours Mon-Fri**

**Contact Number: 0800 077 8302**

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12. **Training:**  
All operatives to have passed relevant training courses and demonstrated competency. Training records can be provided on request.

13. **Housekeeping and Waste Removal Procedures:**  
Area of work to be kept clean and tidy ensuring all scrap material/parts are removed from site and returned to Zip UK head office for safe disposal or recycling.

14. **Demarcation**  
A specifically marked designated area will be made clearly visible to all who visit the work area. This will be achieved via:  
a) Signs & Notices  
b) Physical Barriers

15. **The following Risk/COSHH/Noise/Manual Handling assessments are attached.**  
**COSHH Assessments:** Not Applicable unless using sanitising Fernox fluid  
**Manual Handling Assessments:** Supplied Zip Doc ref: gra043, gra043B  
**Hand Arm Vibration Assessments:** Not Applicable  
**Hot Work Assessment/Permit:** Not Applicable  
**Noise Assessments:** Where equipment used in this task exceeds the first action level of 80dB a noise assessment will be made.  
**Site Specific Risk Assessments:** Not Applicable  
**Working at Height Assessments:**

16. **Personal Protective Equipment**  
All mandatory PPE shall be provided and used, ie hard hat, eye protection, hearing protection especially if using noisy equipment, overalls, safety footwear and gloves if appropriate.

17. **Specified Control Measures**  
The control measures in place will be found in the company's Health and Safety Policy, Health and Safety Procedures and the Risk Assessment Manual.  
All personnel shall be trained in correct procedures for locating and isolating all services.  
All tools and equipment shall be inspected prior to use and records kept. (Doc HSF13)  
Ensure that all electrical services are protected from ingress of water.

## Signed Receipt of Method Statement

I can confirm I am in receipt and have read and understood and accept the rules and methods within this document.

Print Name:	Signature:

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