



Originator: Halso UK Fuels Ltd Signed: J West
Date: 06/08/15

This method statement is critical to the health and safety of the activity (ies) it relates to. It is to be strictly adhered to. Any deviation must first be authorised by the Site Supervisor.

Company Details

Halso UK Fuels Ltd
Fradley Park
Lichfield
WS13 8NG
Tel: 01543 252301

Task Address

Planned Task/Activity Description:

Fuel Distribution

Working Environment & Restrictions:

Must abide by Clients site rules / induction
PPE must be worn – Hi-Vis/Overalls, Toe Cap boots and Gloves as a minimum

Protection of others:

Tanker / Vehicle is not to be left unattended.
Area to be left clean after task has been carried out.
No horseplay.
Instruct any unauthorised personnel to leave area.
Only authorised personnel will operate the equipment.
Ensure no sources of ignition are in the area.

Emergency Procedures:

In case of fire, muster by the assembly point as per site induction- if safe to do so, make vehicle safe by shutting valves off. Don't put yourself in danger.

Operatives/Competence:

ADR Training

HALSO UK FUELS LIMITED



Wood End Lane, Fradley Park, Lichfield, Staffordshire WS13 8NG

www.halso.co.uk Email: info@halso.co.uk Tel: 01543 252301 Fax: 01543 416662

Company Registration No. 3763082



Full driving license
Years of Experience in the industry
Driver CPC
NVQ

Personal Protective Equipment:

- Hi-Vis
- Steel toe cap boots
- Gloves
- Goggles
- Breathing Apparatus for Calibration Purposes

Plant & Equipment:

- Tanker & components
- Gas oil (UN1202)
- Spill pads and drain covers to be available at all times
- Generator
- ATEX Approved Pumping Equipment (Fire Safety Tested)
- Earthing

Critical Stages: (must be undertaken in correct sequence)

- Arrive at site.
- Sign in and receive induction
- Inspect site for familiarisation. I.e. location of drains/water courses.
- Complete Site-specific Risk Assessment, where required
- Using the delivery note, check the tanker contains the correct product and is there is sufficient ullage in the tank.
- Assess the route that the hose will be pulled to ensure the route is clear from obstructions.
- Remove tank/generator cap and pull hose to required filling point.
- Connect the hose to the filling connection at the loading point.
- If any leaks are observed during delivery, the unloading must be stopped immediately, tankers valves shut and the area cleaned/contained.
- When the correct amount of fuel has been transferred to the fuel tank, shut the filling valve.
- When the pipeline has drained, disconnect the filling connection.
- Replace the cap on the tank.
- Pull hose back onto tanker reel into position to get to next delivery point if required.
- Ensure site is left clean and tidy.

HALSO UK FUELS LIMITED



Wood End Lane, Fradley Park, Lichfield, Staffordshire WS13 8NG

www.halso.co.uk Email: info@halso.co.uk Tel: 01543 252301 Fax: 01543 416662

Company Registration No. 3763082