

Method Statement

Task/Activity	Fire	
Next Review Date	01.08.2026	
Originator	Keith Carver	Reviewed by: Keith Carver
Site	Fulham Road, Fulham, London	
Site Manager	Grant Lewis	
Date	31.07.2025	

Scope of Works

The methods to be used in relation to fire prevention and evacuations

Background / Training Required

Competent in the safe working practices in cleaning

Safety Equipment and PPE required

None required

Method of Works/Safe System of Works	Risks/Hazards/Controls/Notes
- All operatives must practice good housekeeping at all times, paying particular attention to equipment and other storage facilities. - All operatives should, when carrying out their respective tasks, be observant and take notice of any build-up of materials that could have the potential to be sources of fuel. If it is within the operatives' remit, these sources should be removed. If it is not, report it to the Site Manager / Supervisor. - In the case of a fire operatives are to switch off equipment and leave immediately being cautious not to block any access or egress routes in the process. - Leave the building immediately via nearest available exit. DO NOT USE LIFTS. - Depending on fire location this may change please listen to instructions given by Security - Once evacuated duty Manager will take a roll call of all staff from the daily time sheet provided. - Await further instruction and do not re-enter the building until advised by senior fire marshal or senior fire brigade member. - Generally, ensure good housekeeping at all times with sources of fuel separated from sources of ignition.	➤ Safety data sheets are provided by our suppliers for the cleaning agents used on site. Detailed information regarding hazards is provided along with specific firefighting measures. ➤ All ABM Site Managers / Supervisors and operatives will receive basic training regarding the correct and safe method of using cleaning agents and their respective storage (COSHH training). ➤ Method statements for all cleaning tasks have been produced and "trained in" competence measurement is undertaken to BICSc industry best practice. ➤ All operatives to receive site specific induction training in the client's fire and

• All electrical equipment in location regularly visually inspected and PAT tested annually.	emergency procedures and this refreshed annually. ➤ Operatives must practice good housekeeping at all times ensuring that all storage areas and cleaning cupboards are clear of rubbish and contents stored correctly thereby reducing the risk of fire. ➤ ABM's smoking policy adhered to as well as client site rules regarding smoking. ➤ Electrical equipment subject to pre-use checks, periodic inspection and maintenance and PAT testing.
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