

Method Statement

Task/Activity	Refuelling of Mobile Plant or Equipment	
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 when carrying out the refuelling of mobile plant or equipment

Background / Training Required

Competent in the procedure for refuelling plant or equipment

Safety Equipment and PPE required

Hi Visibility BS EN 471:2003 +A1:2007 High visibility clothing		Gloves BS EN 420:2003+A1:2009 general protective gloves	
Protective Clothing ABM Workwear - No Standard		Safety Footwear BS EN ISO 20345:2011 Safety footwear	
Eye Protection BS EN 166:2002 Personal Eye Protection			

Tools and Equipment Required

Warning Signs		Refueling Funnel	
Fuel Container		Spill Kit	

Method of Works/Safe System of Works	Risks/Hazards/Controls/Notes
Planning 1. Obtain the fuel in an approved fuel container. 2. If in a populated area use warning signs to set up a safe working area 3. Ensure correct PPE is worn and in accordance with the COSHH assessment. 4. Ensure that there are no ignition sources in close proximity, i.e. people smoking, hot works etc. Safe Method of Work 5. Carry out an assessment of the area giving consideration to the location and any environmental impacts. 6. Ensure that the refuelling location is in a well-ventilated area. 7. Shut the engine off and isolate the ignition. 8. Ensure that the fuel is the correct type of fuel. 9. Remove the tank filler cap and set aside. 10. Make Sure that the refuelling funnel is fully seated. 11. Pour the fuel into the fuel tank through the funnel at a steady pace. 12. Do not overfill the plant or equipment fuel tank. 13. Replace the tank filler cap ensuring it is seated correctly. Completion of Task 14. At the end of the cleaning operation, the operatives will check the refuelling area to ensure that there have been no spillages or splashes. 15. The fuel container will be returned to a safe storage area	2. Warning signs should be situated in prominent locations. 5. Ensure refuelling is carried out away from drainage areas etc. 11. Do not allow fuel to reach the top of the funnel 14. Any spillages or splashes will be cleaned up immediately

Emergency Arrangements	The task will not be carried out Lone Working
Environmental Impacts	Spill kits will be available to clean up any spillages