



Method Statement

Task/Activity	Driving and Refuelling Vehicles
Date of Review	By competent person (Minimum IOSH Managing Safely)
Originator	Eliot Wenham
Approved By	Russell Kimble
Date	03/2025

Scope of Works

This details the method to be used when Driving and refuelling Vehicles






Background / Training Required

Drivers are to hold a FULL UK driving license. ABM operatives are also to complete all FORS E-Learning training. All Vehicles are to have a valid MOT, road tax and insurance.

Safety Equipment and PPE required

Hi Visibility BS EN 471:2003 +A1:2007 High visibility clothing		Safety Footwear BS EN ISO 20347:2012 Safety footwear Classification I, S3	
Protective Clothing Workwear - No Standard		Gloves Chemical resistant gloves for clear up and chemicals BS EN 374 Heavy duty gloves for manual handling of materials BS EN 388/420.	

Tools and Equipment Required

Warning Signs		Fuel Pump	
Barriers		Chemical Spillage Kit	
Vehicle			

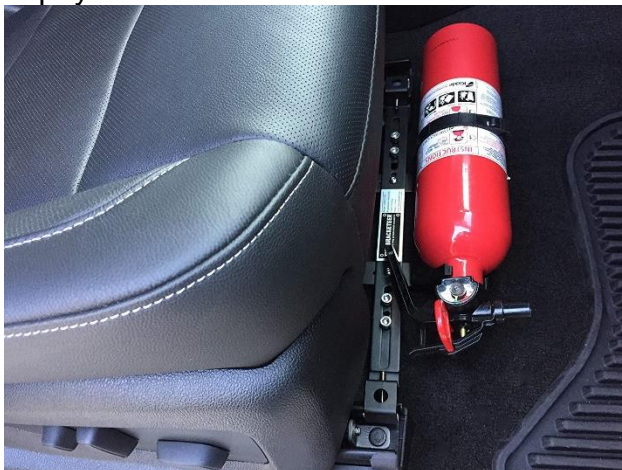
Method of Works/Safe System of Works

Planning

1. All Drivers are to hold a FULL UK Driving License. Any medical conditions that will affect driving must be identified to the DVLA and the ABM Driving department.
2. All Drivers are to complete the FORS E-Learning Programme.
3. All Drivers are to familiarise themselves with their vehicle and its functions including its safe loading limits.
4. Inspections and Pre-Use checks are to be completed before use and weekly, checking sufficiency's such as tyres, lights, mirrors, screens/windows, horns, screen wash, oil, breaks etc.



5. All vehicles are to be properly Taxed, have a valid and in date MOT and be covered under the ABM insurance.
6. In the case of a break down or vehicle malfunction contact your direct line manager who will then follow ABM procedures to get you recovered.
7. If vehicle is equipped with a fire extinguisher ensure it is fully serviced and within its expiry date.



Safe Method of Work

1. All operatives upon entering vehicle after all checks have been completed are to ensure that seat belts are worn at all times.



2. Mobile phones are NOT to be used whilst driving. It is advised these are switched off or put on silent and placed in an area that is not easy to reach e.g. a glove box, to avoid temptation.



**NO
MOBILE
PHONES**

3. All drivers are to comply with the DVLA rules and their training including all safety signage and direction whilst driving.
4. Staff are instructed to sound the horn when approaching blind bends where pedestrians could be present or to warn other road users of your presence.
5. All Company Vehicles should only park in designated parking areas.
6. When parking reverse into the spaces when possible to avoid reversing out into traffic with an obscured view.
7. When reversing use mirrors fully. If parking sensors are applied to vehicle ensure they are fully functioning.
8. When parking ABM vehicles are not to block access and egress routes, fire exits, disabled bays, pedestrian routes or firefighting equipment.
9. When weather conditions are seen as “not ideal” (rain, fog, snow, icy, sunny after rain) drivers should take exceptional caution whilst driving and plan journeys accordingly. Where vision will be obscured excessively, or conditions are seen by the driver as to be unsafe to drive they have the right to refuse.

Loading and Unloading

1. The driver is responsible for ensuring that all loads do not exceed the limit of their vehicle.
2. Drivers are to complete FORS Parking and Unloading Legally E-Learning.
3. The load should be placed near the vehicles centre line with the gravity kept as low as practicable.



4. When load is stacked the lower level should be steady and strong enough to support the upper stack when vehicle is breaking, cornering or accelerating.
5. When unloading comply with manual handling training.
6. As a rule of thumb feet should be kept shoulder width apart, bend your knees, back kept as straight as possible with chin 90 degrees to the floor.



7. Heavier loads should be kept at waist height and as close as possible to the body.
8. If a load exceeds your individual capabilities do not attempt this on your own, request assistance.

Refuelling

1. Ensure that dispensing of fuel from storage container to Vehicle is done in line with manufacturer's instructions and training (using hose and nozzle provided).
2. Ensure that when you are dispensing fuel, disposable gloves are worn.



3. Once fuel has been dispensed ensure that the fuel station is re-secured.
4. Clean up any spillages immediately so that damage to floor surfaces is prevented and the environment is protected.
5. Ensure that you thoroughly wash your hands regardless of whether you have worn gloves or not.

Fuel Spillages

1. Once a spillage has been identified, stay close to it and, without leaving area, arrange for warning signage to be put in place, barriers to be positioned (if applicable for spillage) and spill kit to be obtained for use.



2. Be aware of traffic movement (whether vehicular or pedestrian).
3. Ensure correct use of PPE.
4. Contain spillage as far as is reasonably practicable. Avoid Fuel leaking into rivers, lakes and water courses.
5. Absorb spillage in granules (leave to absorb for a few minutes if required) and place into container/yellow bag.
6. Disinfect area as required.
7. Ensure that you do not remove warning signage / barriers until area is completely dry.
8. Return equipment to trolley / storage location as required.
9. If necessary, disinfect / clean down or dispose of potentially contaminated equipment.
10. Take waste to correct disposal point ready for special collection (hazardous waste).

Environmental Impacts	<ul style="list-style-type: none"> • Ensure that all waste is disposed of in accordance with legislation • Ensure that any chemicals used, are used in conjunction with the CoSHH Assessment and manufacturer's instructions
Emergency Arrangements	<ul style="list-style-type: none"> • If the task includes any periods of Lone Working, follow the ABM Lone Working Procedure