

	Section	AGMS
	Issue No.	1.0
Quality Manual	Pages	1 of 3
	Date	
Title: Method Statements		AGMS-6

Installing central heating radiators

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1, Method Statement distribution List

1	Aura Gas Ltd Director	3	Aura Gas Ltd Health and Safety Representative
2	Aura Gas Ltd Technical Manager	4	Aura Gas Ltd Gas Operatives

2, Personal Protective equipment Required (PPE)

Eye Protection	tick	Head protection	tick
Goggles		Bump Cap	
Safety Glasses		Hard hat	
Over specs		Ear Protection	
Hand protection		Disposable ear plugs	
Rigger gloves		Ear defenders	
Thermal gloves		Respiratory equipment	
Disposable gloves		Disposable faceletts	
Cut resistant gloves		Half face with replaceable filter	
First Aid Equipment		Footwear Protection	
General first Aid Kit		Safety Shoes	
Eye wash kit		Disposable shoe covers	

3, Specific equipment requirements for this task

General Tool kit		Servicing brush set	
Flue gas Analyser and printer		Gas test manometer	
Electrical test meter		Access equipment	
Protective dust sheets		Vacuum cleaner	

4, Waste disposal Arrangements

1	You must be competent to carry out this task
2	You must be gas safe registered to work on gas installations
3	Warning signs, where applicable, must be placed at the entrance to the work area
4	Visitors to the work area must be made aware of any safety aspects
5	You must have a fire extinguisher nearby during hot works
6	You must follow all instructions given to you by the supervisor
7	All electrical works must be isolated before commencing work

5, Quality control measures

1	You must adhere strictly to the following procedure to ensure quality of service
2	If in doubt contact the supervisor for clarity before proceeding
3	All members of staff will have all method statements, Risk assessments and Cossh assessments

	made available to them
6, Waste Disposal Arrangements	
1	Any redundant parts to be suitably removed from the property in accordance with the companies waste management procedure.
2	Special Waste arrangements are that any special waste is to be collected by Aura Gas Ltd's agreed special waste handling sub-contractor. Special waste to be controlled by the companies licensed contractors
3	Waste arrangements are, any scrap metal is to be collected by or returned to Aura Gas Ltd's agreed scrap metal waste handling sub-contractor. Recycling waste to be returned to the recycling waste bin outside at the rear of the office General waste is to be returned to the general waste bin outside at the rear of the office

7, types of Hazard relevant to this task	
1	Injuries arising from Slips, trips and falls
2	Electrical shock
3	Injuries arising from falling from Step ladders/Access equipment
4	Hazardous waste e.g. Asbestos
5	Manual handling
6	Eye Injury
7	Fire and explosion from Hot work
8	Injuries arising from Power tools
8, System of works	
1	Preliminary investigations
	1.1 Protect the working area with suitable dustsheets
	1.2 Give a brief explanation of the installation tasks to the customer
	1.3 Question the customer as to the location of the new appliance/system design
	1.4 Check the proposed new appliance location is suitable and compliant
	1.5 Visually inspect proposed location for suitability of surface finish, build material, suitability for which wall fixings,potential for hidden and buried electrical cables, etc.
2	Carry out inspection of delivered goods
	2.1 When goods are delivered to the site carry out preliminary inspection of the goods
	2.2 Unpack the goods and check size and quantity against the pre-prepared survey sheet
3	Carry out a check of the location and radiator size
	3.1 Check the locations specified meets the requirements of the customer
	3.2 Check the size of the radiator is suitable for the location that it is to be fitted in
4	Installation of the Radiator brackets
	4.1 Unpack the appliance and check the contents list reflect the contents
	4.2 Use the manufacturer's instructions to mark out the position of the radiator and the fixings
	4.3 Apply the fixings to the wall and mount the radiator brackets in the desired location
	4.3.1 Check the radiator fixing brackets are secure and level
5	Installing the radiator on the radiator brackets
	5.1 Lifting the radiator into place on to the brackets should be carried out in accordance with the manufacturer's instructions to prevent damage to the radiator and its associated connections
	5.1.1 Refer to the manual handling risk assessment procedure for radiators
	5.1.2 Refer to the risk assessment for access equipment if necessary for the location
	5.1.3 Ensure the correct PPE is used to protect hands and feet specially when handling heavy loads
	5.1.4 Lift radiator on to the brackets using manual handling techniques to prevent injury
	5.2 Ensure that the radiator is correctly fitted and connected to the radiator brackets in accordance with the manufacturer's instructions
6	Connecting Radiator to existing central heating supplies

	6.1 Fit Thermostatic radiator valve to the flow end of the radiator
	6.2 Fit lock shield radiator valve to the return end of the radiator
	6.3 Engage central heating first fixed pipe work into the radiator valve sets and completely tighten the compression nuts to hold the pipe in place
	6.3 Refill the central heating system with water and add inhibitor
	6.3.1 Visually inspect for water leaks
	6.3.2 Release the air from the radiator bleed point
7	Check appliance operation
	7.1 Check the boiler is selected for central heating operation
	7.2 Allow the central heating to heat the radiator
	7.3 Check the radiator for good even heat
	7.3.1. Balance radiator system if necessary
	7.4 Explain to the customer how to use the Thermostatic radiator valve

8	Complete suitable and appropriate documentation
	8.1 Bench mark forms
	8.2 Manufacturer's warranty registration documents
9	Provide feedback to the customer/client regarding
	9.1 Any further parts replaced
	9.2 Further works required
	9.3 Cost implications
	9.4 NCS, AR or ID situations (NCS is no longer a gas safe category but can still be used for advice)
	9.5 Emergency actions required
	9.6 Any customer documentation, guarantees, e.g benchmark certificates
	9.7 Advise on correct appliance/system usage
	9.8 Advise on potential system efficiency improvements
10	Complete suitable and appropriate documentation
	10.1 pass any paperwork to the customer that they require a copy of

9, Additional Information	
1	Specific attention should be drawn to the use of customer's own access equipment when entering the loft space e.g. roof ladders
2	Ensure any sealed systems arrangements comply with the manufacturer's instructions and are tested for correct operation
3	Take note of any frost risks and testing of pipe and frost stats

10, Confirm that I have received, understood and will conform to this Method statement and any associated Risk Assessments listed previously in this document.

Name	Signature	Position	Date

11, Emergency Contact details Emergency contact details

Aura Gas Ltd 02392 252171