

**METHOD STATEMENT
FOR
CHANGING LIGHT FITTINGS**

- 1. If at all possible, locate the fuse box and isolate the fuse (turn off switch)**

- 2. Turn off appropriate light switch.**

- 3. From a safe working height, if necessary using steps in accordance with our health & safety manual (left on site) use a completely dry soft cloth to cover over the bulb & gently check for the degree heat & if cool, apply sufficient pressure to release the defective fitting from its socket.**

- 4. Check that you have the correct replacement fitting.**

- 5. Carefully replace with new fitting.**

- 6. Dispose of broken light fitting as per the makers instructions.**