

METHOD STATEMENT & RISK ASSESSMENT - General Internal Cleaning (Daytime)

Company	New Clean Dealership Services Ltd
Company Address	Unit 5 Mead Estate, River Way, Harlow, Essex, CM20 2SE

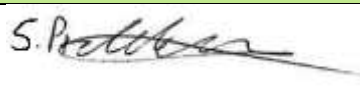
Project	
Project Address	
Project Ref:	

Assessment Date	Review Date	Name of Assessor	Reference
10/09/2025	10/09/2026	Shane Pritchard (Health & Safety Consultant)	RAMS-G-NCDS-018

REGISTERING, AUTHORISING & IDENTIFYING AMENDMENTS

Any change in working methods, conditions or additional risks identified whilst work is in progress will need to be brought to the attention of the signatories below who will need to discuss the implications. Where applicable, a request to amend this document must be made to those names listed below. Any revisions will then need to be approved and communicated back to all relevant parties.

Amendments should be clearly identified within the text by a mark in the page border and a brief description below.

	Name and Role	Signature
Author	Shane Pritchard (Health & Safety Consultant)	
Approved by		
Approved by (Client)		

1.0 INTRODUCTION

New Clean Dealership Specialists and its leadership team are committed to ensuring that works are carried out safely. At New Clean Dealership Specialists we not only pride ourselves on good customer service, but we also understand the meaning of working safely for you, your family, or your employees.

This method statement outlines the safe work procedures for a cleaners tasked with performing routine cleaning and maintenance tasks at a car dealerships during daytime hours. The tasks include cleaning toilets, kitchens, and common areas using appropriate cleaning products and equipment.

1.1 Location:

TBC

1.2 Commencement Date:

Daily

2.0 ROLES & RESPONSIBILITIES

The cleaning activities will be conducted in accordance with the client's requirements, adhering to statutory regulations, safety standards, and site specific rules. The designated Manager is responsible for implementing the safe system of work and ensuring that all risk assessment control measures are communicated and adhered to by all cleaning personnel.

Responsibilities of the Manager:

- The Manager is responsible for developing and providing the safe system of work, including this method statement and associated risk assessments, to ensure the safety of all operatives.
- They will ensure that all work is planned and conducted in accordance with relevant regulations, safety standards, and site rules.
- The Manager will ensure that all operatives receive thorough briefings on the method statement, risk assessments, and the proper use of equipment.
- While not present on site, the Manager will be available for consultation and to provide guidance on any safety concerns or changes that may arise during the work.
- The Manager will establish clear procedures for reporting any accidents, incidents, near misses, or unsafe conditions to ensure they are addressed promptly.

Responsibilities of Cleaners:

- All personnel are required to follow this method statement and the associated risk assessments, working safely at all times to protect themselves and others.
- Team members must assist new, young, or inexperienced workers in identifying and managing hazards on site, particularly when using equipment.
- All personnel must actively participate in safety briefings, toolbox talks, and any relevant training sessions to ensure a thorough understanding of the safety protocols in place.
- Everyone on site is responsible for promptly reporting accidents, incidents, near misses, and any unsafe acts or conditions according to the protocols established by the Manager.
- The team will perform the work as designed and agreed upon with the client, adhering strictly to the provided safe system of work. Any instructions that pose significant safety concerns or could lead to increased costs must be communicated to the Manager for review before proceeding.

By following these roles and responsibilities, we ensure that safety and compliance are maintained throughout the execution of the task.

3.0 METHOD OF WORK

3.1 Preparation:

- Ensure that all cleaning personnel receive a site induction covering site specific hazards, emergency procedures, and any special instructions relevant to the area.
- Ensure that all PPE is in good condition and suitable for the tasks being performed. Replace any damaged items immediately.
- Verify that all cleaning equipment, including vacuums are in proper working condition. Check for any damage or faults that could impact safety or effectiveness. Ensure all equipment is clean and free from defects.
- Confirm that safety signage, such as "Wet Floor" and "Cleaning in Progress" signs, is available and in good condition. Place signage in high risk areas such as toilets, kitchens, and common areas to alert personnel and visitors.

3.2 Cleaning Process:

Toilets:

- Display "Cleaning in Progress" signs before entering the area to inform others of the cleaning activity.
- Clean all surfaces, including sinks, mirrors, and counters, with suitable cleaning products. Sanitize toilet bowls, urinals, and sinks following COSHH (Control of Substances Hazardous to Health) guidelines.
- Maintain signage until floors and surfaces are completely dry and safe for use. Ensure all surfaces are thoroughly dried to prevent slip hazards.

Kitchens:

- Clean and sanitize all countertops, appliances, and sinks thoroughly using appropriate cleaning agents.
- Mop the floors to remove any spills or debris. Ensure that floors are dried properly to prevent slip hazards.
- Remove rubbish and dispose of it in the correct waste containers. Ensure that waste containers are not overloaded and are properly managed.

Common Areas:

- Hoover carpets and remove any marks from walls or high touch surfaces like door handles. Use appropriate cleaning solutions for different types of surfaces.
- Mop hard floors in small sections to avoid creating slip hazards. Place "Wet Floor" signs in areas where floors may remain damp during and after cleaning.

3.3 Access Control:

- Ensure that cleaning activities do not obstruct walkways or create risks for other personnel. Maintain clear access routes, especially in high traffic areas, and use signage to inform staff and visitors about ongoing cleaning activities.
- Place appropriate signage to alert others of cleaning activities. Ensure that all cleaning tasks are carried out in a manner that minimises risks to pedestrian movement and does not create tripping hazards.

3.4 Post-Cleaning:

- Remove safety signage only after confirming that floors and surfaces are completely dry and safe for use. Ensure no residual cleaning hazards remain.
- Clean, inspect, and store all cleaning equipment properly. Ensure that equipment is stored in a designated area and that any damage is reported and repaired promptly.
- Conduct a comprehensive final check to ensure that the cleaned area is left in a clean, safe, and accessible condition. Verify that all waste has been disposed of properly and that no cleaning residues are present.

3.5 Emergency Considerations:

- In the event of an emergency, immediately clear all equipment and materials to allow unobstructed access for personnel.
- Ensure all cleaning activities are stopped and that safety remains the priority during any site wide emergencies.

4.0 OTHER WORK CONTROLS

4.1 Parking on Site

Parking areas to be confirmed on arrival by the Client. Staff vehicles shall be parked to reduce any disruption to a minimum.




4.2 Competence

The Company will ensure that all operatives assigned to these tasks are competent in using the required equipment, COSHH assessments and emergency response.

Prior to the commencement of the works, the names of all workers will be provided to the client. Any new workers who join the team during the project will be communicated to the client in advance of their engagement.

A First Aid-trained operative will be present on site at all times, as designated by the client.

4.3 PPE & Safety Equipment:

		
EN 388	EN 166 F	FFP3

PPE is task specific and should be worn in line with the company COSHH assessments.

4.4 Hazardous Substances (COSHH):

New Clean Dealership Specialists will provide COSHH Assessments and MSDS for all hazardous material(s) that may be used. These will be made available to all cleaners so that they are aware of the safety controls to be followed.

Waste disposal of containers will be in accordance with the specific details on the MSDS, CoSHH Assessment.

4.6 Monitoring (Checks & Inspections)

The operatives will carry out ongoing checks throughout the works daily.

Further monitoring of compliance to health and safety legislation, reviews of safe systems of work and, safety inspections will be carried out on behalf of the Company by: Company Director / Manager

5.0 RESOURCES

5.1 Labour / Manpower

- Cleaners

5.2 Equipment

The equipment for the cleaning tasks includes a vacuum cleaner and general cleaning materials.

The vacuum cleaner must be inspected before use to ensure it is in good working condition, with checks for damage or wear on the cord, plug, and filters. Regular maintenance includes emptying dust bags or bins, cleaning filters, and checking for blockages. Use the vacuum cleaner according to the manufacturer's instructions and ensure all personnel are trained in its safe operation.

General cleaning materials should be appropriate for the surfaces being cleaned, inspected for damage before use, and stored properly. Follow COSHH guidelines for handling and disposal and adhere to manufacturer instructions for the use and dilution of cleaning agents.

6.0 ASSOCIATED REGULATIONS

- Health and Safety at Work Act 1974 (HSWA)
- Personal Protective Equipment (PPE) Regulations 2002
- Provision and Use of Work Equipment Regulations 1998 (PUWER)
- Control of Substances Hazardous to Health (COSHH) Regulations 2002
- Manual Handling Operations Regulations 1992
- Electricity at Work Regulations 1989 (for the operation of electrically powered tools and equipment)

7.0 EMERGENCY ARRANGEMENTS

During the site induction, emergency procedures must be communicated to all cleaners to ensure a swift and safe response in case of an emergency.

In the event of an emergency, the following protocol will be followed:

- All works will be stopped immediately.
- All equipment will be shut off immediately.
- If the emergency involves personal injury, first aid will be administered as necessary, and emergency services will be promptly contacted.
- All personnel will be evacuated from the danger zone to the designated muster point as instructed in the induction.
- Emergency number for Police, Fire Service or Ambulance is 999

7.1 Accident Reporting

All accidents will be reported to New Clean Dealership Specialists Management, who will, after ensuring the injured person has received the required health care will enter all the details into the Company Accident book and immediately advise the Client.

All accidents will be investigated, and a report made and where appropriate, reported to the HSE in accordance with RIDDOR.

8.0 RISK ASSESSMENT

To assist in the assessment of the severity of the risks of the hazards, the following chart has been used to:

RISK RATING CALCULATION CHART

RISK LEVEL INDICATOR	LEVEL OF INJURY 'SEVERITY'			
	Insignificant	Slightly Harmful	Harmful	Extremely Harmful
	1	2	3	4
Highly Unlikely 1	Low Risk 1	Low Risk 2	Low Risk 3	Low Risk 4
Likely 2	Low Risk 2	Low Risk 4	Medium Risk 6	High Risk 8
Highly Likely 3	Low Risk 3	Medium Risk 6	High Risk 9	High Risk 12
INSTRUCTIONS TO WORKERS	LITTLE / NO RISK = WORK CAN GO AHEAD	LOW RISK = WORK WITH CONTROLS	MEDIUM RISK = WORK WITH CARE WITH CONTROLS	HIGH RISK = NO WORK IS TO BE CARRIED OUT

EXAMPLE

Severity x Likelihood = Risk Rating – **N** **RED SHADED BACKGROUND**

i.e. Highly Likely (3) x Harmful (3) = (9) High Risk Rating

RISK ASSESSMENT CHART						
ACTIVITY/ HAZARD	RISK POTENTIAL	RISK RATING WITHOUT CONTROLS		CONTROL MEASURES REQUIRED	RISK RATING WITH CONTROLS	
COSHH (Handling Cleaning Chemicals)	Chemical burns, respiratory irritation, accidental spills	9	HIGH	<p>Maintain a COSHH assessments folder that must be made available to the cleaner (COSHH - Control of Substances Hazardous to Health Regulations 2002).</p> <p>Ensure all chemicals are labeled and stored in accordance with COSHH guidelines.</p> <p>Provide appropriate PPE (e.g., gloves, goggles, masks) for handling chemicals where required.</p> <p>Follow manufacturers' guidelines (MSDS) for using chemicals.</p> <p>Train personnel on the safe handling, usage, and disposal of chemicals.</p> <p>Use only approved chemicals and eco-friendly products where possible.</p> <p>Use spill containment kits in case of accidental spills.</p> <p>Cordon off any spillages and clean up as soon as possible.</p>	3	LOW
Slippery Surfaces	Slips, trips, and falls due to wet conditions	6	MEDIUM	<p>Use "Wet Floor" warning signs in areas being cleaned.</p> <p>Keep floors free from excess water.</p> <p>Ensure cleaners wear non-slip footwear.</p> <p>Regularly check surfaces for wetness and dry as necessary to prevent slips and falls.</p>	3	LOW
General Cleaning Tasks	Injuries from improper use of cleaning tools, obstructions causing trips	6	MEDIUM	<p>Set up "Cleaning in Progress" and "Wet Floor" signs around the work area.</p> <p>Ensure all cleaning equipment is inspected before use (in accordance with PUWER - Provision and Use of Work Equipment Regulations 1998).</p> <p>Only competent personnel to be undertaking cleaning activities and using equipment.</p> <p>Securely store equipment after use.</p>	3	LOW

Trailing Leads (Hoovers/Vacuums)	Trip hazards from trailing electrical leads	6	MEDIUM	<p>Minimise trailing of leads from vacuums and other equipment.</p> <p>Ensure leads do not cross walkways.</p> <p>Store electrical tools safely when not in use.</p> <p>Conduct regular visual checks for damage (in line with PUWER 1998).</p>	3	LOW
Manual Handling	Musculoskeletal injuries from lifting bins, moving loads	6	MEDIUM	<p>Provide manual handling training, including proper lifting techniques.</p> <p>Use mechanical aids such as trolleys for waste where possible.</p> <p>Break down loads into smaller, manageable sizes.</p> <p>When using stairs, carry manageable loads with one hand free for using the handrail.</p> <p>Avoid overexertion and rotate tasks to reduce strain.</p> <p>Encourage frequent breaks to reduce fatigue.</p>	3	LOW
Electrical Equipment	Electric shock, equipment malfunction, trip hazards from electrical cables	6	MEDIUM	<p>Inspect electrical equipment for damage before use.</p> <p>Ensure all portable electrical appliances are PAT tested (Portable Appliance Testing) regularly.</p> <p>Report any damages immediately and do not use defective equipment.</p> <p>Secure cables to avoid tripping hazards.</p>	3	LOW
Hot Water	Burns from hot water exposure	4	LOW	<p>Wear suitable rubber gloves when using or handling hot water.</p>		LOW
Security	Unauthorised access to buildings	4	LOW	<p>Cleaners to always have comply with the site rules, sign in/out via visitors log, carry ID etc.</p> <p>Cleaners are to not give any individuals access to the building, this is the responsibility of the facility management.</p>	2	LOW
Slips, Trips, and Falls (General)	Falls from uneven surfaces, wet conditions, misplaced equipment	4	LOW	<p>During icy conditions, use pathways that have been salted.</p> <p>Clean excess fluids from floors and report areas prone to reoccurring spills.</p> <p>Keep work areas clear of equipment and trip hazards.</p>	2	LOW

Lone Working	Potential delay in receiving help in emergencies, increased risk of injury due to being alone	4	LOW	<p>Lone working does not usually apply during daytime shifts as multiple staff or other personnel will be present on-site.</p> <p>Ensure regular communication between team members.</p> <p>Establish emergency procedures and access to first-aid support during work hours.</p> <p>Phone into management when arriving on site and when leaving.</p>	2	LOW
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