



METHOD STATEMENT & RISK ASSESSMENT - Acid Clean Valet Bays (Out of Hours)

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-011

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.

These RAMS outline the safe working procedures to be followed during avid cleaning valet bays. The works will be undertaken using approved equipment and cleaning products, with appropriate control measures in place to manage associated risks.

1.1 Location:

TBC

1.2 Commencement Date:

TBC

2.0 ROLES & RESPONSIBILITIES

The work activity will be delivered in accordance with the client's requirements, ensuring that all work adheres to statutory requirements, standards, and site rules. The designated Manager is responsible for providing the safe system of work and ensuring that all risk assessment control measures are effectively communicated and implemented by all personnel involved in the work activity.

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 All Personnel:

- 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:

- All personnel shall attend a pre-start briefing covering site-specific hazards, emergency procedures, and safe systems of work.
- Personnel shall be briefed on the RAMS document and reminded of their individual responsibilities for health and safety.
- Required PPE to be worn at all times: overalls, gloves, and eye protection.
- The client must ensure the valet area is clear of vehicles and obstructions prior to works commencing.
- The client is responsible for providing the necessary work permit.
- All chemicals must be transported and stored in a safe, secure manner in line with COSHH requirements.

3.2 Cleaning Process

- Clear any items or debris from the work area.
- Confirm that all operatives are wearing the specified PPE.
- Prepare the cleaning solution by mixing chemical and water in a 1:5 ratio in a suitable bucket.
- Apply the chemical solution to the designated panels using the brush on an extendable pole. Begin from the bottom of the panel and work upwards to avoid visible run lines when rinsing.
- Allow the chemical to dwell for approximately 10 minutes on each panel.
- For stubborn stains, agitate the affected area with the brush to assist in stain removal.
- After the dwell time and any agitation, thoroughly rinse each panel with pure water using the pole wash system. This process ensures a smear-free finish without the need for manual drying.
- Confirm that all chemical residues have been fully rinsed away before completing the task

4.0 OTHER WORK CONTROLS

4.1 Parking on Site

Parking arrangements will be confirmed on arrival by the Client. Operatives' vehicles shall be parked so as not to obstruct traffic routes, fire exits, or emergency access, and disruption to site activities will be kept to a minimum.

4.2 Competence

The Company will ensure that all operatives assigned to these tasks are competent in using the required equipment 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:

			
EN345	EN 13688	EN 388	EN 166 F

4.4 Hazardous Substances (COSHH):

								
Very Toxic	Irritant	Corrosive	Dangerous for Environment	Oxidising	Highly Flammable	Explosives	Serious Irritant	Pressurised Gas
No	No	Yes	No	No	No	No	No	No

New Clean Dealership Specialists will provide safety data sheets for all hazardous material(s) that may be used.

The product that will be used is Tile Clean

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

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

The works will be completed by trained cleaning operatives. Labour numbers to be confirmed based on scope of works.

5.2 Equipment

- All equipment and tools will be inspected daily, with a weekly inspection report submitted to Management.
- Hand tools and fuel powered pressure wash equipment will be used for this task.

- All equipment and tools will undergo daily inspections, with a comprehensive inspection conducted weekly. A record of these inspections will be maintained and submitted to Management weekly.
- Use of Equipment/Tools:
 - Ensure the equipment complies with relevant safety standards.
 - Appropriate protective clothing must be worn during the operation of the equipment, including hearing protection due to noise levels.
 - Only competent personnel are authorised to maintain and repair the equipment.
- All equipment must be accompanied by a certificate of inspection and testing in accordance with PUWER (Provision and Use of Work Equipment Regulations) regulations as applicable. Users are responsible for ensuring that a weekly inspection is carried out and that a record of that inspection is maintained.

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)
- Environmental Protection Act 1990
- Water Resources Act 1991

Note: The specific regulations applicable will depend on the location of the work and the potential environmental impacts. It's essential to conduct a thorough environmental assessment before commencing any work.

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.

Out of Hours

- All incidents occurring out of hours must be reported to the New Clean Dealership Specialists Management at the earliest opportunity, regardless of severity
- Out of hours emergencies must also be reported to the designated on call supervisor or manager. This individual will coordinate further actions, including notifying the client.
- Cleaners working outside of normal hours (e.g., evenings or overnight) must ensure that they have access to a fully charged mobile phone to call for assistance.
- In case of restricted access to the premises (e.g., locked doors), the on call supervisor or security team must be notified immediately for assistance.

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	Low Risk	Low Risk	Low Risk
Likely 2	Low Risk	Low Risk	Medium Risk	High Risk
Highly Likely 3	Low Risk	Medium Risk	High Risk	High Risk
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 – Note: =

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	
Use of hazardous cleaning chemical	Chemical burns, eye/skin irritation, respiratory issues, environmental contamination	6	MEDIUM	COSHH assessment completed and communicated to operatives. Chemicals stored and transported in sealed, labelled containers. Correct PPE worn: gloves, goggles, overalls. Chemicals diluted to correct ratio (1:5). Avoid run-off into drains; follow MSDS disposal guidance. Emergency eyewash and first aid available.	3	LOW
Slips, trips and falls	Minor to serious injury from falls, fractures, strains, collisions	6	MEDIUM	Work area cleared of obstructions before starting. Signage/barriers used to warn others of wet floors. Hoses managed to prevent trip hazards. Good housekeeping maintained throughout works. Appropriate slip-resistant footwear worn	3	LOW
Use of pole wash system	Hearing damage, vibration-related injury, water spray injury	6	MEDIUM	Equipment inspected daily; weekly checks recorded. Only trained operatives to use pressure wash system. Hearing protection used where noise is excessive. Hoses checked for leaks/safety before use. Regular breaks to limit vibration exposure.	3	LOW
Use of extendable pole	Struck-by hazards, muscle strain, loss of control, falling objects	6	MEDIUM	Poles inspected before use; only trained operatives to operate. Maintain safe posture and footing when working overhead. Avoid overreaching – reposition instead. Stop work in high winds or poor weather. Area below kept clear of other persons to prevent struck-by risk.	3	LOW
Blocking Access/Egress Routes	Obstruction leading to trip hazards or blocked access in emergencies	6	MEDIUM	Continuously monitor and clear debris or water from access routes. Ensure hoses and equipment do not obstruct pathways. Set up barriers or signage to direct pedestrian traffic away from work areas if necessary. In an emergency, prioritise clearing equipment to maintain unobstructed access.	3	LOW

Wet/Slippery Surfaces	Slips, trips, and falls due to wet conditions	6	MEDIUM	<p>Set up barriers and clear signage to alert personnel and pedestrians of wet areas especially at emergency access points.</p> <p>Signs are not to be removed until surfaces are dry.</p> <p>Ensure operatives wear non slip safety footwear.</p> <p>Direct water runoff to designated drainage points.</p> <p>Communicate with team members to coordinate movements and maintain safety.</p> <p>Regularly check for new slip hazards and address them promptly.</p>	3	LOW
Water Runoff and Environmental Impact	Pollution of soil and water, impact on local wildlife, vegetation damage	6	MEDIUM	<p>Identify and confirm drainage points to ensure proper water runoff.</p> <p>Avoid using harmful chemicals in the pressure washer that could contaminate water courses or ground.</p> <p>Clean up any spills or excess water promptly to prevent environmental damage.</p> <p>Inspect the area for wildlife before starting work and take measures to avoid disturbing them.</p>	3	LOW
Manual Handling	Musculoskeletal injuries, strains, overexertion, incorrect lifting techniques	6	MEDIUM	<p>Use correct lifting techniques; avoid twisting and overreaching.</p> <p>Break down loads where possible (use smaller containers).</p> <p>Team lifts for heavy/bulky items.</p> <p>Use extendable poles to minimise stretching.</p> <p>Regular rest breaks to reduce strain.</p>	3	LOW
Noise & Vibration	Loss of Operative's hearing, likewise to other people nearby and general nuisance factor; vibration 'white finger' from handling such equipment for prolonged and frequent periods	6	MEDIUM	<p>Variable depending on:</p> <ul style="list-style-type: none"> - nature of tool used; surfaces/materials worked on. - duration of time of exposure. - numbers of operatives involved with job rotation. <p>To reduce the effects of noise, appropriate use of physical barriers and screens must be considered.</p> <p>All equipment must be maintained in good working order, serviced, lubricated, and used with mufflers and/or silencers where possible.</p> <p>Vibration may be minimised by the ensuring that operatives only use tools for short durations.</p> <p>PPE in the form of appropriate hearing protection and anti-vibration gloves.</p>	3	LOW

				A register of Vibrating equipment and tools will be held by the Works Supervisor detailing the maximum usage time for each tool at any one time by any one user.		
--	--	--	--	--	--	--