METHOD STATEMENT & RISK ASSESSMENT - Cleaning Internal Glass using Mobile Elevated Working Platforms (MEWP's)

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-007**

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 procedure for cleaning internal glass roof surfaces using Mobile Elevated Working Platforms (MEWPs). The procedure covers the safe positioning and operation of the MEWPs within the internal work area, the correct setup and use of cleaning equipment, and the protection of internal finishes and structures from overspray or water damage.

1.1 Location:

TBC

1.2 Commencement Date:

TBC

2.0 ROLES & RESPONSIBILTIES

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 MEWP Operators

- Operators are responsible for the safe use of MEWPs, jet washing systems, and associated equipment, ensuring compliance with both LOLER 1998 and PUWER 1998 requirements.
- Operators must carry out pre-use checks on all machinery and equipment, reporting any defects or concerns immediately before starting work.
- They are responsible for wearing and correctly using all required PPE and fall arrest equipment, ensuring harnesses and lanyards are properly secured when operating from height.
- Operators must maintain clear communication with colleagues during cleaning operations to ensure safe coordination, particularly when adjusting jet wash settings or repositioning MEWPs.
- Operators are required to stop work immediately if unsafe conditions arise (e.g., high winds, equipment failure, chemical spill) and report to the Manager.

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:

- Conduct a pre-start briefing for all personnel, covering site-specific hazards, emergency procedures, and the day's work sequence.
- Brief all personnel on this RAMS document, highlighting individual and team responsibilities for safety.
- Ensure all required PPE is worn, including gloves, high-visibility clothing, eye protection, and safety footwear.
- Inspect and test all harnesses, lanyards, and fall arrest equipment, confirming they are in safe condition and within inspection dates.
- Inspect all machinery and MEWPs, ensuring they are in good working order, have valid inspection certificates, and are suitable for the task.
- Verify that all MEWPs and lifting accessories have been thoroughly examined and certified in compliance with LOLER 1998 requirements.
- Obtain the required Permit to Work and verify that all authorisations are in place.
- Confirm that all operatives are trained, competent, and authorised to operate machinery, MEWPs, and cleaning equipment.
- Ensure all safety signage and barriers are in place to warn others of cleaning activities.
- Verify that communication equipment (e.g., radios, hand signals) is agreed upon and in working order for safe coordination.
- Confirm safe access and egress routes remain clear at all times

3.2 Cleaning Process

- Clearly mark exclusion zones and ensure the working area is safe for MEWP manoeuvring.
- Move the MEWP carefully into position beneath or adjacent to the glass to be cleaned.
- Use a designated banksman to guide the MEWP during movement.
- Ensure the MEWP is positioned on level ground, stabilisers (if applicable) are deployed, and brakes are engaged.
- Elevate the platform smoothly to the required working height.

Glass Cleaning Sequence

- Visually inspect the glass for dust, smudges, fingerprints, paint, or other marks.
- Plan cleaning strokes to ensure full coverage without excessive overlap.
- Lightly spray the surface with clean water or approved glass cleaner; avoid excessive wetting to reduce slip hazards below
- Wipe using a microfibre cloth or cleaning pad (hand-held or on extension pole) in an "S" pattern or vertical strokes, working from top to bottom.

- Pay extra attention to edges, corners, and areas with stubborn marks.
- For larger panels, use a squeegee to remove water:
- Work in overlapping downward strokes.
- Wipe the squeegee blade between passes.
- Finish by polishing edges or streaks with a dry microfibre cloth.
- Inspect work under different lighting angles to ensure a streak-free finish.

Completion

- Lower the platform carefully and reposition as required for the next section.
- Always complete a 360-degree visual check before moving the MEWP.
- Ensure tools and cleaning materials remain tethered and secure at all times.
- Never overreach or stand on ladders/step stools within the MEWP platform.
- Remain aware of overhead obstructions such as lighting, ductwork, or sprinklers.
- On completion, remove all equipment, barriers, and waste from the area.
- Record the completed work in cleaning logs or permit documentation.
- Report any defects in the glass or access difficulties to the site manager immediately.

4.0 OTHER WORK CONTROLS

4.1 Parking on Site

Parking arrangements will be confirmed with the Client upon arrival. All staff vehicles will be parked in designated areas only, ensuring that access routes, fire exits, and emergency escape routes remain clear at all times.

Vehicles will be positioned to minimise disruption to ongoing site activities and reduce risks to pedestrians. Any MEWPs or plant delivered to site will be unloaded and parked in accordance with the clients traffic management arrangements.

4.2 Competence

The Company will ensure that all MEWP works are trained, competent on operating the MEWP, fall arrest equipment and cleaning systems.

Prior to commencement, the names of all operatives will be provided to the Client. Any additional operatives joining the project will be communicated and authorised by the Client in advance of their attendance.

A suitably trained First Aid operative will be present on site at all times, as designated by the Client, and all operatives will be briefed on the location of first aid facilities.

4.3 PPE & Safety Equipment:

					
EN345	EN471 EN 343	EN 388	EN 166 F	EN 352	EN 361 EN 354 + EN 355

4.4 Hazardous Substances (COSHH):

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

New Clean Dealership Specialists will provide COSHH Assessments for all hazardous material(s) that may be used.

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

4.6 Monitoring (Checks & Inspections)

Operatives will carry out continuous visual checks of equipment and work areas during the cleaning process.

Supervisory checks will be carried out to confirm compliance with the method statement and risk assessments.

Periodic audits will be undertaken by the Company Director/Manager to verify compliance with legislation and company procedures.

5.0 RESOURCES

5.1 Labour / Manpower

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

5.2 Equipment

Equipment to be used:

- Electric scissor lift.
- Electric cherry picker
- Squeegee and dolly.
- Extendable poles.

Inspection and Maintenance:

- All equipment and tools will undergo daily inspections before use, with a recorded inspection conducted weekly
- Records of all inspections will be maintained and submitted to Management.
- All equipment must have current inspection and certification in accordance with PUWER 1998 (and LOLER 1998 where applicable for MEWPs).

Use of Equipment/Tools:

- Only trained and competent personnel are authorised to operate, maintain, or repair equipment.
- Ensure the pressure washer and MEWP comply with relevant safety standards and manufacturer instructions.
- Appropriate PPE must be worn at all times, including gloves, eye protection, hearing protection, and harnesses when working at height.
- Fuel must be stored in approved containers in a designated safe area, away from ignition sources and work zones.
- Conduct regular checks for fuel leaks and refuel only in safe, ventilated areas away from personnel and work operations.
- Ensure adequate ventilation when operating fuel-powered equipment to prevent the buildup of exhaust fumes.

- Follow safe handling procedures for all chemical cleaning agents, ensuring they are stored, applied, and rinsed according to the manufacturer's instructions.

6.0 ASSOCIATED REGULATIONS

- Health and Safety at Work Act 1974 (HSWA)
- Provision and Use of Work Equipment Regulations 1998 (PUWER)
- Lifting Operations and Lifting Equipment Regulations 1998 (LOLER)
- Personal Protective Equipment Regulations 2002 (PPE)
- Control of Substances Hazardous to Health (COSHH) Regulations 2002
- Manual Handling Operations Regulations 1992
- Electricity at Work Regulations 1989 (for the safe use 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 pre-task briefing, emergency procedures will be clearly communicated to all operatives to ensure a swift and safe response in the event of an incident. All personnel must be familiar with the client's site emergency arrangements, muster points and reporting requirements before commencing work.

Immediate Actions:

- Stop all work immediately, shutting down MEWPs and jet wash equipment safely.
- Secure chemicals and ensure access routes around MEWPs, barriers, and walkways remain clear.
- Report any incident immediately to the Manager and Client Representative.

Medical Emergency:

- Assess the situation and remove the injured person from further danger where safe to do so.
- Administer first aid if trained and call emergency services if required.
- Assign someone to meet emergency services at the site entrance to guide them to the incident location.

Evacuation:

- Follow the client's evacuation procedure and proceed to the designated muster point.
- Operators will safely lower MEWPs to the ground if possible.
- Secure all equipment, hoses, and chemicals to prevent additional hazards.

MEWP/Height Rescue:

- In the event of a MEWP malfunction or operator incident while elevated, trained personnel will follow the MEWP's emergency lowering procedure to bring the platform safely to ground level.
- Only trained and authorised operatives should carry out any rescue; call emergency services if the situation cannot be safely resolved on site.

General Emergency:

- Follow client's general emergency procedures for fire, chemical spills, or other hazards.
- All operatives must be aware of exit routes, fire points, spill kits, eye wash stations, and first aid facilities.
- Work will be suspended if conditions (e.g., high wind, structural risk) make MEWP operations unsafe.

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 were 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	Low Risk	Low Risk	Low Risk	Low Risk
1	1	2	3	4
Likely	Low Risk	Low Risk	Medium Risk	High Risk
2	2	4	6	8
Highly Likely	Low Risk	Medium Risk	High Risk	High Risk
3	3	6	9	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 – 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 REQUIED**	**RISK RATING WITH CONTROLS**	
MEWP Operation	Falls from height, entrapment, collisions with overhead structures (lighting, ducts, sprinklers), overturning, mechanical failure	**8**	**HIGH**	Only trained and authorised MEWP operators to use equipment. Conduct pre-use inspection including brakes, outriggers, controls, harness anchor points. Ensure harnesses are worn and connected to approved anchorage Follow manufacturer instructions and site-specific safe operating procedures. Establish exclusion zones around the MEWP with barriers/signage. Ensure a banksman/spotter is used inside the building when moving the MEWP. Operate slowly in restricted areas with sufficient lighting. Avoid overhead obstructions and fragile glazing. Emergency lowering and rescue plan in place. Do not exceed rated platform capacity.	**4**	**LOW**
Working at Height	Falls, dropped objects	**8**	**HIGH**	Use full body harnesses with lanyards correctly attached to MEWP anchor points. Keep tools tethered or stored safely to prevent dropping. Avoid leaning over guardrails; maintain three points of contact when accessing platform. Toolbox talk on height hazards before starting work. Ensure platform is not overloaded beyond rated capacity. Inspect harnesses and connectors daily.	**4**	**LOW**
Restricted Access / Indoor Environment	Trapping/crushing risk against ceilings, walls, or fixtures; reduced manoeuvrability	**8**	**HIGH**	Banksman to guide movement of MEWP. Operate at slow speed in confined areas. Maintain 360° awareness of ceiling and fixtures. Sufficient lighting to aid visibility. Emergency stop controls checked and accessible.	**4**	**LOW**

Slips, Trips, and Falls on Wet Surfaces	Injuries from falls, water damage to equipment	6	MEDIUM	Use absorbent mats or drip trays below work area where required. Apply minimal water/cleaner; avoid excessive spraying. Post warning signage around wet areas. Ensure operatives wear non-slip footwear. Clean and dry floors before removing signage. Hoses and cables managed to prevent obstruction	3	LOW
Manual Handling	Strains, sprains, musculoskeletal injuries	6	MEDIUM	Use mechanical aids for heavy equipment where possible. Team lift large items. Break down loads into manageable sizes. Rotate tasks and allow rest breaks. Wear gloves to improve grip and reduce strain.	3	LOW
Use of cleaning chemicals and fuel (Hazardous Substances)	Chemical burns, respiratory irritation, exposure to toxic fumes, spills	6	MEDIUM	Conduct a COSHH assessment for all cleaning chemicals used. Ensure all chemicals are labeled and stored in accordance with COSHH guidelines. Provide appropriate PPE (e.g., gloves, goggles, masks) for handling chemicals. Train personnel on the safe handling, usage, and disposal of chemicals. Use spill containment kits in case of accidental spills. Use less hazardous or eco-friendly cleaning products where possible.	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	Variable depending on: - nature of tool used; surfaces/materials worked on. - duration of time of exposure. - numbers of operatives involved with job rotation. To reduce the effects of noise, appropriate use of physical barriers and screens must be considered. All equipment must be maintained in good working order, serviced, lubricated, and used with mufflers and/or silencers where possible. Vibration may be minimised by the ensuring that operatives only use tools for short durations. PPE in the form of appropriate hearing protection and gloves.	3	LOW
Emergency Situations	Injury due to MEWP failure, chemical spill, medical emergency	6	MEDIUM	Pre-task briefing to cover emergency procedures. First aid trained operative on site. MEWP rescue plan and emergency lowering procedures in place. Fire extinguishers, spill kits, and eye wash stations available	3	LOW

				Evacuation plan communicated to all personnel; muster points clearly marked. Mobile phones available for rapid communication.		
Damage to Internal Finishes / Equipment	Water/chemical ingress damaging floors, electrical systems, decorative finishes	6	MEDIUM	Protect surrounding surfaces where required. Isolate or cover electrical fittings before work. Apply cleaning solution carefully; avoid overspray. Keep spill kits/absorbents on hand. Immediate clean-up of drips/spills. Final inspection of work area after task completion.	3	LOW