

METHOD STATEMENT & RISK ASSESSMENT - Front Step Marble Restorer

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

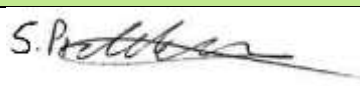
Project	
Project Address	
Project Ref:	

Assessment Date	Review Date	Name of Assessor	Reference
10/09/2025	10/09/2026	Shane Pritchard (Health & Safety Consultant)	RAMS-G-NCDS-004

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 whilst restoring marble step (out of hours) 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.

2.1 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.

2.2 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 with all personnel, covering emergency procedures, site-specific hazards and task requirements.
- Review the RAMS document with all operatives, highlighting individual responsibilities for safety.
- Appropriate PPE must be worn at all times (minimum: gloves, eye protection, safety boots).
- Protect and cover all surrounding areas to prevent accidental damage or contamination.
- Check the weather forecast to confirm that rain is not expected during the works.
- Ensure all required equipment is available, inspected, and in good working condition.

3.2 Method

- Thoroughly sweep the front step to remove all loose debris, ensuring a clean base for the restoration process.
- Clean the step using a pH-neutral stone cleaner and a microfibre cloth.
- Rinse the step thoroughly and machine clean to ensure all chemicals are removed, leaving the surface fully dry.
- Protect adjacent tarmac areas with dust sheets.
- Evenly apply the restorer across the prepared surface.
- Allow the restorer to dwell for 25–30 minutes, then use a buffer to gently agitate, ensuring uniform coverage.
- Remove any excess restorer with clean microfibre cloths, leaving the step dry, streak-free, and free from chemical residues.

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 and emergency response.






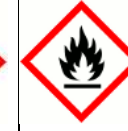



Prior to the commencement of the works, the names of all workers will be provided to the client. Any new workers who join the team during the project will be communicated to the client in advance of their engagement.

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

4.3 PPE & Safety Equipment:

			
EN345	EN471 EN 343	EN 388	EN 352 Task Specific

4.4 Hazardous Substances (COSHH):

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

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

The products that will be used are:

- Owatrol polytrol colour restorer
- HG natural stone cleaner

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

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 cleaning operatives. Labour numbers to be confirmed based on scope of works.

5.2 Equipment

Equipment for Task

- 12" roller
- RCM machine (Byte II)
- Polyester cloths.

Inspection and Maintenance

- All equipment and tools will be visually inspected daily before use.
- A weekly inspection will be carried out, with inspection records maintained and submitted to Management.
- All equipment must be certified in line with PUWER (Provision and Use of Work Equipment Regulations) where applicable.
- Only competent and authorised personnel are permitted to maintain or repair equipment.

Use of Equipment and Tools

- Equipment must comply with all relevant safety standards.
- Appropriate PPE must be worn during operation, including hearing protection where noise levels require it.
- Users are responsible for ensuring inspections are carried out and that records are kept up to date.

6.0 ASSOCIATED REGULATIONS

- Health and Safety at Work Act 1974 (HSWA)
- Personal Protective Equipment at Work Regulations 1992 (as amended 2022)
- Provision and Use of Work Equipment Regulations 1998 (PUWER)
- Control of Substances Hazardous to Health Regulations 2002 (COSHH)
- Manual Handling Operations Regulations 1992
- Electricity at Work Regulations 1989
- Environmental Protection Act 1990
- Waste Regulations 2011

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 must be communicated to all operatives to ensure a swift and safe response in case of an emergency.

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

- **Immediate Actions:**
 - All work will be stopped immediately.
 - All equipment will be shut off immediately.

- All equipment and hoses will be removed from the work area and access routes to ensure clear and unobstructed pathways.
- **Medical Emergency:**
 - If an operative sustains an injury:
 - Assess the situation to determine the severity of the injury.
 - Administer first aid according to training if necessary.
 - Call emergency services if required.
 - Provide clear and concise information to the emergency services, including the location, nature of the injury, and the number of casualties.
- **Evacuation:**
 - If the situation requires evacuation, all personnel will leave the area and move to the designated muster point as instructed by the client.
 - Ensure all equipment is removed from the work area and stored safely out of the way to facilitate an orderly evacuation.
- **General Emergency:**
 - For other emergencies (e.g., fire) follow the general emergency procedures outlined by the client.
 - Ensure that all operatives are aware of the location of the nearest exit routes and emergency equipment.

7.1 Accident Reporting

- 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.
- 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	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 REQUIRED	RISK RATING WITH CONTROLS	
Use of Machinery	Crush injuries, entanglement, unexpected movement of equipment	6	MEDIUM	Ensure all equipment is inspected before use and in good working order. Operators must be trained and competent. Follow manufacturer's instructions for safe use. Keep hands, hair, and clothing clear of moving parts. Establish a safe working area free from obstructions. Use cord covers or cable management to prevent trips. Stop machines immediately if any unsafe condition occurs. Maintain a safe distance from other operatives while machines are running.	3	LOW
COSHH	Skin or eye irritation, inhalation, chemical burns	6	MEDIUM	Conduct COSHH assessments for all products. Ensure correct PPE (gloves, goggles, masks) is worn. Follow manufacturer's dilution and application instructions, Provide training in safe handling, storage, and disposal. Keep SDS sheets accessible on site. Avoid working in confined or poorly ventilated spaces.	3	LOW

				<p>Clean any spills immediately and neutralise chemicals if required.</p> <p>Ensure emergency eyewash station or water source is available.</p>		
Manual Handling	Musculoskeletal injuries, strain from bending/twisting, slips from loose debris	6	MEDIUM	<p>Provide manual handling training, including safe lifting techniques.</p> <p>Use team lifting for heavy or awkward items.</p> <p>Break loads down into smaller manageable amounts.</p> <p>Use mechanical aids such as trolleys where possible.</p> <p>Rotate tasks and encourage breaks to reduce fatigue.</p> <p>Plan lifts in advance to avoid awkward postures.</p> <p>Maintain clear, level walkways to reduce risk of slips while carrying items.</p>	3	LOW
Electrical Hazards	Electric shock from equipment used outdoors near water	6	MEDIUM	<p>Use equipment with current PAT testing and safety certification.</p> <p>Keep electrical connections away from wet areas.</p> <p>Use RCD protection on power supplies.</p> <p>Inspect cables and plugs before use.</p> <p>Do not operate electrical equipment in wet weather.</p> <p>Ensure operators are trained in electrical safety.</p> <p>Avoid using extension leads across wet areas; if necessary, use IP-rated outdoor cables.</p>	3	LOW
Slip, Trips & Falls	Slips on water/chemicals, tripping on cables or uneven step edges	6	MEDIUM	<p>Display warning signage and barriers to alert others.</p> <p>Keep work area tidy, remove loose debris and obstructions</p> <p>Route cables safely and use cable covers if required.</p> <p>Wear non-slip footwear.</p> <p>Mop spills immediately and ensure surface is dry before handover.</p> <p>Check floor for uneven surfaces or loose tiles before work begins.</p> <p>Communicate with team members to coordinate movements safely.</p>	3	LOW
Noise & Vibration	Hearing damage, hand-arm vibration from machinery	6	MEDIUM	<p>Limit exposure time to vibrating equipment.</p> <p>Provide hearing protection where required.</p> <p>Rotate operators to reduce risk.</p> <p>Maintain equipment in good working order.</p> <p>Keep a vibration exposure log if required.</p> <p>Ensure regular breaks from vibrating equipment.</p>	3	LOW

Third-Party Interface	Risk of third party injury from slips, contact with equipment, or exposure to chemicals	6	MEDIUM	<p>Establish exclusion zones with barriers and signage.</p> <p>Do not allow unauthorised access to the work area.</p> <p>Ensure operatives remain vigilant to approaching pedestrians</p> <p>Store chemicals and tools securely when not in use.</p> <p>Schedule works out of hours where possible.</p> <p>Brief operatives on emergency procedures if a third party enters the area.</p> <p>Maintain clear communication between team members.</p>	3	LOW
Waste Handling / Environmental Hazards	Pollution from chemical runoff, improper disposal of cloths or residues	6	MEDIUM	<p>Collect and dispose of contaminated cloths and waste in designated containers.</p> <p>Do not pour chemical residues into surface drains.</p> <p>Store waste securely until removal from site.</p> <p>Train operatives in environmental protection measures.</p> <p>Inspect surrounding areas to ensure no contamination has occurred.</p> <p>Use secondary containment (trays, buckets) when handling liquids.</p> <p>Ensure cleaning products used are environmentally safe where possible.</p>	3	LOW

