

## METHOD STATEMENT & RISK ASSESSMENT - Front Step Machine Clean

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


<b>Project</b>	
<b>Project Address</b>	
<b>Project Ref:</b>	

Assessment Date	Review Date	Name of Assessor	Reference
10/09/2025	10/09/2026	Shane Pritchard (Health & Safety Consultant)	RAMS-G-NCDS-003

### 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 floor cleaning using an RCM machine (mega 2). 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:**

- Ensure the client has arranged for the area to be as clear as possible prior to works commencing.
- 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.
- Confirm that all required PPE is worn at all times.
- Check that all equipment is available, fit for purpose, and in good working condition before use.

#### **3.2 Method**

- Sweep the floor to remove loose debris and objects prior to machine cleaning.
- Display appropriate safety signage (e.g., wet floor signs) before starting.
- Prepare the RCM Mega 2 machine and fill with pure water
- Clean the floor thoroughly using the machine.
- For areas inaccessible to the machine, use a mop and bucket (Kentucky mop) to complete the cleaning.
- On completion, return all equipment to designated storage areas.
- Leave safety signage in place until the floor is fully dry, then remove.

### **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

**4.4 Hazardous Substances (COSHH):**

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

New Clean Dealership Specialists will provide safety data sheets and 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.

#### **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**

- RCM machine (mega 2)
- Pure water
- Mop bucket
- Kentucky mop

##### **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 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 <b>1</b>	Slightly Harmful <b>2</b>	Harmful <b>3</b>	Extremely Harmful <b>4</b>
Highly Unlikely <b>1</b>	Low Risk	Low Risk	Low Risk	Low Risk
Likely <b>2</b>	Low Risk	Low Risk	Medium Risk	High Risk
Highly Likely <b>3</b>	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 – 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	
Use of RCM Mega 2 Floor Scrubber	Electrical risk, slips from water overspray, noise, collision with obstacles	6	MEDIUM	Machine must be inspected before use to confirm it is in safe working condition with no frayed cables, damaged parts, or leaks.  Only trained operatives may use the machine.  Wet floor signage must be displayed before cleaning begins to warn others of slip hazards.  Cables and hoses must be routed safely to avoid creating trip hazards.	3	LOW

				<p>Noise exposure must be minimised by limiting machine use to essential tasks only.</p> <p>Hearing protection must be provided to operatives.</p>		
Site Preparation	Slips, trips, falls from obstructions left in work area	6	MEDIUM	<p>Ensure the client has cleared the area prior to works starting — any remaining obstructions must be removed before machinery is brought in.</p> <p>A pre-start walk-through of the work area must be carried out to identify hazards such as trailing cables, uneven flooring, or spillages.</p> <p>Only authorised operatives are permitted in the work area during cleaning.</p> <p>Emergency exits and fire routes must remain clear at all times.</p> <p>Adequate lighting must be provided to allow clear visibility during work.</p>	3	LOW
Sweeping	Musculoskeletal injuries, strain from bending/twisting, slips from loose debris	6	MEDIUM	<p>Use long-handled brushes and dustpans to reduce the need for bending.</p> <p>All staff must be trained in manual handling techniques and avoid overreaching or awkward postures.</p> <p>Debris must be swept in stages to avoid creating large, heavy loads for disposal.</p> <p>Waste must be bagged and disposed of in designated bins straight away to prevent tripping hazards.</p> <p>Sweepings should be carried out methodically, ensuring walkways remain clear at all times.</p>	3	LOW
Mopping	Slips on wet floor, manual handling strain, poor hygiene	6	MEDIUM	<p>Mop buckets must be filled only to a safe level to avoid overexertion when moving.</p> <p>Spillages and excess water must be controlled to prevent pooling on the floor.</p> <p>Operatives must use correct wringing techniques to avoid repetitive strain injuries.</p> <p>Gloves must be worn when handling mop water to reduce skin contact with contaminants.</p> <p>Mopping must be carried out in small sections, leaving walkways accessible.</p>	3	LOW
Slip & Trip Hazards	Falls due to wet floors, trailing leads, or misplaced equipment	6	MEDIUM	<p>Wet floor signage must be displayed at all access points before cleaning starts and left in place until the floor is fully dry.</p> <p>All cleaning equipment must be stored tidily in the work area and not left unattended in walkways.</p> <p>Work must be sequenced to clean one side of a walkway at a time, leaving a safe route available.</p>	3	LOW

				<p>Cables, hoses, and buckets must be positioned away from pedestrian access points.</p> <p>Operatives must maintain good housekeeping standards throughout the task.</p>		
Use of Cleaning Solutions	Skin/eye irritation, chemical splashes, incorrect dilution	6	MEDIUM	<p>Only approved cleaning products may be used, prepared and diluted according to manufacturer's instructions.</p> <p>A COSHH assessment and SDS must be available on site for all cleaning chemicals.</p> <p>Operatives must wear gloves and eye protection when handling or mixing solutions.</p> <p>Solutions must be stored in sealed, labelled containers to prevent misuse.</p> <p>Spillages must be cleaned immediately and disposed of safely.</p>	3	LOW
Equipment Storage & Removal	Trips, strain from handling heavy machines, poor storage practice	6	MEDIUM	<p>On completion, all equipment must be cleaned, emptied, and returned to designated storage areas.</p> <p>Heavy machinery such as the RCM Mega 2 must be transported by trained operatives only.</p> <p>Storage rooms must be kept orderly to prevent tripping or crushing hazards when replacing equipment.</p> <p>Cables must be coiled and stored neatly to prevent tangling or damage.</p> <p>All signage must remain in place until the floor is completely dry, then removed and stored.</p>	3	LOW
Manual Handling	Musculoskeletal injuries, strains, overexertion, incorrect lifting techniques	6	MEDIUM	<p>Provide manual handling training, including proper lifting techniques.</p> <p>Use mechanical aids or team lifting for heavy items.</p> <p>Break down loads into smaller, manageable sizes.</p> <p>Encourage frequent breaks to reduce fatigue.</p> <p>Rotate tasks to prevent repetitive strain.</p> <p>Ensure proper ergonomic positioning when lifting and carrying.</p> <p>Assess and plan all manual handling tasks before execution to minimise risks.</p> <p>Use anti-slip gloves to enhance grip and 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"> <li>- nature of tool used; surfaces/materials worked on.</li> <li>- duration of time of exposure.</li> <li>- numbers of operatives involved with job rotation.</li> </ul> <p>To reduce the effects of noise, appropriate use of physical barriers and screens must be considered.</p>	3	LOW

				<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> <p>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.</p>		
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