Pole Washing Windows & Frames

METHOD STATEMENT & RISK ASSESSMENT

Reference:	RAMS-G-NCDS-001

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.

Rev	Date	Reason for Issue	Produced by (Name and Role)
001	10/09/2025	First Issue	Shane Pritchard (Health & Safety Consultant)

	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 pole washing windows and frames. 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 & 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.

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 and specific hazards.
- Review the RAMS document with personnel, clearly outlining their individual responsibilities for safety.
- Confirm that all required PPE is worn at all times.
- Check that all tools and equipment required for the task are available, inspected and in good working condition.

3.2 Method

- Connect the water-fed pole securely to the pure water supply.
- Check that all fittings and hoses are correctly attached and confirm that water is flowing properly.
- Extend the pole to the required height for the window being cleaned.
- Begin by rinsing the entire window and surrounding frame to remove loose dirt, dust, and cobwebs.
- Always clean from the top down to prevent dirty water from contaminating already cleaned areas.
- Use the brush to scrub the window frames first, paying particular attention to the top frame where debris commonly accumulates.
- Scrub corners, joints, and ledges thoroughly to loosen grime and buildup.
- Once the frames are complete, move on to the glass.
- Apply even pressure while scrubbing both vertically and horizontally to ensure full coverage.
- Take extra care to clean edges and corners where dirt often collects.
- Rinse the glass and frames thoroughly with pure water, ensuring all loosened dirt and residue are removed.
- As pure water dries spot-free, there is no need for a squeegee or towel drying.
- Allow the windows and frames to air dry naturally, leaving a crystal-clear finish.

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 166 F	EN 352

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 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

- 40 litre water fed machine.
- Pole reach- carbon fibre
- 25litre barrels of pure water x10

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 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**	
Use of Washing Equipment	High-pressure injuries, slips and trips from water, noise	**6**	**MEDIUM**	Use low-pressure and mobile pure water-fed systems only. Set up an exclusion zone around the work area to prevent unauthorised access. Position the equipment on stable, level ground. Ensure the equipment is securely connected to the water supply. Inspect equipment before use to confirm it is in good working condition. Ensure all personnel are trained in the safe operation of the equipment being used.. Maintain a stable, dry working area to prevent slips and trips. Ensure PPE is worn, including gloves, safety goggles, and hearing protection. Keep the work area clear of unnecessary personnel and obstacles.	**3**	**LOW**
Use of carbon extendable poles.	Risk of pole contact with people/vehicles, loss of control, overexertion	**6**	**MEDIUM**	Work from ground level using extendable carbon fibre poles. Establish exclusion zones during pole use. Maintain communication between operatives. Avoid use in high winds. Rotate operators to prevent fatigue. Maintain firm grip and stance.	**3**	**LOW**
Use of Cleaning Chemicals	Chemical contact, inhalation, skin or eye irritation	**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.	**3**	**LOW**

				Train personnel on the safe handling, usage, and disposal of chemicals.		
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**	Set up barriers and clear signage to alert personnel and pedestrians of wet areas especially at emergency access points. Signs are not to be removed until surfaces are dry. Ensure operatives wear non slip safety footwear. Direct water runoff to designated drainage points. Communicate with team members to coordinate movements and maintain safety. Regularly check for new slip hazards and address them promptly.	**3**	**LOW**
Water Runoff and Environmental Impact	Pollution of soil and water, impact on local wildlife, vegetation damage	**6**	**MEDIUM**	Identify and confirm drainage points to ensure proper water runoff. Avoid using harmful chemicals in the pressure washer that could contaminate water courses or ground. Clean up any spills or excess water promptly to prevent environmental damage. Inspect the area for wildlife before starting work and take measures to avoid disturbing them.	**3**	**LOW**
Use of equipment	Electric shock, equipment malfunction, trip hazards due to electrical cables	**6**	**MEDIUM**	Conduct daily/weekly inspections of tools and equipment. Use appropriate protective clothing, including gloves and safety goggles. Secure hoses to prevent trip hazards. Verify all equipment has up-to-date inspection and test certificates under PUWER or LOLER regulations. Follow manufacturer's guidelines for maintenance and operation.	**3**	**LOW**

Manual Handling	Musculoskeletal injuries, strains, overexertion, incorrect lifting techniques	**6**	**MEDIUM**	Provide manual handling training, including proper lifting techniques. Use mechanical aids or team lifting for heavy items. Break down loads into smaller, manageable sizes. Encourage frequent breaks to reduce fatigue. Rotate tasks to prevent repetitive strain. Ensure proper ergonomic positioning when lifting and carrying. Assess and plan all manual handling tasks before execution to minimise risks. Use anti-slip gloves to enhance grip and reduce strain.	**3**	**LOW**
Slips and Trips	Falls due to uneven surfaces, wet or slippery conditions, misplaced equipment	**6**	**MEDIUM**	Maintain clear and tidy work areas, ensuring no tools or equipment obstruct pathways. Regularly inspect and maintain all walking surfaces to ensure they are even and free of hazards. Clean up spills immediately and use absorbent materials if necessary. Mark any areas with potential trip hazards clearly. Ensure all hoses, cables, and wires are organised and do not cross walkways.	**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 anti-vibration gloves. 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.	**3**	**LOW**

DECLARATION

I confirm that I have read, or been instructed on, the contents of this Risk Assessment & Method Statement. I have been made aware of the risks involved and agree to abide by the control measures and method of work. I will inform my site supervisor immediately of any changes which may affect the health and safety of me/us or others likely to be affected by the works.

RAMS TITLE:.....

Print Name	Signed	Date