

METHOD STATEMENT–TRUVOX MULTIWASH



STEP 1 – ASSESSMENT DETAILS

Method Statement Reference:	CCRM-004	FREQUENCY (TICK AS APPROPRIATE)				
Issue Number	07	Daily	Weekly	Monthly	Quarterly	Ad Hoc
Task:	Truvox Multiwash					
Date Completed:	5 March 2025					
Employee consultation and involvement:	Reynel Realpe					
Re-Assessment Due*:	One year from above date	✓	✓			
Method Statement Completed By:	Health & Safety Manager	Emergency Telephone Number: 020 7624 6330 / 111 / 999				

STEP 2 – PERSONEL REQUIRED (DURING ACTIVITY)

Lone Worker	2 or More Persons	First Aider	Supervisor/Team Leader	Management
✓	✓			

STEP 3 – PROCEDURES TO BE CARRIED OUT (BEFORE STARTING WORK)

Read the appliance's user manual	Training and Knowledge Company safety Site - induction form: F039B	Perform Visual safety check of equipment	Assess the foot fall of the area	Check brushes on the machine	Fit Other safety control implemented by us or the client	Place Warning Signs	Surface preparation and dilution of cleaning solution	Connect the appliance only to a wall electrical connection
✓	✓	✓	✓	✓	✓	✓	✓	✓

STEP 4 – HAZARDS, PRODUCT AND PPE

Slips, Trips & Falls	Electric Shock	Fire Risk	Manual Handling	Harmful/Irritant	Vinyl Gloves	Sensible work shoes	Eye Protection
							
✓	✓	✓	✓	✓	✓	✓	✓

STEP 5 – PRODUCT USAGE

Product Name	Product Usage	Product Type	Usage Dilution	Application / Equipment
MULTI FORTE	Floor cleaner for daily use	Clear Blue Liquid	10ml to every 5 Lt	Bucket, mop, spray bottle, dilution system

STEP 6 – METHOD STATEMENT



SAFETY	METHOD	CARE OF EQUIPMENT
- Only authorised operatives, trained in the procedure to carry out this task. - Put warning signs when cleaning - Work to be undertaken only after visual safety check has been carried out - Delimit operator's area with safety yellow signs, and or barrier tape, - Inspect area of work and access - Look for any new warnings: example - foot fall of the area Arrange the electric cable in a linear pattern when in operation Known Hazards • Risk of Fire • Risk of electric shocks • Cuts and manual handling injuries • Appliance tipping due to un-even floors • Tripp hazard - tangle with the electric cable. • Direct contact with cleaning solution,	METHOD - On arrival sign staff time sheet log book and put on PPE - Make sure Work area is clear for safe access and operation - Inspect the access way route for the condition of the surface, or ground and any obstacles that may put public at risk - Carry on the visual safety check as instructed on the H&S training and induction program Connect the appliance only to a wall electrical connection - Fill the solution tank following the safety measures shown on the training program and according to the user manual (Do not use water hotter than 40°C) - Safely Access the area to be clean - Delimit a safe area of work Ideally with safety yellow signs - Arrange the electric cable in a linear pattern behind the door - Start cleaning the area according as stipulated by the area or site manager - Removed excess of water and leave floor as dry as possible before moving to the next area When moving between areas ensure machine is on transport mode - On completion of operation, return equipment to store room - Clean machine and equipment as instructed - Do not use it on concrete floor or store it outdoors - Only use the machine on firm level surfaces. DO NOT use on a gradient or more than 2% slopes. - DO NOT use outdoors e.g. on patios, decks or rough surface. - WARNING Do not fill machines with water hotter than 40°C - DO NOT use diesel/petrol or corrosive detergents to wash floors, even if diluted. - This machine is for dry indoor use only and should not be used or stored outdoors in wet conditions. - Take care when using a machine near the top of stairs to avoid overbalancing. - DO NOT put any object into openings. DO NOT use with any opening blocked; keep free of dust, debris and anything that may reduce airflow. - DO NOT run the machine dry, as this could damage the floor surface or the machine itself. - DO NOT leave the machine running unattended. - DO NOT pull or carry by the supply cord. DO NOT use cord as a handle, close door on cord or pull cord around sharp edges or corners. - DO NOT kink or twist the supply cord and keep cord away from heated surfaces.	- Empty and flush both solution and recovery tanks with clean water - Check solution filter and nozzle spray for any blockage - Wrap the supply cord around the cable wider - Store machine in dry indoor area only.

STEP 7 – RISK ASSESSMENT (likelihood X Severity = Risk)

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CATEGORY	HAZARD	POTENTIAL HARM	LIKELIHOOD	Severity	Risk before Controls	Risk After Controls	COMMENTS
Operation of equipment / Cleaning of equipment	Fire, / Shortcut /electric shocks	Burns, shock, possible dead	3	4	12	4	• Employees are trained on the safe used of the scrubber • Weekly electrical safety inspection in place and documented by site supervisor and annually by area manager • Double insulated equipment • Visual inspection is in place Before operation • Supervision is on place before and during the operation • Reporting are in place. • Never leave the appliance unattended when it is connected to the mains socket. Take the plug out of the socket when not used and before any maintenance
Machine operation	Slip, trips and falls	Broken bones/bruises/cuts	3	3	9	3	• Employees are trained on the safe used of the Truvox Machine • Competent supervision and (Safety Arrangement). • Refresh training in place • Arrange the electric cable in a linear pattern when in operation
Manual Handling	Heavy objects/bending	Back injuries	4	2	8	4	Staff training/Toolbox programme / supervision / site induction
Manual handling moving parts	Contact with moving parts and locks when operating the machine and cleaning the machine	Crushing, shearing, cutting entanglement, impact,	3	2	6	2	• Induction and training in place • Manual handling tool box • Staff trained on the Reporting of dangerous occurrences and accidents
Cleaning solution	Direct contact with cleaning solution,	Risk of eye and skin irritation	3	2	6	2	• Operatives trained in the safe used of chemicals, and COSHH. • Employees have received awareness talk in COSHH PPE and safety measures
OVERALL RISK RATING BEFORE CONTROL: 8.2			Very Low	Low	Medium	High	COMMENTS
					✓		
OVERALL RISK RATING AFTER CONTROL: 3			Very Low	Low	Medium	High	
			✓				



LIKELIHOOD 1. IMPROBABLE OCCURRENCE 2. REMOTED OCCURRENCE 3. REASONABLY PROBABLE OCCURRENCE 4. VERY LIKELY OCCURRENCE 5. ALMOST CERTAIN OCCURRENCE	SEVERITY 1. <u>SLIGHT</u>: NO INJURY or Injury requiring first Aid treatment 2. <u>MINOR</u>: INJURY requiring medical treatment with absence from 3 days to 3 weeks 3. <u>MODERATE</u>: Injury illness resulting in temporary disability (eg. fractures) and absence over 3 weeks 4. <u>SERIOUS</u>: Severe injury or permanent disability (e.g loss of limb, sight) property and equipment damage 5. <u>MAJOR</u>: Immediate danger exist, capable of causing death, loss or damage on a wide scale and serious business disruption (e.g. Explosion, fire, structural damage, etc.)	INTERPRETATION 4 and below very Low risk = No further action, but ensure controls are maintained and review 5 to 8 Low risk = Risk Can be tolerated or for only short term. Plan introduction of measures with a defined time period 9 to 15 Medium Risk = Planned and introduce further control measures to mitigate the risk within a time scale 16 and Above = Stop activity and immediate action
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