

METHOD STATEMENT– WALKING BEHIND DRYING SCRUBBER



STEP 1 – ASSESSMENT DETAILS

Method Statement Reference:	CCRM-019	FREQUENCY (TICK AS APPROPRIATE)				
Issue Number	12	Daily	Weekly	Monthly	Quarterly	Ad Hoc
Task:	Walking Behind Drying Scrubber					
Date Completed:	2 October 2025					
Employee consultation and involvement:	Tulia Camp					
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: F039	Perform Visual safety check of equipment	Assess the foot fall of the area	Fit Other safety control implemented by us or the client	Check type of disk / pad / brushes on the machine	Place Warning Signs	Surface preparation and dilution of the cleaning solution	Connect the appliance only to a wall electrical connection	Check whether the emergency stop button works normally
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓

STEP 4 – HAZARDS, PRODUCT AND PPE

Slips, Trips & Falls	Electric Shock	Fire Risk	Manual Handling	Hydrogen Gas Battery Charging	Harmful/Irritant	Eye Protection	Respirator Face Mask FFP2/FFP3or Surgical Mask	Rubber Gloves	Sensible work shoes
✓	✓	✓	✓	✓	✓	✓		✓	✓

STEP 5 – PRODUCT USAGE

Product Name	Product Usage	Product Type	Usage Dilution	Application / Equipment
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TECHNO FLOOR	Floor cleaner for daily use	Clear Blue Liquid	10ml to every 5 Lt or 500ml of water	Bucket, mop, spray bottle, dilution system
Probio Floor Scrub	cleaning water-resistant floors manually or with machinery	Clear Blue Liquid	10ml to every 5 Lt or 500ml of water	Bucket, mop, spray bottle, dilution system
Water	JUST WATER for robotic walk behind scrubbers			

STEP 6 – METHOD STATEMENT

SAFETY	METHOD	CARE OF EQUIPMENT
- Only authorised operatives, trained in the procedure to carry out this task. - Put warning signs before commencing the task - Do not use the machine on surfaces with an inclination greater than the one shown on the symbol plate. Similar to the one below.  - Do not use the product in an unsuitable environment, ground surfaces, or areas where there is a risk of falling objects. - Work to be undertaken only after visual safety check has been carried out - Check the surfaces whether it has gradient or not. Do not use the machine on SLOPES. - Delimit operator's area with safety yellow signs, and or barrier tape, - Inspect storage area of the machine for any surface that can affect to remove the machine from there. In that case, ask for help! - 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 (electric powered) - Do not carry any item (warning signs, bucket etc.) on the machine while you are driving the machine. - It is forbidden to step on any part or platform of the scrubber to avoid danger - In the event of a fire, use a POWDER EXTINGUISHER. Do not use WATER - When using the appliance, pay attention to other people and especially to children - When left unattended, the appliance must be protected from unintentional movements. - The scrubber must be parked on flat ground	METHOD – Manual Walk Behind Scrubbers - On arrival sign staff time sheet log book and put on PPE - Make sure Work area is clear for safe access and operation - Do not use the scrubber on surfaces with an inclination greater than the one shown on the SAFETY SYMBOL - DO NOT use the scrubber on the ground that is not suitable, such as soil surface, grass, artificial turf, wood floor or carpeted ground; Also, do not use the scrubber in scenarios with poor ground conditions, such as uneven ground, holes, leaves, paper scraps and other situations that are not suitable for the equipment - 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 - Check the type of brushes are the required for the type of work carried out - Connect the appliance only to a wall electrical connection (if it is electric powered) - Fill the solution tank following the safety measures shown on the training program and according to the user manual and SSW - 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 scrubbing the area according to the cleaning program or 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 - Scrubbing close to carpets and rugs: Put special attention when manoeuvring around carpets and Mats. Fold ends and edges to avoid damage - On completion, removed water from corners - When moving between areas or locations pay special attention when turning corners or blind turns - On completion of the operation, return the equipment to store room - Clean machine and equipment as instructed - Before maintenance, the power must be turned off to prevent accidental electric shock or damage to parts. - In case of emergency, press the RED EMERGENCY STOP BUTTON immediately.	- Wash pads/brush and allow to dry. - Clean wet suction machine inside and out. - Always remove brush or drive disc and pad from under machine, otherwise they may become distorted. - Drain and empty both the clean water tank and the sewage tank. - Wash bucket, wipe and store upside down.



Known Hazards 18. Risk of Fire 19. Risk of electric shocks 20. Dangerous Atmospheres for battery charging 21. Using on slopes 22. Unprepared roadways or unsurfaced roads 23. Cuts and manual handling injuries when changing pads, pad drives, squeegees, etc. 24. Appliance tipping due to un-even floors 25. Trip hazard - tangle with the electric cable (electric powered) 26. Direct contact with cleaning solution,	METHOD – Automatic Walk Behind Scrubbers 22. Make sure Work area is clear for safe access and operation 23. Do not use the scrubber on surfaces with an inclination greater than the one shown on the SAFETY SYMBOL 24. DO NOT use the scrubber on the ground that is not suitable, such as soil surface, grass, artificial turf, wood floor or carpeted ground; Also, do not use the scrubber in scenarios with poor ground conditions, such as uneven ground, holes, leaves, paper scraps and other situations that are not suitable for the equipment 25. Inspect the access way route for the condition of the surface, or ground and any obstacles that may put public at risk 26. Carry on the visual safety check as instructed on the H&S training and induction program 27. Check if emergency stop button before commencing the task 28. Check if there is any warning sign displays on the screen. If yes, before commencing the task ask support from your line manager 29. Fill the water tank following the safety measures shown on the training program and according to the user manual and SSW 30. Safely access the area to be clean 31. Delimit a safe area of work ideally with safety yellow signs 32. Start scrubbing the area according to the cleaning program or as stipulated by the area or site manager 33. Removed excess of water and leave floor as dry as possible before moving to the next area 34. Scrubbing close to carpets and rugs: Put special attention when manoeuvring around carpets and Mats. Fold ends and edges to avoid damage 35. Don't use the scrubber outside. 36. Before maintenance, the power must be turned off to prevent accidental electric shock or damage to parts. 37. In case of emergency, press the RED EMERGENCY STOP BUTTON immediately. 38. With the automatic cleaning with robotic walk behind scrubbers, ensure that the robot's positioning is accurate.	
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Monitoring and Reporting

- A visual check list (F051) is to be completed every day before starting shift/ start using the Walk Behind scrubber. Use the machine ONLY IF visual safety check is satisfactory.
- If abnormality or fault (s) is found, tag the machine off service immediately
- Reporting of any irregularity through e-mail along with phone call to head office and line manager

Plant and equipment

- Battery powered Walk Behind Scrubber

Battery Charging & safety information

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Batteries type GEL/AGM/Lead-Acid. Should be charged in a non-smoking well ventilated area. Explosive hydrogen gas is vented from the batteries through openings in the batteries caps.

Keep the battery away from heat sources, high voltage places, and long-term sunlight exposure.

Do not throw the battery into water or fire.

Do not short the positive and negative terminals of the battery with metal.

Please stop using the battery if it has abnormal smell, discoloration, noise, liquid leakage, serious deformation, etc.

When the electrolyte leaks and splashes onto the skin or eyes, please rinse with clean water and seek medical treatment immediately.

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

CATEGORY	HAZARD	POTENTIAL HARM	LIKELIHOOD	Severity	Risk before Controls	Risk After Controls	COMMENTS
Operation of equipment	Fire, / Shortcut /electric shocks	Burns, shock, possible dead	2	5	10	5	• 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 preparation / operation	Slip, trips and falls due to uneven or slippery surfaces or slopes or obstacles on the floor	Broken bones/bruises/cuts Machinery damage	3	4	12	4	• Visual check of the area • Employees are trained on the safe use of the scrubber • Competent supervision and (Safety Arrangement). • Refresh training in place • Arrange the electric cable in a linear pattern when in operation (for electric powered ones) • Non slip tape for the areas that can be applied • Communication with the building managements for the storage area arrangements • Good housekeeping for the machinery storage area
Manual Handling	Heavy objects/bending	Back injuries	3	2	6	2	• Staff training • Toolbox programme • Competent supervision • Site induction
Collision	Impact /contact injuries due to leave the machinery unattended and sensor fails	Foot / toe injuries Entrapment of clothing	2	3	6	3	• Visual check of the area • Employees are trained on the safe use of the scrubber • Competent supervision and (Safety Arrangement). • Sensors on the robotic sucrubbers • Emergency stop button

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Battery charging	Accidental short circuit, overcharging, submerge in water	Burns, fire, shocks Damage to property	2	5	10	6	- Only trained operatives allow to use the machinery - Operatives are not allowed to dismount battery - Batteries not be charged or handled near sources of heat, flames or sparks - Visual check before commencing in place - Operatives training and instructed on the use of electric equipment - Toolbox programme in place - Supervision and reporting of incidents
Battery Charging	Accumulation of gases that leak from batteries	Fire Damage to property	1	5	5	5	- Only trained operatives allow to use the machinery - Operatives are not allowed to dismount battery - Charging devices in ventilated areas like loading bays - Batteries not be charged or handled near sources of heat, flames or sparks - Visual check before commencing in place - Tag out of any machinery have problems - Operatives training and instructed on the use of electric equipment - Toolbox programme in place - Supervision and reporting of incidents
Battery Charging	Contact with leaky battery	Skin burn / damage	2	4	8	4	- Only trained operatives allow to use the machinery - Operatives are not allowed to dismount battery - Visual check before commencing in place - Toolbox programme in place - Supervision and reporting of incidents
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 use of chemicals, and COSHH. - Employees have received awareness talk in COSHH PPE and safety measures
OVERALL RISK RATING BEFORE CONTROL: 7.87			Very Low	Low	Medium	High	COMMENTS
				✓			
OVERALL RISK RATING AFTER CONTROL: 3.75			Very Low	Low	Medium	High	
			✓				

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<u>LIKELIHOOD</u> 1. IMPROBABLE OCCURRENCE 2. REMOTED OCCURRENCE 3. REASONABLY PROBABLE OCCURRENCE 4. VERY LIKELY OCCURRENCE 5. ALMOST CERTAIN OCCURRENCE	<u>SEVERITY</u> 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.)	<u>INTERPRETATION</u> 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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