

METHOD STATEMENT - CARPET STAIN REMOVAL



STEP 1 – ASSESSMENT DETAILS

Method Statement Reference:	CCRM-022	FREQUENCY (TICK AS APPROPRIATE)				
Issue Number	09	Daily	Weekly	Monthly	Quarterly	Yearly
Task:	Carpet Stain Removal					
Date Completed:	5 March 2025					
Employee Participation and Inv	Massiel Esteva					
Re-Assessment Due*:	One year from above date					
Method Statement Completed By:	Health & Safety Manager	Emergency Telephone Number: 0800 052 0185				

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)

Training & Knowledge Company Site & Practical skills induction forms Phase 1&2	Read and understand Product COSHH assessment	Place Warning Signs and Public segregation if necessary	Competent Supervision and communication during the task	Monitor area and inspect carpet colour during drying process
✓	✓	✓	✓	✓

STEP 4 – HAZARDS, PRODUCT AND & PPE

Slips, Trips & Falls	Manual Handling	Harmful/Irritant	Protective Gloves	Sensible work shoes	Eye Protection	Respirator Face Mask FFP2/FFP3or Surgical Mask
						
✓	✓	✓	✓	✓	✓	✓

STEP 5 – PRODUCT USAGE

Product Name	Product Usage	Product Type	Usage Dilution	Application / Equipment
Jangro Stain & Spot Remover	clean and remove spots from carpets and fabrics.	Clear liquid spray	See label	See label
Prochem Multi Pro Carpet Cleaner	Upholstery and carpet cleaner	Clear blue liquid	See label	See label

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STEP 8 – METHOD STATEMENT

METHOD	SAFETY
- Put on personal protective equipment. - Assemble equipment and check for safety. - Ventilate the area, if appropriate. - Attempt to identify stains and surfaces, or materials, to be cleaned. - Remove as much stain as possible by absorption using white paper tissue, a spoon, scraper or abrasive pad, as appropriate. - Using a stain removal chart select the most appropriate remover. - Check colour fastness of carpets or fabrics using cleaning solution previously prepared to manufacturer's instructions, by applying some solution to a white cloth and rubbing a small area in one corner or edge. - Remove the stain working from outside towards the centre. - After using an acidic or alkaline stain remover, neutralise with the appropriate material. - If appropriate, rinse thoroughly with clean water after stain removal and blot dry. - Clean equipment and check for safety. - Return equipment, materials and warning signs to store.	- Only authorized operatives, trained in the procedure to carry out this task. - Place warning signs, before you commence the task. - Inspect Equipment for any faults. - Follow Manufacturers Instruction when using Chemicals. - Wipe any spillages as they occur. CARE OF EQUIPMENT - Wash cloths and allow to dry. - Clean scraper, scissors and scrubbing brush. - Wash bucket/bowl, wipe and store upside down

STEP 9 – RISK ASSESSMENT (Frequency X Severity = Risk)

CATEGORY	HAZARD	POTENTIAL HARM	LIKELIHOOD	Severity	Risk before Controls	Risk After Controls	COMMENTS
Slips , Trips , Falls	Slips , Trips , Falls	Broken bones , bruises , cuts	2	3	6	3	- Staff Training - Good Housekeeping
Usage	Contaminated Ground	Inhalation , ingestion	2	3	6	3	- Staff Training - PPE Provided - Operatives informed about hazards of chemicals
Manual Handling	Heavy Objects	Back injury	2	3	6	3	Training , Induction , Toolbox Talks
OVERALL RISK RATING BEFORE CONTROL: 6.0			Very Low	Low	Medium	High	COMMENTS
				✓			
OVERALL RISK RATING AFTER CONTROL: 3.0			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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