

METHOD STATEMENT - MACHINES, SAFE USE & CARE



STEP 1 – ASSESSMENT DETAILS

Method Statement Reference:	CCRM-028	FREQUENCY (TICK AS APPROPRIATE)				
Issue Number	08	Daily	Weekly	Monthly	Quarterly	Yearly
Task:	Machines, Safe Use and Care					
Date Completed:	5 March 2025					
Employee Participation and Inv.	Albeiro Betancur					
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)

Lock Off	Obtain Permit to Work	Fit Guards	Use Ladder Stops	Place Warning Signs	Perform Visual Check of Equipment
				✓	✓

STEP 4 – POTENTIAL HAZARDS

Slips, Trips & Falls	Low or High Temperatures	Noise	Vehicles	Falling	Biohazard	Falling Objects	Electric Shock	Fire Risk	Manual Handling
									
✓							✓		✓

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STEP 5 – PERSONAL PROTECTIVE EQUIPMENT (PPE) to be used

Personal Protective Equipment to be used						
						
Respirator Face Mask FFP2/FFP3 or Surgical Mask	Rubber Gloves	Protective Gloves	Lifejacket	Overalls	Hi-Visibility Jacket (If working on externals or loading bay areas)	Disposable Overshoes
		✓			✓	

STEP 6 – PRODUCT USAGE

Product Name	Product Usage	Product Type	Usage Dilution	Mix with other products	Application / Equipment
Synbio Multi	General Multi-Surface Cleaner	Clear Blue Liquid	25ml to every 5 L of water	No	Bucket, colour coded cloths & white abrasive pads

STEP 7 – PRODUCT HAZARDS

Explosive	Highly Flammable	Oxidising	Corrosive	Toxic	Dangerous for the Environment	Harmful/Irritant	Serious Longer Term Health Hazards	Contains Gas under Pressure	Non- Hazardous
									Non- Hazardou s
									✓

STEP 8 – METHOD STATEMENT SAFETY

1. Only authorised operatives trained in the procedure to carry out this task.
2. Place warning signs, before you commence the task.
3. Inspect Equipment for any faults according to the visual inspection handout
4. Follow Manufacturers Instruction when using Chemicals.
5. Wipe any spillages as they occur.



METHOD

1. Assemble items of machinery appropriate to work. Show the trainee(s) the safe operation of each piece of equipment as per manufacturer's guidelines and check each for cleanliness, safety and proper working action.
2. Put on personal protective equipment.
3. Place warning signs and position barrier tape, as appropriate.
4. Ventilate the area, if appropriate.
5. If appropriate, check and insert circuit breaker into power socket before inserting a machine plug.
6. If appropriate, select the correct brush or pad for each machine and the work to be undertaken.
7. Demonstrate the correct position in which each machine should be started, the use of cut out switches, correct position of the cable, potential hazards whilst working and the correct position the machine should be left in when not being used.
8. Check that the switch on the wall socket is in the 'off' position before a machine is unplugged.
9. If appropriate, close the ventilation.
10. Check all machinery for cleanliness, solution tanks empty, flushed and stored correctly and safely.
11. Remove warning signs and barrier tape, if appropriate.

CARE OF EQUIPMENT

1. Ensure all electrical equipment is disconnected from the power source.
2. Brush or wipe off any loose dirt or heavily soiled areas.
3. Wipe equipment with a slightly damp cloth and appropriate chemical detergent ensuring that correct dilution ratios are maintained. Return to cleaning store.

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

AREA	HAZARD	POTENTIAL HARM	Likelihood	Severity	Risk Before Controls	Risk After Controls	CONTROL MEASURES
Slips, Trips & Falls	Slips, trips & falls due to cables	Broken bones/bruises/cuts	2	3	6	3	Staff training Good housekeeping
Usage	Contaminated ground	Inhalation/ingestion	2	2	4	2	Staff training PPE provided
Manual Handling	Heavy objects/bending	Back injuries	2	3	6	3	Staff training Toolbox training in place If needed, back support belt provided

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Electric Shock	Electrocution due to damaged cables, damaged machinery	Electrocution/burns/death	2	5	10	5	Staff training Annual machinery visual inspection checks Training in place Operatives are not allowed to use damaged machinery
OVERALL RISK RATING BEFORE CONTROL : 6.5			Very Low	Low	Medium	High	COMMENTS
OVERALL RISK RATING AFTER CONTROL : 3.25				✓			
OVERALL RISK RATING AFTER CONTROL : 3.25			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 define 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	