

METHOD STATEMENT–TRUVOX MULTIWASH PRO STEAM



STEP 1 – ASSESSMENT DETAILS

Method Statement Reference:	CCRM-085	FREQUENCY (TICK AS APPROPRIATE)				
Issue Number	01	Daily	Weekly	Monthly	Quarterly	Ad Hoc
Task:	Truvox Multiwash Pro Steam					
Date Completed:	10 October 2025					
Employee consultation and involvement:	Dina Oliveira					
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 – PERSONNEL 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 footfall of the area	Check the brushes on the machine	Fit Other safety control implemented by us or the client	Place Warning Signs	Surface preparation	Connect the appliance only to a wall electrical connection
✓	✓	✓	✓	✓	✓	✓	✓	✓

STEP 4 – HAZARDS, PRODUCT AND PPE

Slips, Trips & Falls	Electric Shock	Fire Risk	Manual Handling	Hot Surface	Vinyl Gloves	Sensible work shoes	Eye Protection
							
✓	✓	✓	✓	✓	✓	✓	✓

STEP 5 – PRODUCT USAGE - Machinery only uses WATER

Product Name	Product Usage	Product Type	Usage Dilution	Application / Equipment
N/A	N/A	N/A	N/A	N/A



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 - Never leave the water tank empty DO NOT operate switches or touch the mains plug with wet hands as this may cause electric shock. - Arrange the electric cable in a linear pattern when in operation Known Hazards • Risk of Fire • Risk of electric shocks • High temperatures • Cuts and manual handling injuries • Appliance tipping due to un-even floors • Trip hazard - tangle with the electric cable.	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 - DO NOT place detergents or chemicals in the solution tank. - Only use CLEAN COLD WATER. DO NOT fill the machine with water hotter than 40°C. - Safely Access the area to be clean - Delimit a safe area of work Ideally with safety yellow signs DO NOT use if it has been damaged, left outdoors or dropped in water. - 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 DO NOT use volatile or combustible solvents (e.g., diesel/petrol/IPA/trichloromethane) nor any corrosive, toxic or highly irritant substances to wash floors, even if diluted. I - 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. - 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 leave the machine connected to the electricity supply when not in use - 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. - DO NOT operate the machine with a damaged power cord or plug, or after the machine malfunctions or is damaged in any way. DO NOT touch the steam generator when in use as this reaches high temperatures. - After each use, turn off the switch on the steam generator. - Never leave the steam generator switched on or in operation if there is no water in the tank.	Regularly clean the steam nozzle with water and dry. Only one the unit has cooled down after use, wipe down the outside of the steam generator with a damp cloth. - Check nozzle spray for any blockage - Wrap the supply cord around the cable wider - Store machine in dry indoor area only.

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

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 use of the machine • 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 the operation • Supervision is in place before and during the operation • Reporting is 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 use 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
Hot surface	Contact with steam generator when in use	Burns due to high temperature	3	3	9	3	• Induction and training in place • Employees are trained on the safe use of the machine
OVERALL RISK RATING BEFORE CONTROL: 8.8			Very Low	Low	Medium	High	COMMENTS
					✓		
OVERALL RISK RATING AFTER CONTROL: 3.2			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. SLIGHT: NO INJURY or Injury requiring first Aid treatment 2. MINOR: INJURY requiring medical treatment with absence from 3 days to 3 weeks 3. MODERATE: Injury illness resulting in temporary disability (eg. fractures) and absence over 3 weeks 4. SERIOUS: Severe injury or permanent disability (e.g loss of limb, sight) property and equipment damage 5. MAJOR: 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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