

# METHOD STATEMENT – TRUVOX MULTIWASH



## STEP 1 – ASSESSMENT DETAILS

|  |                          |  |        |         |           |        |
|--|--------------------------|--|--------|---------|-----------|--------|
| Method Statement Reference:            | CCRM-004                 | FREQUENCY (TICK AS APPROPRIATE)  |        |         |           |        |
| Issue Number                           | 08                       | Daily  | Weekly | Monthly | Quarterly | Ad Hoc |
| Task:                                  | Truvox Multiwash         |  |        |         |           |        |
| Date Completed:                        | 2 March 2026             |  |        |         |           |        |
| Employee consultation and involvement: | Reynel Realpe            | ✓  | ✓      |         |           |        |
| Re-Assessment Due*:                    | One year from above date |  |        |         |           |        |
| Method Statement Completed By:         | Health & Safety Manager  | Emergency Telephone Number:<br><a href="tel:02076246330">020 7624 6330 / 111 / 999</a> |        |         |           |        |









## 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<br>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   |
|---|---|---|
| <ol style="list-style-type: none"> <li>1. Only authorised operatives, trained in the procedure to carry out this task.</li> <li>2. Put warning signs when cleaning</li> <li>3. Work to be undertaken only after visual safety check has been carried out</li> <li>4. Delimit operator's area with safety yellow signs, and or barrier tape,</li> <li>5. Inspect area of work and access</li> <li>6. Look for any new warnings: example - foot fall of the area</li> <li>7. <b>Arrange the electric cable in a linear pattern when in operation</b></li> </ol> <p><b>Known Hazards</b></p> <ul style="list-style-type: none"> <li>• Risk of Fire</li> <li>• Risk of electric shocks</li> <li>• Cuts and manual handling injuries</li> <li>• Appliance tipping due to un-even floors</li> <li>• Tripp hazard - tangle with the electric cable.</li> <li>• Direct contact with cleaning solution,</li> </ul> | <p>METHOD</p> <ol style="list-style-type: none"> <li>1. On arrival sign staff time sheet log book and put on PPE</li> <li>2. Make sure Work area is clear for safe access and operation</li> <li>3. Inspect the access way route for the condition of the surface, or ground and any obstacles that may put public at risk</li> <li>4. Carry on the visual safety check as instructed on the H&amp;S training and induction program</li> <li>5. <b>Connect the appliance only to a wall electrical connection</b></li> <li>6. 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)</li> <li>7. Safely Access the area to be clean</li> <li>8. Delimit a safe area of work Ideally with safety yellow signs</li> <li>9. Arrange the electric cable in a linear pattern behind the door</li> <li>10. Start cleaning the area according as stipulated by the area or site manager</li> <li>11. Removed excess of water and leave floor as dry as possible before moving to the next area</li> <li>12. <b>When moving between areas ensure machine is on transport mode</b></li> <li>13. On completion of operation, return equipment to store room</li> <li>14. Clean machine and equipment as instructed</li> <li>15. Do not use it on concrete floor or store it outdoors</li> <li>16. Only use the machine on firm level surfaces. DO NOT use on a gradient or more than 2% slopes.</li> <li>17. DO NOT use outdoors e.g. on patios, decks or rough surface.</li> <li>18. WARNING Do not fill machines with water hotter than 40°C</li> <li>19. DO NOT use diesel/petrol or corrosive detergents to wash floors, even if diluted.</li> <li>20. This machine is for dry indoor use only and should not be used or stored outdoors in wet conditions.</li> <li>21. Take care when using a machine near the top of stairs to avoid overbalancing.</li> <li>22. 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.</li> <li>23. DO NOT run the machine dry, as this could damage the floor surface or the machine itself.</li> <li>24. DO NOT leave the machine running unattended.</li> <li>25. 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.</li> <li>26. DO NOT kink or twist the supply cord and keep cord away from heated surfaces.</li> </ol> | <ol style="list-style-type: none"> <li>1. Empty and flush both solution and recovery tanks with clean water</li> <li>2. Check solution filter and nozzle spray for any blockage</li> <li>3. Wrap the supply cord around the cable wider</li> <li>4. Store machine in dry indoor area only.</li> </ol> |

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

# METHOD STATEMENT–TRUVOX MULTIWASH



| CATEGORY                                       | HAZARD  | POTENTIAL HARM                                    | LIKELIH OOD | 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                   | <ul style="list-style-type: none"> <li>• Employees are trained on the safe used of the scrubber</li> <li>• Weekly electrical safety inspection in place and documented by site supervisor and annually by area manager</li> <li>• Double insulated equipment</li> <li>• Visual inspection is in place Before operation</li> <li>• Suptervision is on place before and during the operation</li> <li>• Reporting are in place.</li> <li>• <b>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</b></li> </ul> |
| Machine operation                              | Slip, trips and falls   | Broken bones/bruises/cuts                         | 3           | 3        | 9                    | 3                   | <ul style="list-style-type: none"> <li>• Employees are trained on the safe used of the Truvox Machine</li> <li>• Competent supervision and (Safety Arrangement).</li> <li>• Refresh training in place</li> <li>• Arrange the electric cable in a linear pattern when in operation</li> </ul>   |
| 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                   | <ul style="list-style-type: none"> <li>• Indcution and training in place</li> <li>• Manual handling tool box</li> <li>• Staff trained on the Reporting of dangerous occurrences and accidents</li> </ul>   |
| Cleaning solution                              | Direct contact with cleaning solution,  | Risk of eye and skin irritation                   | 3           | 2        | 6                    | 2                   | <ul style="list-style-type: none"> <li>• Operatives trained in the safe used of chemicals, and COSSH.</li> <li>• Employees have received awarness talk in COSHH PPE and safety meassures</li> </ul>  |
| OVERALL RISK RATING BEFORE CONTROL: 8.2        |   |   | Very Low    | Low      | Medium               | High                | COMMENTS   |
|  |   |   |             |          | ✓                    |                     |  |
| OVERALL RISK RATING AFTER CONTROL: 3           |   |   | Very Low    | Low      | Medium               | High                |  |
|  |   |   | ✓           |          |                      |                     |  |



|   |   |  |
|---|---|--|
| <p><b>LIKELIHOOD</b></p> <ol style="list-style-type: none"> <li>1. <b>IMPROBABLE</b> OCCURRENCE</li> <li>2. <b>REMOVED</b> OCCURRENCE</li> <li>3. <b>REASONABLY PROBABLE</b> OCCURRENCE</li> <li>4. <b>VERY LIKELY</b> OCCURRENCE</li> <li>5. <b>ALMOST CERTAIN</b> OCCURRENCE</li> </ol> | <p><b>SEVERITY</b></p> <ol style="list-style-type: none"> <li>1. <b>SLIGHT:</b> NO INJURY or Injury requiring first Aid treatment</li> <li>2. <b>MINOR:</b> INJURY requiring medical treatment with absence from 3 days to 3 weeks</li> <li>3. <b>MODERATE:</b> Injury illness resulting in temporary disability (eg. fractures) and absence over 3 weeks</li> <li>4. <b>SERIOUS:</b> Severe injury or permanent disability (e.g loss of limb, sight) property and equipment damage</li> <li>5. <b>MAJOR:</b> 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.)</li> </ol> | <p><b>INTERPRETATION</b></p> <p><b>4 and below very Low risk</b> = No further action, but ensure controls are maintained and a review</p> <p><b>5 to 8 Low risk</b> = Risk Can be tolerated or for only short term. Plan introduction of measures with a defined time period</p> <p><b>9 to 15 Medium Risk</b> = Planned and introduce further control measures to mitigate the risk within a time scale</p> <p><b>16 and Above</b> = Stop activity and immediate action</p> |
|---|---|--|