

METHOD STATEMENT - CARPET STAIN REMOVAL



STEP 1 – ASSESSMENT DETAILS

| | | | | | | |
|--------------------------------|--------------------------|--|--------|---------|-----------|--------|
| Method Statement Reference: | CCRM-022 | FREQUENCY (TICK AS APPROPRIATE) | | | | |
| Issue Number | 10 | Daily | Weekly | Monthly | Quarterly | Yearly |
| Task: | Carpet Stain Removal | | | | | |
| Date Completed: | 2 March 2026 | | ✓ | | | |
| 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 |

METHOD STATEMENT - CARPET STAIN REMOVAL



STEP 8 – METHOD STATEMENT

| METHOD | SAFETY |
|---|--|
| <ol style="list-style-type: none"> 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. | <ol style="list-style-type: none"> 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. <p>CARE OF EQUIPMENT</p> <ol style="list-style-type: none"> 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 | <ul style="list-style-type: none"> Staff Training Good Housekeeping |
| Usage | Contaminated Ground | Inhalation , ingestion | 2 | 3 | 6 | 3 | <ul style="list-style-type: none"> Staff Training PPE Provided Operatives informed about hazards of chemicals |
| Manual Handling | Heavy Objects | Back injury | 2 | 3 | 6 | 3 | <ul style="list-style-type: none"> 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 | |
| | | | ✓ | | | | |

METHOD STATEMENT - CARPET STAIN REMOVAL



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