

# METHOD STATEMENT – Ride-On Scrubbers



## STEP 1 – ASSESSMENT DETAILS

Method Statement Reference:	CCRM-035	FREQUENCY (TICK AS APPROPRIATE)				
Issue Number	09	Daily	Weekly	Monthly	Quarterly	Ad Hoc
Task:	Machine Scrubbing					
Date Completed:	05/03/2025	✓				
Employee Participation & Inv.	Dina Oliveira					
Re-Assessment Due*:	One year from above date					
Method Statement Completed By:	Health and Safety Manager	Emergency Telephone Number:				

## STEP 2 – PERSONEL REQUIRED (DURING ACTIVITY)

Lone Worker	2 or More Persons	First Aider	Supervisor/Team Leader	Management
N/A	✓	N/A	✓	N/A

## STEP 3 – PROCEDURES TO BE CARRIED OUT (BEFORE STARTING WORK)

Training and Knowledge Company safety induction form	Perform Visual safety check of equipment F051	Performed visual Check of PPE	Check type of disk / pad / brushes on the machine	Surface preparation and dilution of cleaning solution	Place Warning Signs	Public Exclusion Area as instructed on the SSOW
✓	✓	✓	✓	✓	✓	✓

## STEP 4 – HAZARDS, PRODUCT AND PPE

Slips, Trips & Falls	Electric Shock	Fire Risk	Vehicles	Falling	Pedestrians	Manual Handling	Hydrogen gas Battery Charging	Harmful/Irritant	Eye Protection	Respirator Face Mask FFP2/FFP3or Surgical Mask	Protective Gloves	Safety Boots	High Visibility Jacket
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓

## STEP 5 – PRODUCT USAGE

Product Name	Product Usage	Product Type	Usage Dilution	Application / Equipment
Jangro Scrubber Dryer Power	Alkaline liquid hard surface cleaner	Clear Blue Liquid	As per manufacturer instructions	As per manufacturer instructions
Probio Floor Scrub	cleaning water-resistant floors manually or with machinery	Clear Blue Liquid	10ml to every 5 Lt or 500ml of water	Bucket, mop, spray bottle, dilution system



## STEP 6 – METHOD STATEMENT Ride on Scrubber

Strict adherence to this method statement is critical to the health and safety of both public and all engaged in the work. Any deviation or modification must be first be authorised by management

### Activity / Task description

Use of a battery powered Ride-On Scrubber, apply solution, clean and removed contaminants over perimeter area

### Responsible Person

The machine must be exclusively used by authorised, trained personnel.  
All operators are properly trained, supervised and progress documented before operating the scrubber

### The main pieces of Health and Safety legislation applicable to this operation are:

- The Health and Safety at work etc Act 1974
- The control of Substances Hazardous to Health Regulation
- The Provision and Use of Work Equipment Regulations (PUWER)
- The personal protective equipment regulation
- Lifting Operations and Lifting Equipment Regulation 1998 (LOLER)
- Dangerous Substances and Explosive Atmospheres Regulations (DSEAR)

### Known Hazards

- Risk of poor visibility affecting (public and other operatives)
- **Using on slopes**
- **Pedestrians** passing through the route of machine
- Vehicles passing and manoeuvring along carparks
- Vehicles entering and reversing in loading bay
- Traffic routes (moving machine across and through pedestrian areas)
- Traffic routes (pedestrian areas) avoid slopes, steps, edges, glass panels, sharp or blind bends
- **Speed**
- Reversing the scrubber
- Battery charging
- Manual handling moving parts
- Cuts and splinters due to the used of tools for surface preparation like brooms, floor squeegees and wheeled bins
- Falling from vehicle
- Unprepared roadways or unsurfaced roads (poor driving surface)
- Thermal risk cold and hot weather as operation will take place most of the time outdoors
- Direct contact with cleaning solution, use to clean area.

### Personal protective equipment

- Heavy duty gloves, safety boots, high-vest, water proof cloths.

### Protection to Others (Public)

- **Work to be undertaken only after visual safety check (F051) has been carried out**
- Delimit operator's area with safety signs, barrier tape, and /or cones
- Test for safety: beacon, horn and lights operate and are functional
- Check sensors and alarms

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- Inspect area of work and access
- Check breaking system and steering system
- Look for any new warnings on the road
- Check/Test for Errors message in control panel of the machine – (refer to user manual through your supervisor / manager)

## Monitoring and Reporting

- A visual check list (F051) is to be completed every day before starting shift/ start using the Rider-On scrubber. Use the machine **ONLY IF** visual safety check is satisfactory.
- If abnormality or fault (s) is found, tag the machine off service immediately
- Reporting of any irregularity through e-mail along with phone call to head office and line manager

## Plant and equipment

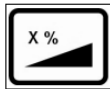
- Battery powered Ride-On Scrubber

## Battery Charging & safety information

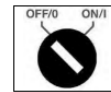
Batteries type GEL/AGM/Lead-Acid. Should be charge in a **non-smoking** well ventilated area. Explosive hydrogen gas is vented from the batteries through openings in the batteries caps. This gas can be ignited by an electrical arc, spark or flame.

## Safety Arrangement

1. Only authorized operatives, fully able to operate the vehicle, received comprehensive instructions and training so they can work safely.
2. Place warning signs, before you commence the task.
3. Do not use the machine on surfaces with an inclination greater than the one on shown on the symbol plate. Similar to the one shown below



4. Ride-On Scrubbers are not suitable for cleaning rough or uneven floors.
5. Check the surfaces whether if it has gradient or not. Do not use the machine on SLOPES.
6. Inspect Equipment for any faults before start to use (F051).
7. Follow Manufacturers Instruction
8. During the working of the machine, pay attention to other people and especially to children.
9. Do not use the machine as a means of transport.
10. Do not carry any item (warning signs, bucket etc.) on the machine or between the legs while you are driving the machine.
11. In the event of a fire, use a powder extinguisher. Do not use water.



12. If you need stop, bring the main switch to "0" by turning the key on the instrument panel and then engage the parking brake
13. In an emergency, use the EMERGENCY STOP BUTTON on the instrument panel. This command interrupts the electrical circuit that goes from the batteries to the machine system. DO NOT USE EMERGENCY STOP BUTTON IF YOU ARE DRIVING ON A SURFACE WITH A GRADIENT SUCH AS SLOPES!!

## METHOD (must be undertaken in correct sequence)

1. On arrival sign staff time sheet log book and put on PPE
2. Make sure Work area is clear for safe access and operation
3. Do not use the scrubber on surfaces with an inclination greater than the one shown on the SAFETY SYMBOL
4. Inspect the access way route for the condition of the surface, or ground and any obstacles that may put public at risk
5. Check the type of brushes are the required for the type of work carried out
6. Carry on the visual safety check (F051) as instructed on the H&S training and induction programme

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7. Fill the solution tank following the safety measures shown on the training programme and according to the user manual and SSW
8. Delimit a safe area of work Ideally 8mt to 10mt in diameter. As shown on the training programme
9. Come back for the machine
10. Safely drive out the area following the safety measures and along the area
11. Access the area to be clean following the measures and route given on the SSW and training programme
12. Start scrubbing the area according to the SSW and training programme or as stipulated by the area or site manager
13. Removed excess of water and leave floor as dry as possible before moving to the next area
14. On completion, removed water from corners
15. When moving between areas or locations pay special attention when turning corners or blind turns (If not sure ask for a spotter or member of the staff to direct you and watch for public)
16. On completion of operation, return equipment to designated area
17. Clean machine and equipment as instructed
18. Fill water tank with fresh water ready for next operation
19. Recharge batteries following Health & Safety instructions

## STEP 9 – RISK ASSESSMENT (Likelyhood X Severity = Risk)

AREA	HAZARD	POTENTIAL HARM	Likely hood	Severity	Risk before control	Risk after control	CONTROL MEASURES
Machine operation	Risk of poor visibility  Danger to public and operatives	Broken bones/bruises/cuts	4	4	16	8	Initial training delivered  Employees are trained on the safe used of the ride-on  Work in groups to support driver and alert public  All employees wear High visibility vest  Suppervision is on place during the operation to monitor speed
Vehicles passing and manoeuvring	Collision with major injuries and damage to property  Businees disruption	Broken bones, cuts, shocks, concussion s or death	4	5	16	8	Employees are trained on the safe used of the ride-on  Visual check and delimit with barriers of the area to be cleaned before starting to commence  Work in groups to support driver  All employees wear High visibility vest  Loading bay security and marking are in place  Suppervision is in place during the operation

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Vehicles entering and reversing in loading bay	Collision with major injuries and damage to property  Business disruption	broken bones, cuts, shocks, concussion s or death	4	3	12	6	<p>Employees are trained on the safe used of the ride-on</p> <p>All employees wear High visibility vest and full PPE</p> <p>Follow safety procedures highlighted on the SSW</p> <p>Road Marking and security in place</p>
Traffic routes (moving machine across and through pedestrian areas)	Risk of injury to public,	broken bones, cuts, shocks, concussion s or death	4	3	12	6	<p>Employees are trained on the safe used of the ride-on</p> <p>Assessment of the area to access should be considered before start the operation</p> <p><b>Follow maximum gradient safety symbol in machine</b></p> <p>All employees wear High visibility vest and full PPE</p> <p>Follow safety procedures highlighted on the SSW</p> <p>Suppervison is on place during the operation</p> <p>Refresh training in place</p>
Traffic routes (pedestrian areas) slopes, steps, edges, glass panels, sharp or blind bends	Risk of injury to public, damage to property and machine damager or overturning affecting public and operative	broken bones, cuts, shocks, concussion s or death	3	4	12	8	<p>Employees are trained on the safe used of the ride-on</p> <p>Follow safety procedures highlighted on the SSW</p> <p><b>Follow maximum gradient safety symbol in machine</b></p> <p>Suppervison is on place during the operation</p> <p>Refresh training in place</p>
Operation of equipment	Danger of not addering to speed limit when moving through public areas	broken bones, cuts, shocks, concussion s	3	3	9	6	<p>Employees are trained on the safe used of the ride-on</p> <p>Follow safety procedures highlighted on the SSW</p> <p>Suppervison is on place during the operation</p> <p>Refresh training in place</p>
Operation of equipment	Reversing machine will cause a blind spot	broken bones, cuts, shocks, concussion s damage to property	3	3	9	6	<p>Follow safety procedures highlighted on the SSW</p> <p>Suppervison is on place during the operation</p> <p><b>Follow maximum gradient safety symbol in machine</b></p>

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Battery charging	Dangerous Atmospheres	Burns, fire, shocks, explosion possibly death	3	3	9	6	<p>Operatives training and instructed on the use of electric equipment according to manufacturer instructions</p> <p>Awareness training on the danger of explosive fumes and dangerous atmospheres</p> <p>Employees have received awareness talk on fire awareness and safety measures</p> <p>All the training has been documented and understood by the operatives</p> <p><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></p>
Manual handling moving parts	Contact with moving parts and locks	Crushing, shearing, cutting entanglement, impact,	4	3	12	6	<p>Training has been documented and understood by the operatives and given by supplier representative</p> <p>Staff trained on the Reporting of dangerous occurrences and accidents</p>
Operation of Equipment	Falling from vehicle due to driving on dangerous or uneven ground	broken bones, cuts, shocks, concussions or death	3	4	12	8	<p>Employees are trained on the safe use of the ride-on</p> <p>Follow safety procedures highlighted on the SSW</p> <p><b>Follow maximum gradient safety symbol in machine</b></p> <p>Supervision is in place during the operation</p> <p>Refresh training in place</p> <p>Initial training delivered by supplier</p>
Work area	Use of tools for surface preparation	Cuts and splinters due to	3	3	9	3	<p>All staff have been provided with heavy duty gloves as well as overalls to protect limbs and upper body</p>
Operation of equipment	Operation will take place most of the time outdoors	Thermal risk cold and hot weather	4	3	12	6	<p>Good practice in the use of PPE and</p> <p>Supervision is in place</p> <p>Staff trained on the Reporting of dangerous occurrences and accidents</p>
Cleaning solution	Direct contact with cleaning solution, use to clean area.	Risk of mild irritation	4	3	12	6	<p>Operatives trained in the safe use of chemicals, and COSHH.</p> <p>Safe System of Work in place, and understood to protect public</p> <p>Supervision in place through the operation</p> <p>Refresh training</p>

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OVERALL RISK RATING BEFORE CONTROL: 11.69	Low	Low to Medium	Medium	High	COMMENTS
			✓		
OVERALL RISK RATING AFTER CONTROL: 6.38	Low	Low to Medium	Medium	High	
		✓			

<p><b>LIKELIHOOD</b></p> <p>1. IMPROBABLE OCCURRENCE 2. REMOTED OCCURRENCE 3. REASONABLY PROBABLE OCCURRENCE 4. VERY LIKELY OCCURRENCE 5. ALMOST CERTAIN OCCURRENCE</p>	<p><b>SEVERITY</b></p> <p>1. <b>SLIGHT:</b> NO INJURY or Injury requiring first Aid treatment 2. <b>MINOR:</b> INJURY requiring medical treatment with absence from 3 days to 3 weeks 3. <b>MODERATE:</b> Injury illness resulting in temporary disability (eg. fractures) and absence over 3 weeks 4. <b>SERIOUS:</b> Severe injury or permanent disability (e.g loss of limb, sight) property and equipment damage 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.)</p>	<p><b>INTERPRETATION</b></p> <p>5 and below Low risk = No further action, but ensure controls are maintained an review 6 to 8 Low to Medium risk = Risk Can be tolerated or for only short term. Plan and introduction of measures with a define time period 9 to 12 Medium Risk = Planned and introduce further control measures to mitigate the risk within a time scale 15 to 16 High Risk = Activities should cease immediately until further control take immediate measures to mitigate the risk 20 to 25 STOP = Stop activity and immediate action</p>
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RISK MATRIX		SEVERITY				
		Major 5	Serious 4	Moderate 3	Minor 2	Slight 1
LIKELIHOOD	Almost Certain 5	25	20	15	10	5
	Very Likely 4	20	16	12	8	4
	Reasonable Probable 3	15	12	9	6	3
	Remoted 2	10	8	6	4	2
	Improbable 1	5	4	3	2	1