

# METHOD STATEMENT – BUFFING MACHINE



## STEP 1 – ASSESSMENT DETAILS

Method Statement Reference:	CCRM-003	FREQUENCY (TICK AS APPROPRIATE)				
Issue Number	11	Daily	Weekly	Monthly	Quarterly	Ad Hoc
Task:	Buffing Machine					
Date Completed:	5 March 2025	✓	✓			
Employee consultation and involvement:	Tulia Camp					
Re-Assessment Due*:	One year from above date					
Method Statement Completed By:	Health & Safety Manager	Emergency Telephone Number: <a href="tel:02076246330">020 7624 6330</a> / <a href="tel:111">111</a> / <a href="tel:999">999</a> / <a href="tel:119">119</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 Company safety Site -induction form: F039	Perform Visual safety check of equipment	Assess the foot fall of the area	Fit Other safety control implemented by us or the client	Check type of disk / pad / brushes on the machine	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	Hydrogen gas Battery Charging	Harmful/Irritant	Respirator Face Mask FFP2/FFP3or Surgical Mask	Eye Protection	Rubber Gloves	Sensible work shoes
									
✓	✓	✓	✓	✓	✓		✓	✓	✓

## STEP 5 – PRODUCT USAGE

Product Name	Product Usage	Product Type	Usage Dilution	Application / Equipment
TECHNO FLOOR	Floor cleaner for daily use	Clear Blue Liquid	20ml to every 5 Lt	Bucket, mop, spray bottle, dilution system
Probio Floor Scrub	cleaning water-resistant floors	Clear Blue Liquid	20ml to every 5 Lt	Bucket, mop, spray bottle, dilution system

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manually or with machinery

## STEP 6 – METHOD STATEMENT

SAFETY	METHOD	CARE OF EQUIPMENT																
<p>1. Only authorised operatives, trained in the procedure to carry out this task.</p> <p>2. Put warning signs if washing</p> <p>3. Work to be undertaken only after visual safety check has been carried out</p> <p>4. Delimit operator's area with safety yellow signs, and or barrier tape,</p> <p>5. Inspect area of work and access</p> <p>6. Look for any new warnings: example - foot fall of the area</p> <p>7. <b>Arrange the electric cable in a linear pattern when in operation</b></p> <p><b>Known Hazards</b></p> <ul style="list-style-type: none"> <li>• Risk of Fire</li> <li>• Risk of electric shocks</li> <li>• Dangerous Atmospheres for battering charging</li> <li>• Cuts and manual handling injuries when changing pads, pad drives, squeegees, etc.</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. Check the type of brushes are the required for the type of work carried out</li> <li>6. <b>Connect the appliance only to a wall electrical connection</b></li> <li>7. Fill the solution tank following the safety measures shown on the training program and according to the user manual</li> <li>8. Safely Access the area to be clean</li> <li>9. Delimit a safe area of work Ideally with safety yellow signs</li> <li>10. Arrange the electric cable in a linear pattern behind the door</li> <li>11. Start scrubbing the area according to the cleaning program or as stipulated by the area or site manager</li> <li>12. Removed excess of water and leave floor as dry as possible before moving to the next area</li> <li>13. <b>Scrubbing close to carpets and rugs: Put special attention when maneuvering around carpets and Matts. Fold ends and edges to avoid damage</b></li> <li>14. On completion, removed water from corners</li> <li>15. When moving between areas or locations pay special attention when turning corners or blind turns</li> <li>16. On completion of operation, return equipment to store room</li> <li>17. Clean machine and equipment as instructed</li> </ol> <table border="1" data-bbox="846 1034 1774 1455"> <thead> <tr> <th data-bbox="846 1034 1312 1066">DO's</th> <th data-bbox="1312 1034 1774 1066">DON'Ts</th> </tr> </thead> <tbody> <tr> <td data-bbox="846 1066 1312 1121">Ensure only competent/trained operatives using this machine</td> <td data-bbox="1312 1066 1774 1121">Don't use steam or pressure washers to clean the machine</td> </tr> <tr> <td data-bbox="846 1121 1312 1150">Regularly check the power cord</td> <td data-bbox="1312 1121 1774 1150">Don't use the machine in the rain</td> </tr> <tr> <td data-bbox="846 1150 1312 1233">Keep the machine clean</td> <td data-bbox="1312 1150 1774 1233">Don't clean the machine unless the power plug has been removed from the supply outlet</td> </tr> <tr> <td data-bbox="846 1233 1312 1289">Keep the brushes clean</td> <td data-bbox="1312 1233 1774 1289">Don't strain the mains lead or try to unplug by pulling on the mains lead</td> </tr> <tr> <td data-bbox="846 1289 1312 1345">Inform your supervisor any worn and damaged parts immediately</td> <td data-bbox="1312 1289 1774 1345">Don't run the machine over any power cables during operation</td> </tr> <tr> <td data-bbox="846 1345 1312 1401">Ensure that the work area is clear of obstructions and/or people</td> <td data-bbox="1312 1345 1774 1401">Don't leave your machine standing on brus, pads or drive boards when not in use</td> </tr> <tr> <td data-bbox="846 1401 1312 1455">Pre-sweep the area to be cleaned</td> <td data-bbox="1312 1401 1774 1455">Do not allow supply cord to come into contact with the rotating brushes or pads</td> </tr> </tbody> </table>	DO's	DON'Ts	Ensure only competent/trained operatives using this machine	Don't use steam or pressure washers to clean the machine	Regularly check the power cord	Don't use the machine in the rain	Keep the machine clean	Don't clean the machine unless the power plug has been removed from the supply outlet	Keep the brushes clean	Don't strain the mains lead or try to unplug by pulling on the mains lead	Inform your supervisor any worn and damaged parts immediately	Don't run the machine over any power cables during operation	Ensure that the work area is clear of obstructions and/or people	Don't leave your machine standing on brus, pads or drive boards when not in use	Pre-sweep the area to be cleaned	Do not allow supply cord to come into contact with the rotating brushes or pads	<ol style="list-style-type: none"> <li>1. Wash pads/brush and allow to dry.</li> <li>2. Clean wet suction machine inside and out.</li> <li>3. Always remove brush or drive disc and pad from under machine, otherwise they may become distorted.</li> <li>4. Wash bucket, wipe and store upside down.</li> </ol>
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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	<ul style="list-style-type: none"> <li>• Employees are trained on the safe used of the scrubber</li> <li>• Fortnightly electrical safety inspection in place and documented by site supervisor</li> <li>• <b>Annual Electrical Safety Inspection by Area Manager</b></li> <li>• Double insulated equipment</li> <li>• Visual inspection is in place Before operation</li> <li>• Supervision 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 scrubber</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	3	12	3	Staff training/Toolbox programme / supervision / site induction
Battery charging (Battery operated buffing machine)	Dangerous Atmospheres	Burns, fire, shocks, explosion	3	3	9	3	<ul style="list-style-type: none"> <li>• Operatives training and instructed on the use of electric equipment</li> <li>• Awareness training on the danger of explosive fumes and dangerous atmospheres</li> <li>• Toolbox programme in place</li> <li>• Supervision and reporting of incidents</li> <li>• Charging batteries in well-ventilated areas free from combustible materials near charging unit</li> </ul>
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>• Induction and training in place</li> <li>• Manual handling tool box</li> <li>• Staff trained on the Reporting of dangerous occurrences and accidents</li> </ul>

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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: 9			Very Low	Low	Medium	High	COMMENTS
					✓		
OVERALL RISK RATING AFTER CONTROL: 2.83			Very Low	Low	Medium	High	
			✓				
<b>LIKELIHOOD</b> 1. IMPROBABLE OCCURRENCE 2. REMOTED OCCURRENCE 3. REASONABLY PROBABLE OCCURRENCE 4. VERY LIKELY OCCURRENCE 5. ALMOST CERTAIN OCCURRENCE		<b>SEVERITY</b> 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 illnes resulting in temporary disibility (eg. fractures) and absence over 3 weeks 4. <b>SERIOUS:</b> Severe injury or permanent disibility (e.g loss of limb, sight) property and equipment damage 5. <b>MAJOR:</b> Immediat danger exist, capable of causing death, loss or damage on a wide scale and serious business disruption (e.g. Explosion, fire, structural damage, etc.)				<b>INTERPRETATION</b> 4 and below very Low risk = No further action, but ensure controls are maintained an review 5 to 8 Low risk = Risk Can be tolerated or for only short term. Plan introduction of meassures with a define time period 9 to 15 Medium Risk = Planned and introduce further control meassures to mitigate the risk within a time scale 16 and Above = Stop activity and immediate action	