

Control Measures



Assessment
Supplied



Wear
Face Mask



First Aid Kits
On Company
Vehicles



Wear
Overalls



Equipment
PAT tested



Use RCD



Wear
Goggles



Equipment
Checked
Before Use



Wear
Gloves



Electricity
Turned Off



Use Warning
Signs



Wear
Protective
Footwear



Correct
Manual
Handling

TASK: Cleaning Of Extraction Ducting & Extraction Fans In Plant Rooms.

Method Statement:

General: Fan unit must be switched off and isolated before work commences.

General Note: Operatives should be reminded of the Risks & Hazards associated with working at height and in plant rooms, e.g. Plant rooms can have narrow or confined spaces and that height can be very limited, with ducting and other plant & equipment protruding. Ducting can be fragile, have sharp edges bolts or screws that can protrude and be noisy.

- 1 Operatives to check all PPE, cleaning equipment and chemicals required for the task. Refer to COSHH assessments supplied for chemicals being used.
- 2 The team leader is to check that fan is switched off and isolated before any work commences.
- 3 On entry team leader is to determine that the area is safe to work in and they will instruct the operatives of where access panels are to be interested if necessary.
- 4 Operatives are to erect step/cobi ladders in a correct and safe manner, if working between 2-6 metres height ladders must be footed or an approved ladder stopper or stabiliser to be used.
- 5 Operatives to ensure combi ladders to be erected at the correct angle of 1:4 (75°) and are placed on a suitable base and are kept away from overhead cables and similar hazards.
Only one person at a time to climb or work from a ladder
- 6 Operatives to ensure that the fan is unplugged before taking out the fan from the fan casing and to ensure proper lifting procedure while take out the fan and motor.
- 7 On completion make sure all access panels are placed securely and the fan unit is fastened back properly and that the fan turns freely.
- 8 Operatives to plug back in the fan unit.
- 9 The team leader is to check access panels and fan are correctly positioned then to turn on the isolator switch and to turn the fan on to make sure that everything is running fine.
- 10 Upon completion Operatives to return all equipment used back to company vehicle.

DUCT CLEANING SERVICE LTD. TASK SPECIFIC RISK ASSESSMENT

Assessment of Uncontrolled Risk

Uncontrolled risks are considered:

→ HIGH
MEDIUM
LOW

Residual Risks after controls in place.

Controlled risks are considered:

HIGH
MEDIUM
→ LOW

TASK: Ducting / Filters cleaned using steam cleaner.

- 1 Operatives to check all PPE, Cleaning equipment required for the task
- 2 Carry out a pre-work safety check of the machine i.e... cut or broken lead, damaged plug and hosing.
- 3 Operatives are to assemble machine as per manufacturer's safe operating instructions.
- 4 Operatives to insert a circuit breaker (RCD) into the power socket and plug the machine into rcd.
- 5 Operatives to use the steam cleaner to remove debris from the ducting or filters.
- 6 Operatives to remove debris from the ducting / filters and surrounding area as they occur using a clean cloth and hoover.
- 7 On completion of cleaning, Operatives to switch of machine and remove plug and RCD from power socket and dismantle machine Hosing.
- 8 On completion of cleaning, Operatives to dispose of all waste and materials on site and remove all cleaning equipment to company vehicle

DUCT CLEANING SERVICE LTD. TASK SPECIFIC RISK

Assessment of Uncontrolled Risk Residual Risks after controls in place.

Uncontrolled risks are considered:

HIGH
MEDIUM
LOW



Controlled risks are considered:

HIGH
MEDIUM
LOW



Slips



Hot
Scalding
Water



Hot
Surfaces



Electricity



Beware trailing leads



Chemicals



Fragile Surfaces



Assessment
Supplied



Wear
Face Mask



First Aid Kits
On Company



Wear
Overalls



Equipment
PAT tested



Use RCD



Wear
Goggles



Equipment
Checked
Before Use



Wear
Gloves



Electricity
Turned Off



Use Warning
Signs



Wear
Protective
Footwear



Correct
Manual
Handling

Work Method statement for cleaning of the ducting:

Work Method.
1 Enter site.
2 Operatives to wear all PPE.
3 Check and turn of power supply and gas supply to kitchen.
4 Isolate power to extraction fan and electro static filters.
5 Operatives to remove access panels in ducting and carry out inspection.
6 On inspection the site leader is to carry out a pre cleaning report and do a WET FILM TEST (WFT) to determine what cleaning action is required and if any additional access panels are required.
7 Operatives are to cover the floor and any items with covering cloths.
8 Once the Operatives have determined what cleaning procedure is requires they shall start from the canopies and work there way to the extraction fan cutting access panels if required and to clean debris by the chosen method deemed relevant on inspection by the team leader as they move along.
9 When the Operatives have reached the electro static filters they must ensure that the filter box power is still isolated, Open the filter box and remove the filters, On inspection of the filters use the steam cleaner to remove the debris (Operatives to wear appropriate PPE). Clean filter box and replace filters after cleaning.
10 when the Operatives reach the extraction fan they should check and make sure the unit is still isolated. Remove the fan, Inspect and clean the impeller, Clean the fan housing and replace the fan unit on completion.
11 Operatives are to clean from extraction fan to the exhaust exit cutting access panels if required.
12 On completion of the cleaning the site leader will carry out an assessment and this should be supported by the WFT measurement to ensure that the cleaning is to TR/19 STANDARDS.
13 Once the check is done and the site leader confirms cleaning is to TR/19 then the Operatives to ensure all access panels are securely replaced.
14 Operatives to clean any debris and remove any cut panels and covering cloths and equipment used from site to company vehicle.
15 Operatives to turn isolated switches back on, Power supply to the kitchen and gas supply back on or if found to be off on initial inspection please leave as found.
16 Operatives to turn extraction on and check access panels for any leaking air.
17 Once completion turn extraction off, Lock plant room door.
18 Leave site.

DUCT CLEANING SERVICE LTD. TASK SPECIFIC RISK ASSESSMENT

Assessment of Uncontrolled Risk

Residual Risks after controls in place.

Uncontrolled risks are considered:

Controlled risks are considered:

HIGH

HIGH

MEDIUM

MEDIUM

LOW

LOW

Possible Hazards



Chemicals



Electricity



Hot Surfaces



Hot Scalding Water



Slips



Fragile Surfaces



Beware trailing leads

Control Measures



Assessment Supplied



Wear Face Mask



First Aid Kits On Company Vehicles



Wear Overalls



Ladders



Gas Turned Off



Wear Goggles



Step Ladders



Electric / Gas Controls Isolated



Wear Gloves



Electricity Turned Off



Use Warning Signs



Wear Protective Footwear



General Ventilation



Wear Bump caps



Correct Manual Handling



Other Access Method



Fan Unit Turned Off

Staff Information Sheet

The following Method statement has been developed to provide a safe system of work and must be adhered to at all times, any significant deviation from this system must first be authorised by your manager or safety representative. **Please read the entire sheet before beginning, if you have any questions please contact your manager or safety representative.**

The main hazards to your safety and health are:

- a) Falling from height
- b) Injury from slips, trips falls
- c) Noise from drilling, Cutting
- d) Injury from manual handling
- e) Injury from contacts with electricity
- f) Injury from contact with power tool
- g) Lone working

Preventative measures you must take:

- a) you must be "competent" to carry out the task
- b) You must at all times wear PPE as issued with and to undertake the task at hand
- c) All equipment for working at height must be assembled and checked by a competent person prior to use
- d) Ladders will only be used for working from when the task is light and short duration
- e) You must isolate any gas / electrical supply to the equipment you are working on
- f) Visitors and other members of staff are prohibited from entry unless accompanied by competent person, all visitors to be issued with personal protective equipment and accompanied whilst on site
- g) You must be trained and competent to use power tools
- h) You must follow the direction given by the project manager, foreman or his agents
- i) Young workers will be supervised at all times and not allowed to carry out work which they have not received adequate training
- j) You must be aware of all first aid points and muster points for evacuation

Personal Protective Equipment you must wear:

- a) Overalls
- b) Safety boots
- c) Gloves
- d) Safety glasses
- e) Ear defenders

Environmental Protection Measures you must take:

- a) You must dispose of waste and spoil to the designated area or skip / bin provided for waste

Quality Control

- a) Adhere strictly to the following procedure to ensure quality of service
- b) If in doubt contact your manager for clarification before proceeding

Work at Height Method:

- 1 Operatives to check all PPE required for this task is in good working order.
- 2 Team leader to visually inspect step/combi ladders for defects.

Under no circumstances must a damaged or faulty step/combi ladder be used.

- 3 Operatives to erect step/combi ladders in the correct and safe manner.
- 4 Operatives to ensure combo ladders to be erected at the correct angle of 1:4 (75°) and are placed on a suitable base and are kept away from overhead cables and similar hazards.
- 5 Operatives to ensure the face the step/combi ladder at all times whilst climbing and descending and keep their body centred between the rungs.
- 6 Upon completion of operations to remove step/combi ladders to company vehicle.
- 7 Operatives are not to leave the site until authorised by supervisor.

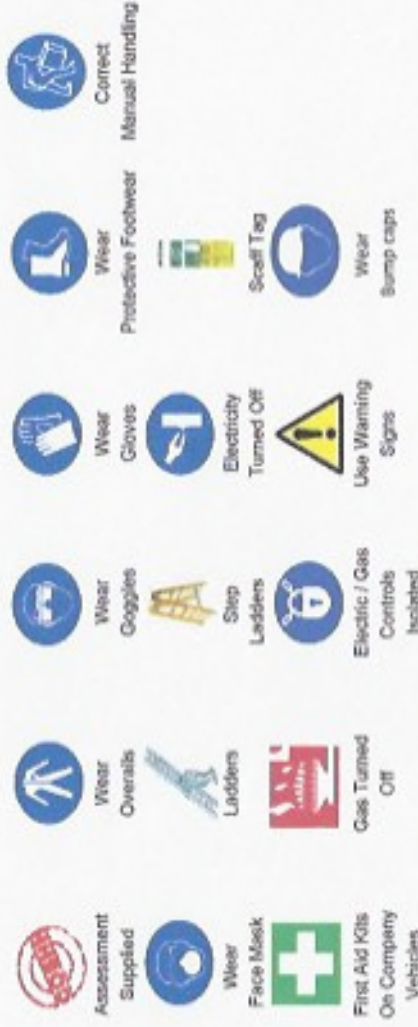
DUCT CLEANING SERVICE LTD. TASK SPECIFIC RISK ASSESSMENT

Assessment of Uncontrolled Risk	Residual Risks after controls in place.
Uncontrolled risks are considered:	Controlled risks are considered:
HIGH MEDIUM LOW	HIGH MEDIUM LOW

Possible Hazards



Control Measures



TASK: Installation of access doors into ducting.

Method Statement:

- 1 Operatives to check all PPE
- 2 Operatives to carry out survey of ducting to determine best area for panels to be fitted.
- 3 Operatives to erect necessary access equipment (ladders/step ladders).
- 4 Operatives to mark the cutting edge of access door using the template supplied.
- 5 Operatives to drill hole on cutting line.
- 6 Operatives to insert cutting equipment and cut the marked area.
- 7 Operatives are required to use a file to remove sharp edges from the cut panel edges.
- 8 On completion of installation, Operatives to dispose of cut panel and remove from site.

DUCT CLEANING SERVICE LTD. TASK SPECIFIC RISK ASSESSMENT

Assessment of Uncontrolled Risk

Residual Risks after controls in place.

Uncontrolled risks are considered:

Controlled risks are considered:

HIGH
MEDIUM
LOW

HIGH
MEDIUM
LOW

Possible Hazards



Chemicals



Electricity



Hot Surfaces



Ladders
Step &
Combi



Slips



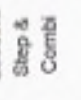
Falls from
height



Fragile Surfaces



Beware overhead obstructions



Beware falling objects

Control Measure



Assessment
Supplied



Wear
Overalls



Wear
Goggles



Wear
Gloves



Wear
Protective Footwear



Correct
Manual Handling



Wear
Face Mask



Ladders



Step
Ladders



Electricity
Turned Off



Scaff Tag



Wear
Bump caps



First Aid Kits
On Company
Vehicles



Gas Turned
Off



Electric / Gas
Controls
Isolated



Use Warning
Signs



Beware falling objects

TASK: Ducting cleaning using electric rotary brush.

Method Statement:

- 1 Operatives to check all PPE, Cleaning equipment required for the task.
- 2 Carry out a pre-work safety check if the machine i.e....cut or broken lead, damaged plug and damaged or broken brushes.
- 3 Operatives to assemble machine as per manufacturer's safe operating instructions.
- 4 Operatives to insert a circuit breaker (RCD) into power socket and plug machine into rod.
- 5 Operatives to insert brush into ducting using a 5 meter rod, Using a systemic forwards and backwards pattern.Ensure when cleaning that the machine cable/lead is behind the line of work and that a second person is always manning the machine in case of emergency.
- 6 Operatives to remove debris from vent and surrounding area as they occur using a clean cloth and Hoover.
- 7 On completion of cleaning, Operatives to switch of machine and remove plug and RCD from power socket and dismantle machine rods/brushes.
- 8 On completion of cleaning, Operatives to dispose of all waste and materials on site and remove all cleaning equipment to company vehicle.

DUCT CLEANING SERVICE LTD. TASK SPECIFIC RISK ASSESSMENT

Assessment of Uncontrolled Risk

Uncontrolled risks are considered:

→
HIGH
MEDIUM
LOW

Residual Risks after controls in place.

Controlled risks are considered:

HIGH
MEDIUM
→ LOW

Possible Hazards



Chemicals



Fragile Surfaces



Electricity



Beware trailing leads



Hot
Surfaces



Hot
Scalding
Water



Slips