

	METHOD STATEMENT			Page 1 of 13
	(Clean the Kitchen Extract System, Including Canopy, Ductwork, Fans and Filters)			
	Department:	Date:	Document Ref.:	Revision: 02

Project/Contract:	
Principal Contractor:	
Site Address:	
Project Start Date:	
Expected Duration:	
Completion Date:	

	Name	Job Title	Signature	Date
Prepared by:				
Authorised by				
Client Approval:				

Emergency Contact Details				
Person Name:				
Contact No:				

	METHOD STATEMENT			Page 2 of 13
	(Clean the Kitchen Extract System, Including Canopy, Ductwork, Fans and Filters)			
	Department:	Date:	Document Ref.:	Revision: 02

Table of Contents

Scope:	4
Location of Works	4
Labour requirements	4
Permits to Work & Induction	4
Security:	4
Method of Work	4
General Site Procedure	4
Cleaning and Replacement of Filter and Access Panels – Air Handling Unit (AHU).....	5
Cleaning of Extract ductwork and Extract fans on Rooftop plant and Plant rooms	5
Plant Room Cleaning.....	5
Roof Operations	5
Ventilation Kitchen Extract Canopy Cleaning	6
Ventilation Kitchen Extract Canopy Grease Filter Cleaning.....	7
Ventilation Kitchen Grease Extract Duct Cleaning.....	7
General Note: Grease Extract canopy and grease filters (if cleaned on-site) are governed by separate Method Statements.	7
Cleaning of High-Level Ductwork – Ladder Access	8
Operatives to use cloths or green scouring pads (as required).	9
Ductwork Cleaning – Installation of Access Panels.....	9
Sheeting up Areas	9
Work Place access and Isolation of Services	10
Personnel	10
Controls Initiatives:	10
Communication and Training of Health and Safety:	10
Checks and Inspections:	10
Rules:	10
Smoking:	10
Unloading Details:	11
Access:	11

	METHOD STATEMENT			Page 3 of 13
	(Clean the Kitchen Extract System, Including Canopy, Ductwork, Fans and Filters)			
	Department:	Date:	Document Ref.:	Revision: 02

Tools:	11
Welfare facilities:	11
Emergency Arrangements:	11
Housekeeping:	11
Job Safety Analysis (JSA):	12
The Sequence of Work:	12
Dependent on the Work:	12
On Completion of Work:	12
When working at Height (General):	12
When Working Alone:	12
Accidents, Incidents and Near Misses:	13
Additional Health and Safety Controls	13
Personal Protective Equipment	13
Waste Management	13

	METHOD STATEMENT			Page 4 of 13
	(Clean the Kitchen Extract System, Including Canopy, Ductwork, Fans and Filters)			
	Department:	Date:	Document Ref.:	Revision: 02

Scope:

To clean the Kitchen Extract System, Including Canopy, Ductwork, Fans and Filters.

Location of Works

The kitchen at [write down the location for your exact location where the task is to be conducted]

Labour requirements

- All Works/employees will take place during Daytime working hours unless otherwise agreed.
- Labour – Site supervisor for these works is Mr XYZ (Mob: 123456789)

Permits to Work & Induction

Method Statement details

- Contact with the Client's site project manager/engineer for any worksite induction or Permits to Work (PTW) requirements before proceeding any work on site.
- Contact with the site project manager/engineer that asbestos is not present at the work area. Asbestos-containing materials (ACM's) are not to be disturbed by [Organization/Company] This work required to be conducted by a specialist contractor or Government entities.
- Permits to work will be issued by the site maintenance team or main contractor.

Security:

- Before commencing to site, make sure that the Client's site project manager/engineer has authorised access to the workplace and the work area.

Method of Work

General Site Procedure

- The Supervisor and all Operatives are to arrive on-site at the specified time and make their way to the reception.
- All Project/ worksite workforce/employees are to sign in and await the arrival of the site contact. The company vehicle should be parked where told to do so by the site contact. All workforce/employees must be present for the site induction/orientation.
- The worksite induction/orientation should make the personnel aware of local fire safety rules and other hazards.
- Local/country rules must be adhered to at all times
- Operatives are to check all PPE, Cleaning equipment and chemicals required for the task. Refer to Control of Substances Hazardous to Health (COSHH) assessments supplied for chemicals being used. Operatives to set out all 'Caution' and 'Warning' signage required and cordon off the cleaning area (where possible) before work commences.
- On completion of any cleaning, operatives to dispose of all debris and materials on-site and remove all cleaning equipment and signage to a company vehicle.
- Operatives are not to leave the site until authorised by the Site Supervisor.

	METHOD STATEMENT			Page 5 of 13
	(Clean the Kitchen Extract System, Including Canopy, Ductwork, Fans and Filters)			
	Department:	Date:	Document Ref.:	Revision: 02

- The Site supervisor to have worksheet signed off by site contact before leaving the site

Cleaning and Replacement of Filter and Access Panels – Air Handling Unit (AHU)

- Operatives to erect access equipment e.g., stepladders or ladders correctly and safely. Ladders to be erected at the correct angle of 1:4 (75 Degree). If working between 2-6 meters in height ladders must be footed or an approved ladder stopper or stabilizer used.
- Operatives to make sure that air handling units are switched off and the controls are isolated.
- Operatives to make sure to clean the open filter housing unit and remove the filters from the unit one at a time.
- If applicable, Operatives to clean filter housing unit using cleaning chemical applied either on a clean cloth or green scouring pad.
- If applicable, Operatives to rinse the area with clean warm water using a clean cloth and then buff dry.
- If applicable, Operatives to insert new filters into the unit one at a time and ensure a correct and secure fit.
- Operatives to close filter housing unit. Operatives to remove access equipment from the area. Operatives to switch the power back on at isolation point.

Cleaning of Extract ductwork and Extract fans on Rooftop plant and Plant rooms

General Note: Operatives should be reminded of the risks and hazards associated with working at height and in plant rooms, e.g., no work should be undertaken on rooftop equipment unless appropriate edge or fall protection devices (Body Harnesses/Safety nets) have been installed. Plant/machinery rooms have confined spaces and that head height can be very limited, with ducting and other plant and equipment protruding. Ducting can be fragile, have sharp edges or screws or bolts that can protrude.

Plant Room Cleaning

- The Team Leader (Supervisor/Forman) has to ensure that a **‘Permit to work’** is issued, that it is read, understood and signed by those undertaking the task. A drawing or blueprint of the rooftop ducting and plant room must be attached to the ‘permit’. Also. If needed, make sure that all keys to roof access doors and plant room are signed for.
- The Team Leader is to check that all equipment sited below roof level and in the plant, the room is switched off and all controls isolated.
- Operatives to proceed to the roof area via the designated safe route, open roof access door and proceed to the rooftop plant room.
- Operatives are to check the blueprint/drawing matches the plant room and ducting.
- Operatives to then initiate cleaning operations inside the plant/machinery room.

Roof Operations

- Team Lead to climb up on to the roof systems using a ladder or step ladder to gain access and carry out a survey to determine if access panels need to be cut and inserted.
Note: team leader to determine the safe climbing route also if the rooftop is fitted with edge or fall protection devices.
- Once the Team Leader has determined that the area is safe to work on, they will instruct the operatives of where access panels are to be inserted.

	METHOD STATEMENT			Page 6 of 13
	(Clean the Kitchen Extract System, Including Canopy, Ductwork, Fans and Filters)			
	Department:	Date:	Document Ref.:	Revision: 02

- The Operatives will then climb onto the structure and if required will attach their inertia safety line to the nearest safety eyebolt or latch way system.
- The Operatives will cut panels as required and insert the new access panels while cleaning areas as necessary.
- On completion of all operations, the operatives will pack all waste materials into strong plastic bags for disposal on site.
- The Operatives will then descend from the plant room roof ensuring that all equipment and waste is accounted for. The Operatives working inside the plant room will also ensure that their equipment and waste is accounted for.
- The Team Leader will then shut and lock the plant room access door, before leading all Operatives back to the roof access door. Once through the roof access door, the Team Leader will then shut and lock the door and descend to ground level via the safe designated route.
- The Team Leader will then sign off the 'Permit to Work' and sign back in any keys to roof access doors.

Ventilation Kitchen Extract Canopy Cleaning

General Note: Grease filters if cleaned on-site are governed by a separate Method Statement See Ref:

- Operatives are to survey area to check that the correct access equipment has been supplied for the task and that the canopy can be reached without needing to overstretch.
- Operatives are reminded that canopies can be fragile or may have loose screws or bolts, seams can be broken and surface dented or misshaped.
- Operatives to erect access equipment e.g. stepladder/ladder correctly and safely. Ladders to be erected at the correct angle of 1:4 (75 degrees). If working between 2-6 meters height ladders must be footed or an approval ladder stopper or stabilizer used.
- Operatives to take care if leaning a ladder on to canopy cover, if possible. Position ladder on to nearest solid surface instead, e.g., a wall
- Operatives are not to stand on any kitchen work surfaces, drainers, stoves or ovens. Operatives are to place suitable boards over the equipment if required.
- Operatives are to wear tool belt with all tools attached, this will leave both hands free for climbing and descending a ladder or step ladder. Operatives are reminded not to climb above four rungs from the tops of ladders or step ladders.
- Operatives carry out an electrical safety check of cabling and plugs required for electrical tools. Ensuring that the cable/lead is sound and not severely kinked and that the plug is not damaged and that the machine has a current PAT testing certificate.
- Operatives are to make sure that the canopy has cooled for a suitable amount of time after last use before cleaning. Two hours is recommended.
- Operatives are to carefully remove the filters one by one from the canopy, taking care not to damage the filters (Vokes filters can be easily damaged)
- Operatives to fill a Spray bottle with Catering degreaser as per the COSHH data sheet, being careful to check for any leaks of the bottle.
- Operatives to apply a suitable amount of catering degreaser to supplied rags. Using the rags, the Operatives are to wipe away any grease on any internal/external canopy surface (as required).

	METHOD STATEMENT			Page 7 of 13
	(Clean the Kitchen Extract System, Including Canopy, Ductwork, Fans and Filters)			
	Department:	Date:	Document Ref.:	Revision: 02

- For stubborn grease, operatives may also use green scouring pads (if the canopy surface metal allows) in place of a rag.
- When the surface is free from grease the operative is to dry the area with a clean rag or paper towelling.
- External surfaces of the Canopy can be polished using stainless steel polish post clean.
- After cleaning operatives are to replace the filters carefully back into the canopy.

Ventilation Kitchen Extract Canopy Grease Filter Cleaning

- General Note: Grease filters once cleaned should be completely free of grease and carbon deposits. In practice, this may not be achievable resulting in only the surfaces being cleaned.
- Operatives to check hoses and connections for High-Pressure washing equipment (if used). Operatives are to carry out an electrical safety check of cabling and plugs required for electrical tools. Ensuring that the cable/lead is sound and not severely kinked and that the plug is not damaged and that the machine has a current PAT testing certificate.
- Operatives to check that the cleaning tank is in fit condition, no holes or damage to the main body of the tank.
- Operatives to dispense cleaning chemicals into the tank as per the COSHH data sheet instructions. Fill the tank with water to the recommended level and switch on the heater.
- Operatives are to carefully remove the filters one by one from the canopy (providing the canopy has been left to cool from last use for sufficient time). The filters are to be placed into the tank, taking care not to over stack the filters. Note: filters can be easily damaged (especially Vokes filters)
- Operatives are to let the filters soak in the tank for a minimum of 10 minutes.
- After 10 minutes, operatives to remove filters one at a time from solution. Whilst also holding the filters over the tank, clean the edges of the filters using a green scouring pad.
- Operatives to place filters into the spray tank and repeat the process until the spray tank is full.
- Operatives to spray the filters methodically using the high-pressure jet sprayer (as instructed by supervisor) ensuring that all parts of the facing part of the filter have been sprayed.
- Operatives to repeat this process on each side of the filter.
- On completion, operatives to place filters into a drainage area and allow excess water to drain out.
- While filters are draining, operatives to dismantle the sprayer and all other equipment ensuring that the cleaning and spray tanks are emptied and the waste solution is disposed of safely on site.
- Once the filters are dry operatives are to carry out a visual and manual quality inspection to ensure that all grease and debris has been removed from the filters.
- Operatives are to replace the cleaned filters carefully back into the canopy.

Ventilation Kitchen Grease Extract Duct Cleaning

General Note: Grease Extract canopy and grease filters (if cleaned on-site) are governed by separate Method Statements.

- Operatives are to check all PPE, Cleaning equipment and chemicals required for the task. Refer to COSHH assessments supplied for chemicals being used. Operatives to set out all 'Caution' and

	METHOD STATEMENT			Page 8 of 13
	(Clean the Kitchen Extract System, Including Canopy, Ductwork, Fans and Filters)			
	Department:	Date:	Document Ref.:	Revision: 02

'Warning' signage required and cordon off the cleaning area (where possible) before work commences.

- Operatives are to survey area to check that the correct access equipment has been supplied for the task and that the ductwork can be reached without needing to overstretch.
- Operatives are not to stand on any kitchen work surfaces, drainers, stoves or ovens. Operatives are to place suitable boards over the equipment if required (e.g., Youngman boards)
- Operatives carry out an electrical safety check of cabling and plugs required for electrical tools. Ensuring that the cable/lead is sound and not severely kinked and that the plug is not damaged and that the machines have a current Portable Appliance Test (PAT) testing certificate.
- Operatives are to make sure that the duct has cooled for a suitable amount of time after last use before cleaning. Two hours is recommended.
- Operatives are to check that correct/suitable access into the duct is available. If there is no access, operatives are to install access as per the method statement for installing access doors into the ductwork. Note: Some kitchen extract ductwork will require specialist doors with a particular fire rating. This should always be checked before installation of any door.
- Once access is available, operatives to fill a Spray bottle with Catering degreaser as per the COSHH data sheet, being careful to check for any leaks of the bottle.
- Operatives to apply a suitable amount of catering degreaser to supplied rags. Using the rags, the Operatives are to wipe away any grease on any internal ductwork surface (as required).
- For stubborn grease, operatives may also use green scouring pads (if the internal duct surface metal allows) in place of a rag.
- If required operatives can spray the internal surface of the duct with catering degreaser and allow to soak for a few minutes to make removing debris easier.
- When the surface is free from grease the operative is to dry the area with a clean rag or paper towelling.
- Operatives are to ensure that all ductwork is free from debris and cleaning equipment and the replace the access door cover making sure that the door is sealed as per manufacturer's instructions.

Cleaning of High-Level Ductwork – Ladder Access

- Operatives to erect access equipment e.g., stepladders or ladders correctly and safely. Ladders to be erected at the correct angle of 1:4 (75 Degree). If working between 2-6 meters in height ladders must be footed or an approved ladder stopper or stabilizer used. If working between 6-9 meters in height ladders must be fitted with approved top and bottom stabilizers unless there is a ladder tie system in place in which case the ladders must be tied off.
- Operatives will wear a tool belt and ensure that all hand tools are secured to the belt via a lanyard.
- Operatives will climb ladders using both hands at all times. Do not climb above 4 rungs from the top.
- Operatives to commence cleaning, keeping one hand on the ladder at all times. Operatives are warned not to overreach or stretch when working on ladders
- Operatives will clean all necessary surfaces ensuring that where necessary care is taken not to cause damage to any fragile surfaces.

	METHOD STATEMENT			Page 9 of 13
	(Clean the Kitchen Extract System, Including Canopy, Ductwork, Fans and Filters)			
	Department:	Date:	Document Ref.:	Revision: 02

Operatives to use cloths or green scouring pads (as required).

- On completion of cleaning operatives to descend the ladder using both hands, operatives must not slide down ladders at any time.
- Operatives will check the floor area for any sign of drips or spillage and clean up any that are found.

Ductwork Cleaning – Installation of Access Panels

- Operatives to erect access equipment e.g. stepladders or ladders correctly and safely. Ladders to be erected at the correct angle of 1:4 (75 Degree). If working between 2-6 meters in height ladders must be footed or an approved ladder stopper or stabilizer used.
- Operatives are to check the condition of all power tools and whether they have an in-date Portable Appliance Test (PAT) certificate. Any tool that has a defect will not be used.
- The door's retaining frame is used as a template and marked on the side of the ductwork. If there is insulation around the outside of the ductwork, this should be cut away leaving a 3 cm edge around where the door will be positioned before marking the door frame on the duct.
- Using a cone drill the operatives are to drill holes in the corners of the door template.
- For rectangular ductwork, the operative will use a Draco metal shear to trace along the edge of the template. Operatives are reminded that the edges of ductwork can be sharp and can sometimes be hot after cutting.
- For spiral / curved duct the operative performs the same procedure but using a Jigsaw.
- The tangs of the door frame are inserted into the cut hole and the tangs are then bent over to fit the frame into place. Mole grips are then used to crimp the tangs and secure the door frame into place. Note: make sure that the neoprene seal is compressed to form an airtight seal.
- Any cut away insulation should be taped up to prevent migration of fibres. Other types of ductwork insulation may require various types of insulation cover. These are to be discussed and organised by the customer.

Sheeting up Areas

General Note: All working areas and their surrounding areas have a chance of becoming contaminated with the dirt of dust and will require protection. This is achieved by sheeting over the area.

- The Team Leader is to discuss the area to be sheeted up with the site contact. All valuables and personal items are to be removed by the site contact.
- Operatives are to make sure that polythene sheeting is clean before use to prevent dirt from being transferred to a clean area.
- Operatives are to be careful when sheeting up to make sure that the polythene sheet does not catch on any equipment. Caught sheeting has the potential to pull items off of tables.
- When covering electrical equipment that cannot be switched off, operatives are to make small air holes to allow cooling.
- After cleaning works have finished, or at the end of each shift, the sheeting will be removed by the Operatives. All furnishings (chairs and desks etc....) should be returned to their original positions.

	METHOD STATEMENT			Page 10 of 13
	(Clean the Kitchen Extract System, Including Canopy, Ductwork, Fans and Filters)			
	Department:	Date:	Document Ref.:	Revision: 02

Work Place access and Isolation of Services

- Access to the site is as per the method of work
- Access to a high level is via
- Access to Confined Space areas will be in conjunction with All-clean Environmental Services safety procedures.

Personnel

Operations manager /operative/engineers to be arranged

Controls Initiatives:

Appropriate Controls measures have been identified from the risk assessments and are highlighted in Method Statement and Risk Assessment MSRA include the following key points:

- Proper Health and Safety Communication and Training
- HSE Inspections
- HSE Observations
- Method of working

Communication and Training of Health and Safety:

- All risk assessments, method statement and Safe Systems of Work (SSOW) will be communicated to the [Organization/Company] team/ operative prior work initiate.
- A copy of this documented procedure and other recommended and suggested and applicable safety arrangements will be communicated and passed onto the client/ sub-contractors or other stakeholders before work started.
- All relevant toolbox talks will be communicated to the team/ operative before work commencing ensuring that the team/ operative have had instruction and awareness information provided.
- Further information on the communication and training of Health and Safety can be found in the Health and Safety Arrangements.

Checks and Inspections:

- All work equipment, devices or machinery will be checked before use for safe operation and to ensure that it is “fit for purpose” and proper required third-party certification has been done.
- Risk Assessments (RA) and Safe Systems of Work (SSOW) will be checked before work started.

Rules:

- Organization’s Contractor, team or operative will carry out their work within the Client’s Health and Safety rules and arrangements.
- Before commencing work these Health and Safety rules will be communicated to the team/ operative.

Smoking:

- [Organization/Company] will strictly comply with a no smoking policy on any Client’s premises/workplace.

	METHOD STATEMENT			Page 11 of 13
	(Clean the Kitchen Extract System, Including Canopy, Ductwork, Fans and Filters)			
	Department:	Date:	Document Ref.:	Revision: 02

Unloading Details:

- Delivery to the site to be arranged with Client's to ensure minimal disruption.
- Ensure adequate access and the best route to the workplace.
- Unload the vehicle of equipment by hand if no mechanical aids are available.
- Manual handling could be done by teamwork.
- Avoid a route that may bring you into contact with Client's staff or customers if possible, ensure that gangways are clear, before bringing materials through, to the work area.

Access:

- All designated gangways and passageways should be free from obstructions.
- Ensure all waste from gutters is collected and disposed of from the work area.
- Ensure all fire exits and firefighting equipment clear of any obstructions.

Tools:

- All sort of Ladders to be used will be inspected before going on the workplace/site.
- All tools and equipment are to be inspected before use.
- All other tools and equipment will be hired by our preferred hire company.
- All tools and equipment hired from the "outsource suppliers" will be inspected properly on delivery to make sure they are fit for purpose and have had the essential safety inspections/ checks.

Welfare facilities:

- Before work commencing [Organization/Company] will liaise with Client's local management for use of toilets and wash facilities.
- Eatables/meals will be provided by the team/ operatives themselves.

Emergency Arrangements:

- The exact location of First Aid (FA) arrangements will be required to be provided by the Client before work started.
- Fire arrangements will need to be provided by Clients before work commencing including the location of assembly points, location of fire exits and fire equipment; procedures to follow.
- More details on [Organization/Company] Emergency Arrangements can be provided in the attached risk assessments and safety arrangements.

Housekeeping:

- All work areas will be kept clean and tidy where possible; [Organization/Company] operate a "clean as you go policy".
- All tools, equipment and waste will be removed from the site after the job has been completed.

	METHOD STATEMENT			Page 12 of 13
	(Clean the Kitchen Extract System, Including Canopy, Ductwork, Fans and Filters)			
	Department:	Date:	Document Ref.:	Revision: 02

- Any (non-hazardous) waste will be disposed of using the Client's facilities or where necessary by the team/operative.

Job Safety Analysis (JSA):

- A Job Safety Analysis will be required to be carried out.
- The following sequence of work has been established as guidance from Organization/Company's safety arrangements, Risk Assessments and Job Safety Analysis (JSA).

The Sequence of Work:

- Before work commencing all Personal Protective Equipment will be put on.
- Location of work/activities/tasks to be planned well and cleared of obstructions appropriately. Check for any asbestos.
- A safe working area will be created.
- Our van/ vehicle is to be directed to the point of unloading ensuring minimal disruption and to minimize lifting/ handling activities.
- Organization/company's team and or operative will unload materials if essential, getting help (teamwork strategy) to reduce handling hazards.
- All equipment, devices and materials to be kept where they are to be used.
- Local floor obstructions to be removed.

Dependent on the Work:

- Review each risk assessment for the control measures.

On Completion of Work:

- All equipment and waste to be removed from the work area.
- Work area to be handed over to the Client's site management (Project manager/engineer) after work is accomplished.

When working at Height (General):

- Onsite risk assessment to be conducted appropriately.
- Construct a safe working area.
- Check steps/ ladders before use.
- Use equipment correctly, no overreaching, no standing on the top rung, no sideways force.
- Use of crawling boards on the facility's building roof to get access to the higher-level guttering on the main buildings.

When Working Alone:

- Communicate intentions with others within the organization/institutions.
- Mobile phones to be used to keep in contact (remember to keep the battery charged).

	METHOD STATEMENT			Page 13 of 13
	(Clean the Kitchen Extract System, Including Canopy, Ductwork, Fans and Filters)			
	Department:	Date:	Document Ref.:	Revision: 02

- Confirm safety arrangements with the client before visiting the client's site.
- Inform co-workers & colleagues of any ill-health or illness that may affect work (e.g., COVID-19).
- Wear PPE were required (as per instructions)
- When manual handling
- Where practicable use mechanical aids such as a sack barrow, pump truck etc.
- Use good handling techniques.
- If in doubt get help.

Accidents, Incidents and Near Misses:

- In case of an accident/incident get help and contact a Client's First Aider personal.
- All accidents need to be reported to Clients and [Organization/Company].
- All property damage needs to be reported to Clients and [Organization/Company].
- All near misses and hazards (i.e., potential accidents) need to be reported to Client's and [Organization/Company].

Additional Health and Safety Controls

- As per risk assessment

Personal Protective Equipment

- All All-Clean Environmental Services Operatives are to wear a minimum of Standard issue uniform, Site safety boots with steel toe protectors, Hi-Viz waistcoats and gloves.

Waste Management

- Operatives are to ensure that all areas are clear from debris and rubbish.
- All areas allocated to the contractor are to be free of redundant materials.
- All rubbish is to be disposed of in the allocated location before leaving the site.
- Fire escape routes are to be free of rubbish at all times.