



AUTOWASH

Method Statement For Mini Valet for Mini Cooper, Registration Number: OY57 FAM at Finsbury Square, NCP Car Park, London, EC2A 1AD.

Reference	738/01/300409
Customer	AUTOWASH
Date Completed / Time	30 th April 2009, 08:30 AM till 09:15 AM
Method statement prepared by	Mr Ricky Plumb
Approved by	Mr Ricky Plumb
Signature of Approver	
Address for Works	Finsbury Square, NCP Car Park, London, EC2A 1AD
CDM Coordinator (if applicable)	Not Applicable
Total number of pages	3

1 Introduction

This document describes how Mr. Peter Murrell an Autowash Valetor carries out a mini valet to mini cooper registration number OY57 FAM. It gives details of how work will be carried out and what health and safety issues and controls are involved.

This method statement should be read in conjunction with the safety management system documentation for this project number 738/01/300409. I have taken into consideration the legal, general and specific duties under the "HEALTH AND SAFETY AT WORK ETC ACT 1974" (HSWA) and the regulations (statutory Instruments) which lay down the framework and objectives of the legislation and associated approved codes of practice. A risk assessment has been completed by Ricky Plumb from PIP Professional Training & Services.

I have taken into account the following regulations:

- Management of Health and Safety At Work Regulations 1999.
- The Control of Substances Hazardous to Health Regulations 2002
- Manual Handling Operations Regulations 1992

The objectives of implementing this plan are:

- **To secure the health, safety and welfare of all persons.**
- **To protect others against the risks arising from Autowash activities.**
- **To control the obtaining, keeping and use of highly flammable substances.**
- **To ensure that products used by Autowash are environmental friendly.**

Under the HSWA various groups such as employers, employees have both general and specific duties to ensure, so far as is “reasonable practicable”, that persons affected by their activities in the workplace are not thereby exposed to risks to their health or safety. All of AUTOWASH staff are fully aware of their legal obligations under the “HEALTH AND SAFETY AT WORK ETC ACT 1974” (HSWA) and are continually updated in relation to all aspects of Health and Safety.

2 Description of the work

Description of the purpose of work

Mini Valeting the Mini Cooper, registration number OY57 FAM with Waterless Wash & Wax product to clean outside of the vehicle. Vacuum inside of vehicle and other liquid detergents to clean inside of the vehicle at Finsbury Square, NCP Car Park, London

3 Details of type of work being carried out

Park the Autowash vehicle safely and display safety signage
Apply the Waterless Wash and Wax product to the exterior of the vehicle
Polish the Vehicle
Vaccum the Vehicle interior
Apply Autoglym cleaner as required to clean the interiors of the Vehicle
Apply the Wheel Brightener liquid to clean the metal rims
Clear the area

All works have been completed by Autowash within normal working hours as this Car Park is a fully operational Car Park. Full access to the Finsbury Square, NCP Car Park has been given to Autowash.

4 Location of work

Finsbury Square, NCP Car Park, London, EC2A 1AD

5 The following Personal Protective Equipment (PPE) is available on Autowash Vehicles and staffs are required to wear PPE as determined by the products or activity they are carrying out.

Head Protection	X	Respiratory	X
Hand Protection	X	Eye Protection	X

Company Policy: It is mandatory for all Autowash Staff to wear High-Viz clothing and protective footwear at all times.

6 Communications

Mr Ricky Plumb from PIP Professional Training and Services communicates all health and safety related issues including changes in current regulations on a monthly basis to Autowash staff. In the event of near misses or accidents, risk assessments are reviewed and changes in order to reduce the probability of a further occurrence, and are communicated to Autowash staff within 48 hours or sooner. Toolbox talks are used for group communication on a monthly basis or sooner if required.

If you have any concerns or questions about this document please contact Mr Ricky Plumb:

Tel: 0800 111 6303

Fax: 0208 599 6578

e mail ricky@piptfw.co.uk

Post:

PIP Professional Training and Services

288 Becontree Avenue

Dagenham

Essex

RM8 2TR