



Duplex.Cleaning.Machines



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Duplex Cleaning Machines (UK) Ltd.  
Unit 27 Joseph Wilson Ind. Est,  
Whitstable, Kent CT5 3PS.  
Tel: 01227 771276  
Fax: 01227 770220  
info@duplex-cleaning.com  
www.duplex-cleaning.com



## **METHOD STATEMENT AND RISK ASSESSMENT FOR THE REPAIR AND SERVICE OF DUPLEX EQUIPMENT**

Duplex Cleaning Machines are committed to achieving excellence in safety management

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**All work will be conducted in accordance with the relevant Health and Safety regulations**

Items marked with an asterisk (\*) need to be completed by site manager/supervisor

PROPOSED WORKS: **PMA SERVICING AND REPAIR**

\*WORK ORDER:

\*LOCATION:

\*DURATION:

\*DATE:

\*HSE NOTIFICATION REQUIRED: **Yes/No**

\*NUMBER OF OPERATIVES LIKELY TO BE INVOLVED:

\*MANAGER/RESPONSIBLE PERSON:

\*ON SITE SUPERVISOR:

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## BRIEF DESCRIPTION OF THE WORKS

Preventative maintenance and/or repair of Duplex Cleaning machines range of equipment

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## SEQUENCE OF OPERATIONS

1. Ensure no public access to work area
2. Place warning signs at the entrance and exit to area
3. Ensure work area is suitable/fit for purpose
4. Ensure access to safe and suitable power supply (240v 50Hz)
5. Only trained and competent Duplex engineers to repair and/or service Duplex equipment
6. Check mains cable for damage before testing
7. Get permission and O/N to replace mains cable if damaged, if cable cannot be replaced for whatever reason no further work can be carried out and mains plug to be removed. Inform customer that the machine has failed PAT. Go to 11.
8. PAT test machine prior to commencing any work
9. Carry out specified work and complete Duplex Service Report Form
10. PAT test machine and use the machine to confirm correct operation



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11. Leave customer with copy of service report form
12. Remove equipment and leave area clean and safe

## Risk Assessment

### List of Assessments

1. Risk of steam escape during service and testing – minimal- if customer is concerned that this may set off fire detection equipment the area needs to be isolated from the system for the duration of the service or alternatively the heat and or smoke detectors covered – if isolated then a physical watch must be maintained in the isolated area.
2. Risk of rotating brushes – correct safety footwear to be worn
3. Engineers need to wear general protective clothing and gloves
4. Steam temperature (if working on a Duplex with steam), protective clothing, gloves and safety footwear
5. Mains cable damage – cable management training – KEEP CABLE AWAY FROM ROTATING BRUSHES
6. Mains cable damage - KEEP CABLE AWAY FROM MOVING PARTS
7. Electrical risk addressed by electrical systems having 30ma RCD protection built into site systems
8. Engineer to use portable RCD for connection to customers supply if required

### **PROTECTIVE EQUIPMENT REQUIRED BY OPERATOR ON SITE**

Standard protective clothing used during general cleaning tasks including gloves and safety footwear

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### **ADDITIONAL PERSONAL PROTECTIVE EQUIPMENT REQUIRED FOR SPECIFIC OPERATIONS**

As requested



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## **NOTICES /SIGNAGE (In accordance with the Code of Practice for Third Party Works)**

Operatives at work/Cleaning in progress

## **IMPLICATIONS TO THIRD PARTIES / GENERAL PUBLIC**

Restricted access to work area, using signed barricades if necessary

## **TRAFFIC MANAGEMENT - ROAD / PEDESTRIAN, ETC**

Restricted access to all areas being used for repair/service

**COSHH/DATA SHEETS** - Dependant on chemical used these are available from [www.duplex-cleaning.com](http://www.duplex-cleaning.com)

## **EMERGENCY SERVICES**

**\*Local contact numbers.....**

**If the situation is an emergency then DIAL 999 and request the required service**