

KSM CARPET CLEANING

RISK ASSESSMENT & METHOD STATEMENT (RAMS)

Commercial Carpet Cleaning & Carpet / Carpet-Tile Fitting Services

Document control	Details
Company	KSM Carpet Cleaning
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Document status	Template – to be reviewed and completed for each site/job
Prepared for	Commercial clients, offices, hotels and other business premises
RAMS review	Before commencement and whenever site conditions, equipment, products or work methods change

Important: This RAMS is a general company template. A site-specific assessment must be completed before work starts, including the client's site rules, emergency arrangements, access/egress, asbestos information where relevant, and the exact products/equipment being used.

1. Scope of Works

KSM Carpet Cleaning provides commercial carpet cleaning and associated carpet services. Works may include inspection and preparation, vacuuming, spot treatment, carpet extraction/low-moisture cleaning, carpet and carpet-tile removal where agreed, subfloor preparation, adhesive application, fitting of carpet/carpet tiles, trimming and finishing, furniture protection/moving where agreed, and removal of waste.

Typical work locations

Offices, hotels, retail/commercial premises, sports facilities, communal areas and other client premises, subject to site approval.

2. Responsibilities

Role	Responsibility
KSM management / supervisor	Ensure competent persons are assigned, RAMS is reviewed, equipment is suitable, required PPE is available, and site/client requirements are followed.
Operatives	Read and understand the RAMS, follow safe systems of work, use equipment as trained, wear required PPE, report hazards/defects/incidents, and stop work if conditions become unsafe.
Client / site representative	Provide site information, access, emergency arrangements and relevant hazards; identify restricted areas and confirm any site-specific requirements.

3. Competence & Training

Personnel undertaking the work must be suitably competent for their assigned tasks. Training/competence may include safe use of carpet-cleaning equipment, manual handling, chemical/COSHH awareness, electrical safety, PPE, carpet fitting techniques and relevant site induction. Where a task requires a specific qualification or certification, the person carrying out that task must hold the appropriate competence.

4. Personal Protective Equipment (PPE)

PPE will be selected according to the task, product information and site requirements. Potential PPE includes:

- Safety footwear with suitable slip resistance
- Protective gloves appropriate to the chemicals/task
- Eye protection where splash risk exists
- Workwear/hi-vis where required by the site
- Respiratory protection only where a suitable assessment identifies a need and the correct equipment is provided

5. General Safe Working Method

1. Attend site, sign in and complete the required client induction.
2. Confirm the work area, access/egress, emergency arrangements, fire exits, first-aid arrangements and any restricted areas.
3. Inspect the work area for hazards including loose cables, damaged flooring, wet areas, obstacles, fragile items and pedestrian traffic.
4. Protect furniture, walls, doors and other vulnerable surfaces where required.
5. Use suitable warning signage/barriers and keep unauthorised persons away from the immediate work area.
6. Set up equipment safely, keeping leads and hoses routed to minimise trip hazards.
7. Carry out the agreed cleaning or fitting work using the equipment and products in accordance with manufacturer instructions.
8. Maintain good housekeeping throughout the work and remove waste progressively.

9. On completion, inspect the area, remove equipment/signage when safe, confirm drying/curing requirements with the client, and leave the area clean and safe.

6. Risk Assessment

Risk ratings must be confirmed for the individual site. The table below identifies common hazards and controls. Additional site-specific hazards must be added before work begins.

Hazard / Activity	Persons at risk	Control measures	Initial risk*
Slips/trips – wet carpets, hoses, leads, tools	Employees, client, visitors	Use warning signs/barriers; control leads/hoses; keep walkways clear; clean spills immediately; restrict access until safe.	3 x 3 = 9
Manual handling – machines, rolls of carpet, tiles, furniture	Employees	Assess load/route; use team lift or mechanical aid where practical; avoid overloading; use safe lifting technique.	3 x 3 = 9
Cleaning chemicals / COSHH	Employees, client, visitors	Use approved products; follow label/SDS; correct dilution; suitable gloves/eye protection; secure storage; never mix incompatible chemicals.	3 x 3 = 9
Electrical equipment / leads	Employees, client, visitors	Pre-use visual checks; do not use damaged equipment; keep connections away from water; use suitable supplies/RCD protection where required; isolate before maintenance.	3 x 3 = 9
Carpet fitting – cutting/trimming tools	Employees	Use suitable cutting tools; cut away from body; store blades safely; keep tools controlled; dispose of blades in suitable sharps container.	3 x 3 = 9
Adhesives / tackifiers	Employees, visitors	Review product SDS; ventilation; gloves; keep ignition sources away where applicable; allow curing time; follow manufacturer instructions.	3 x 3 = 9
Dust/debris during removal/preparation	Employees, visitors	Control dust at source; suitable ventilation; vacuum/clean as appropriate; use respiratory protection only when assessment requires it.	3 x 3 = 9
Pedestrians / occupied premises	Employees, client, visitors	Segregate work area; barriers/signage; schedule noisy or disruptive work where possible; maintain safe access and emergency routes.	3 x 3 = 9
Furniture movement	Employees, client property	Agree responsibility with client; use suitable handling methods; protect surfaces; do not move unsafe/heavy items without appropriate assistance.	3 x 3 = 9
Fire / blocked exits	Everyone on site	Never obstruct fire exits, alarms or firefighting equipment; keep escape routes clear; follow client's emergency procedures.	3 x 3 = 9
Work at height if required	Employees	Avoid where possible; use suitable access equipment; inspect before use; never stand on chairs/desks; follow site rules.	3 x 3 = 9
Unknown hazardous building materials	Employees, client	Do not disturb suspected asbestos or other hazardous materials; stop work and notify client/site management for appropriate information/control.	3 x 3 = 9

*Risk score shown is a template example using Likelihood × Severity (1–5). The responsible person must review and amend ratings for the actual site and task before work starts.

7. Carpet Cleaning Method Statement

10. Inspect carpet/flooring, identify fibre type where possible, check manufacturer/client requirements and identify existing damage or staining.
11. Remove loose items and protect furniture/surrounding surfaces as required.
12. Thoroughly vacuum the carpet.
13. Carry out a suitable spot test or pre-test in an inconspicuous area where required.
14. Apply cleaning solution at the correct dilution and in accordance with the product manufacturer's instructions.
15. Use the selected cleaning system and machine in accordance with manufacturer instructions.
16. Control overspray and prevent unnecessary wetting of adjacent surfaces.
17. Use extraction/drying methods appropriate to the carpet and site conditions.
18. Place warning signage and restrict access while the carpet is wet or otherwise unsafe.
19. Ventilate where practical and communicate expected drying time to the client.
20. Complete final inspection and remove equipment/waste once the area is safe.

8. Carpet / Carpet-Tile Fitting Method Statement

21. Confirm measurements, specification, carpet/carpet-tile type, pattern/direction, adhesive system and agreed layout.
22. Confirm the work area is suitable, accessible and free from avoidable hazards.
23. Remove existing floor covering where included in the quotation and where the client has authorised removal.
24. Prepare the subfloor in accordance with the flooring/adhesive manufacturer's requirements; report unsuitable or damaged subfloors to the client before proceeding.
25. Plan cuts and seams to minimise waste and ensure the agreed appearance.
26. Apply adhesive/tackifier only as specified by the manufacturer, using suitable ventilation and PPE.
27. Fit carpet/carpet tiles using suitable professional methods and tools.
28. Trim and finish edges, doorways and transitions safely.
29. Keep the area controlled during installation and curing/drying.
30. Remove offcuts and waste, clean the work area and complete a final inspection with the client/site representative.

9. COSHH / Cleaning Products

A current Safety Data Sheet (SDS) must be available for hazardous cleaning products and adhesives used on the job. Products must be stored, diluted, handled and disposed of in accordance with the manufacturer's instructions and applicable site requirements. Operatives must not mix chemicals unless the manufacturer specifically permits the combination.

Requirement	Control
Product identification	Use labelled containers and approved products.
Storage	Keep containers secure, upright and away from incompatible materials.
Use	Follow label/SDS, correct dilution and application method.
Spill	Stop the source if safe, isolate the area, contain/clean according to SDS and notify the site contact where required.
Exposure	Follow first-aid measures in the SDS and seek medical assistance where necessary.

10. Equipment & Maintenance

Cleaning machines, vacuum cleaners, extraction equipment, hoses, electrical leads, hand tools, cutters and fitting equipment must be suitable for the work and inspected before use. Defective equipment must be removed from service until repaired or replaced. Manufacturer instructions must be followed.

11. Emergency Arrangements

Emergency	Action
Fire	Stop work, raise the alarm, evacuate using the client's designated route and report to the agreed assembly point. Do not obstruct emergency services.
Chemical exposure	Follow the product SDS first-aid instructions, remove contaminated clothing where appropriate, rinse affected area/eyes as directed and obtain medical help if required.
Electric shock	Do not touch a casualty while they may still be in contact with electricity. Isolate the supply if safe, call emergency services and provide first aid by a competent person.
Serious injury	Stop work, make the area safe, call emergency services where required and follow the client's incident procedure.
Spill	Isolate the area, prevent access, contain and clean the spill using the appropriate procedure/SDS, and inform the client where required.

Site-specific emergency contact numbers, assembly point and first-aid arrangements must be completed during the site induction.

12. Environmental Controls & Waste

Water and cleaning products will be used responsibly. Waste carpet, carpet tiles, packaging and other materials will be removed/disposed of in accordance with the agreed arrangements and applicable waste requirements. Waste must not be left in fire routes or other unauthorised areas.

13. Quality, Completion & Handover

On completion, KSM will inspect the finished work and address reasonable defects within the agreed scope. The client will be informed of any drying/curing restrictions, areas requiring temporary access control, and any pre-existing damage or issues identified during the work.

14. Site-Specific Information - To Be Completed

Item	Site-specific details
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Client / company	
Site address	
Main contact	
Telephone / email	
Work order / quotation no.	
Planned start date	
Planned completion date	
Areas covered	
Client induction completed	Yes / No
Emergency contact / procedure	
Assembly point	
First-aid arrangements	
Fire arrangements	
Site restrictions / permits	
Specific hazards identified	
Cleaning products / adhesives	
Equipment / machinery	

15. RAMS Briefing & Acceptance

All personnel involved in the work should be briefed on this RAMS and any site-specific amendments before starting. Changes to the work method or site conditions must be reviewed and communicated.

Name	Role	Signature	Date

16. Client / Site Representative Sign-Off

I confirm that the site-specific information and relevant client requirements have been discussed and that the proposed method of work is understood.

Client / Site Representative	Signature	Date

KSM Representative: _____ Signature: _____ Date: _____

17. Document Review

Review trigger	Action
Before each new site/job	Complete site-specific information and review hazards/controls.
Change in scope or method	Review and update RAMS before continuing.
New equipment/product	Review manufacturer's instructions and relevant hazards.
Incident / near miss	Review controls and amend RAMS where necessary.
Periodic review	Review company RAMS template and update where required.