

RISK ASSESSMENT & METHOD STATEMENT

Air Steril – Servicing, Installation & Removal

Purpose - This RAMS provides Installation Engineer with clear instructions for the safe servicing and installation/removal of Calabash Mint Air Steril units. It sets out the hazards, control measures and safe method of work required to ensure Air Steril units are serviced and removed safely and consistently.

Scope - This RAMS applies to trained and authorised Calabash Mint Installation Engineer carrying out routine servicing, lamp replacement and installation/removal of Air Steril units at customer premises. Any electrical work must only be undertaken by a person who is trained, competent and authorised to carry out that work. Defective equipment must not be used or subjected to unauthorised repair.

Section 1 — Risk Assessment

No.	Hazard	Who Might Be Harmed/How	Likelihood (1–5)	Severity (1–5)	Initial Risk	Controls Required	Residual L	Residual S	Residual Risk
1	Electrical Supply/Electrical Components, Damaged Unit.	Installation Engineer– electric shock, burns or potentially serious electrical injury	2	5	10	Visually inspect unit before work. Electrical supply must be safely isolated before opening the unit, disconnecting the lamp, servicing internal components or removing the unit. Check for visible damage before servicing. Do not proceed where damaged wiring, casing, connections or other electrical defects make the unit unsafe. Prevent inadvertent reconnection. Electrical disconnection/reconnection at the fused spur only by a competent and authorised person. Do not work on live electrical components.	1	1	1
2	Lamp And Internal Components, Cuts/Bruises From Covers, Fixings And Tools	Installation Engineer– cuts to hands/fingers from damaged lamp or components	3	2	6	Handle lamp carefully. Inspect for damage before removal/replacement. Do not use a cracked or damaged lamp. Avoid unnecessary contact with glass. Follow manufacturer instructions when removing/refitting lamp and internal components. Use correct tools and servicing method. Handle covers, screws and internal assemblies carefully. Do not force components. Keep removed components/fixings securely contained.	2	2	4
3	Manual Handling of Unit	Installation Engineer– strains, sprains or musculoskeletal injury; dropped unit causing impact injury	2	1	2	Assess unit weight, position and accessibility before Installation/removal. Maintain secure support when releasing wall fixings. Use safe handling technique and obtain assistance where necessary.	1	1	1

4	Slips, Trips and Falls	Service Drivers, customers and others on site – injury from slipping, tripping or falling	3	2	6	Check floor around Air Steril unit is dry and clear before starting. Keep tools, covers and components away from walkways. Leave area clean and tidy.	1	2	2
5	Working At Height/Access To Wall-Mounted Unit	Installation Engineer– fall from stepladder	3	2	6	Where access equipment is required, use suitable inspected equipment on a firm, level surface. Do not overreach. Reposition access equipment as necessary. Only trained/competent persons to use access equipment.	2	2	4
6	Customer/Public Movement	Installation Engineer, customers and members of the public – collision, contact with tools/components or interference with work	2	1	2	Maintain awareness of others. Keep tools/components contained. Do not obstruct access routes. Use appropriate segregation/signage where necessary.	1	1	1

Section 2 — Risk Matrix Key

1-3 Low	4-9 Medium-Low	10-15 Medium-High	16-25 High
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Risk score = Likelihood (1-5) × Severity (1-5). Where additional controls are introduced, the risk must be reassessed to determine the residual risk.

Section 3 — Method Statement

A. Air Steril Servicing

Step	Air Steril Servicing
1. Prepare the Work Area	- Confirm the correct Air Steril unit and ensure there is sufficient space to work safely. - Check the floor around the unit is dry and clear. - Position any required access equipment safely.
2. Inspect the Unit	- Check that the unit is operating and visually inspect for signs of damage or defects before commencing servicing. - If an electrical or other significant defect is identified, do not continue routine servicing and report through Service Manager.
3. Isolate the Electrical Supply	- Switch off and safely isolate the electrical supply to the Air Steril unit before opening the unit or accessing the lamp/internal components. - Ensure inadvertent reconnection cannot occur while servicing is taking place.

4. Remove the End Covers	- Remove the clip-on covers from each end of the unit. - Retain the loose debris filter where fitted. - Loosen the screws at each end as required and carefully remove the end covers.
5. Remove the Lamp Assembly	- Disconnect the lamp power connection. - Loosen the two screws securing the lamp housing and TiO₂ plates and carefully slide out the complete section.
6. Replace the Lamp	- Carefully pull the existing lamp straight out of its connection and insert the replacement lamp securely into position. - Avoid touching the glass of the lamp with bare fingers.
7. Clean the Lamp If Required	If the lamp glass is accidentally touched, clean it using the manufacturer approved cleaning method/product before refitting. (alcohol-based cleaner)
8. Refit the Lamp Assembly	- Slide the lamp housing and TiO₂ plate assembly back into position. - Secure it using the appropriate screws and reconnect the lamp power connection.
9. Refit Covers and Filter	- Replace and securely fasten the end covers. - Replace the debris filter where required and refit the clip-on end caps until correctly secured.
10. Clean the Exterior	- Wipe the exterior of the unit with a clean microfibre cloth to remove dust. - Use a cleaning brush where required and appropriate.
11. Restore Power and Test	- Once all internal components, covers and fixings are correctly refitted and secured, restore the electrical supply. - Check that the fan operates and that the normal blue operating light is visible.
12. Complete Final Check	- Confirm the unit is securely fixed, correctly assembled, clean and operating normally. - Remove tools, old components and waste and leave the surrounding area clean and tidy. - Report any unresolved defect through Service Manager.

Important Service Information: Do not touch the glass of the replacement lamp with bare fingers. If accidental contact occurs, the lamp must be cleaned using the manufacturer-approved cleaning method before the unit is returned to service. Never energise the unit while the lamp/internal assembly is exposed.

B. Air Steril Installation/Removal

Step	Air Steril Installation/Removal
1. Prepare the Work Area	- Confirm the Air Steril unit to be installed/removed. - Ensure the work area is clear and dry and establish safe access to the unit and fused spur.
2. Inspect the Unit	- Check the unit for visible signs of damage before commencing Installation/removal. - Report any condition that could affect safe work.
3. Isolate the Electrical Supply	- Arrange for the electrical supply to be safely isolated before any electrical connection is accessed. - Confirm isolation in accordance with the approved electrical safe isolation procedure.
4. Remove the Unit Covers	- Remove the clip-on end covers, retaining the debris filter where present. - Loosen the appropriate screws and remove the end covers carefully.
5. Remove the Lamp Assembly (only removal)	With the unit safely isolated, disconnect the lamp connection, loosen the screws securing the lamp housing/TiO₂ plate assembly and carefully remove the complete section as required for safe removal of the unit.
6. Secure the Unit	- Ensure the unit is adequately supported before Installing/releasing it from its wall fixings. - Use safe manual handling techniques and obtain assistance where necessary.
7. Refit Covers and Filter (only installation)	- Securely fasten the end covers. - Install the debris filter where required and refit the clip-on end caps until correctly secured.
8. Electrical Supply to The Unit	- Only a competent and authorised person may install/remove the fused-spur front plate and connect/disconnect the Air Steril electrical conductors. - The electrical supply must remain safely isolated throughout this work.
9. Remove the Unit from The Wall (Only removal)	- Carefully release the unit from its wall fixings and remove it from the wall. - Keep screws, covers and other components securely contained.
10. Make the Electrical Installation Safe	The competent/authorised person must ensure that the electrical installation is left in a safe condition and that the fused-spur/front plate is correctly refitted before the supply is restored.
11. Restore Supply Where Appropriate	Electrical supply to the circuit may only be restored once the electrical installation has been confirmed safe and all covers have been correctly secured.
12. Complete Final Check	- Remove the Air Steril unit, tools, components and waste from the work area. - Leave the area safe and tidy and complete/report the removal through Service Manager as required.

Important Removal Rule: Installation Engineer who are not trained, competent and authorised to carry out the electrical disconnection must not remove the fused-spur cover or disconnect electrical conductors. The electrical disconnection must be completed by an appropriately competent and authorised person.

Section 4 — PPE

Servicing

Personal Protective Equipment (PPE) Required: <i>(Tick as relevant)</i>											
Foot Protection	Hearing Protection	High Visibility	Head Protection	Eye Protection	Face Protection	Hand Protection	Protective Clothing	Breathing Protection	Sun Protection	Safety Harness	Any personal accessories must not be worn. Long and loose hair must be tied back.
											
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Installation/Removal

Personal Protective Equipment (PPE) Required: <i>(Tick as relevant)</i>											
Foot Protection	Hearing Protection	High Visibility	Head Protection	Eye Protection	Face Protection	Hand Protection	Protective Clothing	Breathing Protection	Sun Protection	Safety Harness	Any personal accessories must not be worn. Long and loose hair must be tied back.
											
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Section 5 – Equipment

Servicing	Installation/Removal
✓ Replacement Air Steril lamp ✓ Screwdriver ✓ Clean microfibre cloths ✓ Cleaning brush, if required	✓ Screwdriver ✓ Appropriate electrical tools/equipment for an authorised competent person ✓ Suitable access equipment/stepladder, where required

✓ Manufacturer-approved lamp cleaning product/material, if required ✓ Replacement debris filter, where required ✓ Suitable access equipment/stepladder, where required ✓ Appropriate PPE ✓ Service Manager APP	✓ Cloths/cleaning equipment ✓ Appropriate PPE ✓ Suitable container/bag for removed components ✓ Service Manager App
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Section 6 – Sign Off

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