

RISK ASSESSMENT & METHOD STATEMENT

Prozone Units – Cleaning & Servicing

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

Scope - This RAMS applies to trained and authorised Calabash Mint Installation Engineer carrying out routine cleaning and servicing of Prozone units at customer premises. It does not cover electrical repairs any defective or malfunctioning unit requiring repair beyond routine servicing must be reported to the Service Manager.

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 shock from unit/electrical supply	Installation Engineer – electric shock, burns or other electrical injury	2	5	10	Unit must be switched off and isolated from the electrical supply before opening, cleaning or removing internal components. Do not work on electrical components. Do not use a unit with damaged wiring, plugs, casing or other visible electrical defects. Report defects through Service Manager.	1	1	1
2	Contact with/removal of internal blade/component	Installation Engineer – cuts or injury to hands/fingers	2	1	2	Only trained and authorised drivers to remove the component. Handle carefully and only as instructed. Wear appropriate gloves. Do not use excessive force. Do not service if damaged, loose or unsafe; report through Service Manager.	1	1	1
3	slips, trips or falls	Installation Engineer , customers and others on site – Working At Height/Access To Wall-Mounted Unit	3	2	6	Clean any spillage promptly. Keep servicing equipment and waste clear of walkways. Leave surrounding area clean and dry. 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
4	Customer/public movement around servicing area	Installation Engineer , customers and members of the public – collision, interference with equipment or accidental contact	2	1	2	Maintain awareness of people entering the area. Keep equipment, removed components and waste safely contained. Do not obstruct access routes. Use appropriate segregation/signage where required by the site or task.	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. Cleaning & Servicing

Step	Safe Method of Work
1. Prepare the Area	- Confirm the correct Prozone unit and ensure there is sufficient space to work safely. - Keep cleaning equipment and waste clear of customer/public access routes.
2. Inspect the Unit	- Visually inspect the unit, casing, electrical supply/wiring and accessible components for signs of damage or defects. - If the unit appears electrically unsafe or significantly damaged, do not proceed with routine servicing and report the issue through Service Manager.
3. Isolate the Unit	- Switch the Prozone unit off and isolate it from the electrical supply before opening the unit or removing internal components. - Ensure the unit cannot inadvertently operate while being serviced.
4. Clean the Exterior	- Wearing the required gloves, apply the approved cleaning product to the cloth and wipe the outside of the unit. - Do not spray cleaning liquid directly onto the electrical unit, openings or electrical components.
5. Remove the Blade/Component	- Open the unit - Carefully remove the internal blade/component in accordance with the manufacturer's instructions - Avoid contact with edges or other internal components and do not use excessive force.
6. Dispose of Used Cleaning Material	Place the used wipe and other disposable cleaning materials into the appropriate waste bag/bin liner.
7. Refit Component	- Carefully replace the blade/component in its correct position. - Check that it is properly located and secure before closing the unit.
8. Close the Unit	- Close and secure the Prozone unit correctly. - Check all covers/components are correctly fitted before restoring power.

9. Restore Power & Test	- Reconnect and restore the electrical supply and switch the unit back on. - Check that it operates normally. - Do not attempt electrical repairs or further dismantling if it fails to operate correctly. - Report the fault through Service Manager.
10. Final Check	- Ensure the unit is clean, dry, securely closed and operating correctly. - Remove cleaning materials and waste and leave the surrounding area clean and tidy. - Record/report any defects through Service Manager.

Important Safety Rules: - Do not open or remove internal components while the unit remains connected to the electrical supply. - Do not spray cleaning liquid directly onto the unit or electrical components. - Do not carry out electrical repairs or unauthorised internal maintenance. - Do not continue servicing a damaged or electrically unsafe unit. - Any fault or defect that cannot be resolved through the authorised routine servicing process must be reported through Service Manager.

Section 4 — PPE

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
✓ Prozone unit ✓ Approved surface cleaning product ✓ Cleaning cloth ✓ Waste bag/bin liner ✓ Appropriate protective gloves ✓ Service Manager device

Section 6 – Sign Off

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