



RISK ASSESSMENT & METHOD STATEMENT

Client & Project Name: Absolute Interiors Ltd, Syabrite: 71 Hopton Street, SE1 9LR

Site Manager: Olatunji Olawumi

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Health and Safety Statement

The following is a statement of the Company's health and safety policy in accordance with Section 2 of the Health and Safety at Work etc. Act 1974. It is the policy of Nova Services Ltd to ensure, so far as is reasonably practicable, the health, safety and welfare of all employees working for the Company and other persons who may be affected by our undertakings. As a business we acknowledge that the key to successful health and safety management requires an effective policy, organisation, and arrangements, which reflect the commitment of senior management.

To maintain that commitment, we will continually measure, monitor, improve and revise, where necessary, our Occupational Health and Safety (OHS) management system to ensure that health and safety standards are adequately maintained. The Managing Director will implement the Company's health and safety policy and recommend any changes to meet new circumstances. The Company recognises that successful health and safety management contributes to successful business performance and will allocate adequate finances and resources to meet these needs. The management of Nova Services Ltd. looks upon the promotion of health and safety measures as a mutual objective for themselves and employees. It is therefore, the policy of management to do all that is reasonably practicable to prevent personal injury and damage to property. Also, the Company aims to protect everyone, including visitors and members of the public, in so far as they come into contact with our activities, from any foreseeable hazard or danger. All employees have duties under the Health and Safety at Work etc. Act 1974 and are informed of their personal responsibilities to take due care of the health and safety of themselves and to ensure that they do not endanger other persons by their acts or omissions.

Employees are also informed that they must co-operate with the Company in order that it can comply with the legal requirements placed upon it and in the implementation of this policy. We are committed to continued consultation with the workforce to enable all viewpoints and recommendations to be discussed at regular intervals. The Company will ensure a systematic approach to identifying hazards, assessing the risks, determining suitable and sufficient control measures, and informing employees of the correct procedures needed to maintain a safe working environment. We will provide, so far as is reasonably practicable, safe places and systems of work, safe plant and machinery, safe handling of materials and substances, the provision of adequate safety equipment and ensure that appropriate information, instruction, training, and supervision is given. We regard all health and safety legislation as the minimum standard and expect management to achieve their targets without compromising health and safety.

Signed: Adriana Enachescu

Position: Managing Director

Date: 11/04/25

Job Reference	055	Revision No	1
Contract/Site name	Syabrite: 71 Hopton Street, SE1 9LR		
Work/Tasks to be carried out	Overall Clean.		
Manager	Andrea Enachescu	Contact Mobile/E-mail	07454 810301 / adriana.nova.cleaning@gmail.com

Dates/times the work will be carried out:	
Start Date	08/12/25
Timescale	5 Days
Normal Working Hours	Between 7.30am - 5.00pm

Location & description of works Include means of access, is workplace at height, confined space etc.	
Description	This document describes the method and safety considerations whilst carrying out Sparkle Clean in offices
Details of access and egress to work areas	All access to site to be gained from AIS

Review Date	Works will be reviewed if activity changes
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Section 1 — Team onsite with qualifications/ certificates	Ad hoc audits may be conducted from one of the following visiting the site
<ul style="list-style-type: none"> • Manager SMSTS • Operatives CSCS 	<ul style="list-style-type: none"> • Adriana Enachescu

Section 2 — Equipment to be Used and Conformity Requirements.

• Cleaning supplies • Disposable clothes / Microfiber cloths • Microfiber mop heads / Socket mop head 12py / Kentucky mops 16oz • Gloves • Face masks • White pads • Refill bottles • Tape to mark exclusion zones • Hand tools • Mop buckets with wringer/ 2 Gallon buckets • Hand Brushes/ Brooms/ mop handles/ 24" sweeper • 110v Vacuum cleaner (Numatic hvr200-22) or 240v with RCD • Extension poles, rubber squeegee and synthetic applicator • Podium, Hop up ladders • "Caution wet floor" sign • Task lighting provided by client if necessary

Equipment Maintenance:

All equipment has a certificate of conformity when purchased and is given a dedicated equipment audit sheet allowing for predetermined inspections to take place. All equipment will hold a Portable appliance testing certificate held on file. Nova Services Ltd follows the guidelines set out in the Provision of Use of Work Equipment Regulations 1998.

Section 3 — Delivery and Collection Arrangements

- Materials will be delivered and collected using designated traffic routes, at dates and times to be agreed with the client.
- Materials will be delivered and collected utilizing a standard flatbed vehicle.
- Materials will be unloaded into an area agreed with the client.

Section 4 - Detail of any personal protective equipment required (PPE):

PPE item	Yes /No	Type	Details when used
Safety Footwear	YES	Steel toecap with mid sole protection safety boots (EN ISO 20345 Standard)	All times on site
Head Protection	YES	Chin Strapped BS EN 397	All times on site
Hi-Vis Clothing	YES	Class 1 BSEN 471	At all times on site
Gloves, include type	YES	BS EN 374	At all times on site
Eye Protection	YES	BS EN 166	At all times on site
Ear Protection	No		
Full body safety harness	No		
Respiratory Protection	No	FFP1	FFP2
Weather Protection	No		

Section 5 - Detail of noise assessment						
Noise assessment			Is a noise assessment required?		Yes	No
Full details below:						X
Type of machine	Name of machine	dB (A) max. at source	Area of use:	Ear protection requirements and type:		
N/A	N/A	N/A	N/A	N/A		

Section 6- COSHH assessment		Is a COSHH assessment required?		Yes	No
Summary of details below:				X	
Type of materials	Manufacturer/ Supplier		Attached COSHH Sheet for Operatives to follow:		
Fairy	Procter Et Gamble		YES		
Label Remover	AEROSOL SOLUTIONS LTD		YES		
Polish Surface Cleaner	Shield Chemicals (Pty) Ltd		YES		

Section 7- Permit to work required			
Permit type:	Yes /No	Location on site	Details when used
Hot Works	No		
Confined space	No		
Access	No		
Planning only	No		
Work on or near electrical equipment	No		

Additional Details			
Client to supply water and power points			
Section 8- Weather			
N/A			
Section 9- Vibration assessment		Is a vibration assessment required?	
Full details below:		Yes	No
			X
Type of machine	Name of machine	Vibration level m/ sec ²	Exposure limit and control measure
N/A	N/A	N/A	N/A

Section 10- Manual handling assessment		Is a manual assessment required		
		Yes	No	X
Full details of all items over 20 kgs as follows:				
Material/ equipment	Weight	Amount	Dimensions	Control measure
N/A	N/A	N/A	N/A	N/A

Additional Details				
No items in excess of 25kg to be lifted by individuals				

Section 11-Personal Protection Equipment needed for any site visitors:									
Other employees	Yes	No	Client Personnel	Yes	No	Members of the public	Yes	No	
Hi Vis	X		Hi Vis	X		Hi Vis		X	
Hard Hat	X		Hard Hat	X		Hard Hat		X	
Ear Defenders		X	Ear Defenders		X	Ear Defenders		X	
Gloves		X	Gloves		X	Gloves		X	
Safety Glasses		X	Safety Glasses		X	Safety Glasses		X	
Safety Boots	X		Safety Boots	X		Safety Boots		X	

Dust Masks		X	Dust Masks		X	Dust Masks		X
Section 12-Signage:				Is site specific signage required?			Yes	No
Full details below:								X
<u>Information</u>								

Section 13- Detail of work at height Specific detailed description of safe working at heights/prevention of falls:					
	Equipment	Selected Equipment			Details of use, also give reasons why equipment is not used.
		To be used	N/A	Not Suitable	
1	MEWPS Scissor lifts, cherry pickers etc.		X		Not required for works
2	Scaffolding/ Fixed Guardrails		X		Not required for works
3	Stepladders		X		Not required for works
4	Ladders		X		Not required for works
5	Safety Harness / Safety Lines.		X		Not required for works

Section 14- Environmental controls details	
Ensure that any fauna and natural wildlife is not unnecessarily disturbed by the works. 110v Power points and standard lighting will be provided by the client for Nova Services Ltd shall it be required.	
Section 15- Description of clearance of waste from site including waste transfer procedure:	
All waste will be disposed of at bins provided by client while following waste regulations.	
Section 16- Site Welfare	
Toilet and hand washing facility are to be provided on site by the client.	
Section 17- Description of emergency/rescue and fire procedures	
Ensure that any formal Fire Procedures explained at site induction by the client are adhered to.	

For out of hours emergency contact:		
First name	Surname	Contact Number
Adriana	Enachescu	07454 810310
First Aider on site:		
First name	Surname	Training course
Adriana-Mihaela	Enachescu	First Aid at Work
Nearest Accident and Emergency Hospital		

The Royal London Hospital, Whitechapel Road, Whitechapel, London, E1 1FR
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Section 18- Name and contact details of Health and Safety Officer/ Manager or Consultants	
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Contact details	N/A
	N/A

Section 19 — Unloading and Loading Arrangements

Materials will be unloaded/loaded utilising the following methods:
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| <ul style="list-style-type: none"> a. Manual handling. |
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Section 20 — Segregation of the Work Area

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| <ul style="list-style-type: none"> a. Work area to be segregated by physical barriers with warning signs displayed at prominent locations. |
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Section 21 - Emergency Procedures

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| <ul style="list-style-type: none"> a. We will comply with the site emergency procedures as detailed in site induction/health and safety plan. b. The Client will provide first aid personnel and facilities on site. c. Basic travelling first aid kits are in Nova Services Ltd company vehicles. d. Operatives will initially report any incident/accident to their immediate Supervisor/ Manager. |
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Section 22- Resources	
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Number of operatives anticipated to be on site to carry out the work safely:	6
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Section 23- Arrangements for delivery, stacking, storing and movement on site of plant/ materials:

Delivery

Materials delivered will be retained in vehicle until required

Stacking & Storage

Storage will need to be provided by client so that all equipment can be locked away securely at the end of the day and only the items required for the job will be taken out and transported by and in carrying buckets.

Movement of plant/Materials

On specified haul routes under supervision of a banksman

Section 24 – Risk Assessments

PROBABILITY		HAZARD EFFECT
5	Extremely likely	Severe
4	Very likely	Major
3	Possible	Moderate
2	Very unlikely	Minor
1	Extremely unlikely	Marginal

Who is at risk: Operatives/Visitors/Pedestrians/Members of public

Unique ID	Risk Description	Caused by Et Consequences	Inherent risk (without controls)			Control(s)	Control Owner(s)	Residual Risk (with controls)			Treatment Owner	
				Probability	Impact		Risk rating	Role	Resid ual Proba bility	Resid ual Impa ct	Resid ual Risk Ratin •	Role
R00001	Building Clean	Personal major/minor injury and fatality as a result of electrical burns, electrical shocks, over stretching, lifting, trips and falls		Possible	Major	High	Equipment must be Et show label of PAT & show carried out. Equipment must be inspected for ensuring that flexible mains cable has no damage to insulation, severing to outer casing, or lose connections and if damage do not use. Signs must be used to show trailing cables. RCD must be used if using 240v.	Quality Et Compliance Officer	Very unlikel y	Major	Medi urn	Managers / Superviso r s
R00002	Using Vacuum cleaners (electric al equipm ent)	Electrical burns, electrical stocks, overstretching, lifting, trips and falls		Possible	Moderate	Medium	Equipment must be Portable Appliance Tested (PAT) and show labelling of test carried out Equipment must be inspected for ensuring that flexible mains cable has no damage to insulation, severing to outer casing, or lose connections and if damaged do not use Use signs to show trailing cables. Use RCD if using 240v	Quality & Compliance Officer	Extre mely unlikel y	Mode rate		Managers / Superviso r s
R00003	Using access equipm ent podium s, hop up and ladders (working at hight)	Falling from height, poor maintenance of equipment, strains, sprains, contact injuries bumps, knocks and cuts, inappropriate use, poor flooring, or surrounding area		Possible	Moderate	Medium	Only designated fully trained and competent person can erect and dismantle equipment. Equipment must be inspected before use. Ladders must be extended to at least 1.1 meters above the landing platform if used. Suitable PPE must be worn Ladders must be footed and placed on flat level ground surfaces Access equipment only to be used for short periods EN131 Stepladder (BS 2037 Class 1 / EN 131 Professional) Do not to go above top third of steps 3 point of contact at all times Step ladders to be of Fiberglass Construction All equipment to be tagged and logged	Quality Ex Compliance Officer	Very unlikel y	Mode rate	Medi um	Managers / Superviso r s

R00004	Floor moppin g	Personal major/minor injury and fatality as result of slips, trips, and falls from wet floor, strains, sprains from movement, contact injuries such as bumps, knocks and cuts and spillages of wet		Very likely	Moderate	High	Keep passageways clear of buckets that may cause trip/ Position hazard warning signage to warn people of slippery floor and decommission area. Clean up any spillages immediately. Do not fill buckets to bream.	Quality Ex Compliance Officer	Very unlikely	Moderate	Medium	Managers / Supervisors
R00006	Unauthorised access	Personal major/minor injury and fatality		Very unlikely	Marginal		Warning signs identifying the areas where access is not permitted are clearly displayed by the client so easily identified by site supervisor pass on information will passed to all site operatives.	Quality Ex Compliance Officer	Extremely unlikely	Marginal	Very Low	Managers / Supervisors
R00009	Manual handling - Injury as result from lifting/twisting/pushing/pulling Use of lifting / delivery equipment - positioning and manoeuvring of goods	Staff may suffer musculoskeletal disorders, such as back pain, from handling heavy/bulky objects. Hazard and risk: Incorrect manual handling technique, injury to operative. Causes: Heavy Equipment incorrectly, or not labelled Operative not trained in correct technique Equipment exceeding weight for size of team		Possible	Moderate	Medium	All are trained in Manual Handling and instructed to comply with good manual handling techniques. Manual handling training is given annually, and records of training kept. Where possible, mechanical means to be used to transport materials. Where the movement requires short distances of materials operatives will use trolleys or where this risk is minimal passage of materials between numbers of operatives. All materials will be below the recommended guidance for manual handling lifting weight of 25kg. Operatives know and follow safe system of work for fitting of materials, including knowledge of maximum weight for an individual manual lift. Adopt recognised lifting techniques. Ensure all movements controlled before and during operation. Long lengths of timber will be handled by at least 2 employees.. Appropriate lifting equipment for heavy/awkward items Proper training for all operatives Constant visual survey of tools Only designated fully trained and competent person can use the correct access equipment. Work area is to be kept clear of hazards.	Quality Ex Compliance Officer	Very unlikely	Moderate	Medium	Managers / Supervisors

R00019	Slips, Trips or falls when handling loads Slips, trips or falls	Injuries can range from sprains and strains to more serious injuries such as broken bones and head injuries		Very likely	Moderate	High	Adequate lighting provided Daily housekeeping inspections are carried out Good Housekeeping Observed Tools and equipment stored when not in use To ensure walkways are clear and free from obstructions and are not accessible by the general, public, other staff and visitors to site Do not overfill buckets	Quality Et Compliance Officer	Very unlikely	Mode rate	Medi urn	Managers / Superviso r s
R00023	Defective equipment - Dropping pole	Lack of Inspections Lack of due care and attention Lack of Staff Training		Very likely	Minor	Medium	Good housekeeping Pre use Inspections/Monthly Audit Visual inspection of all equipment before use- All defective equipment to be removed and destroyed immediately. Training	Quality Ex Compliance Officer	Very unlikely	Minor		Managers / Superviso r s
R00029	Delivering materials & Danger to delivery personnel: Hidden	Trip and fall, cuts, bruises etc resulting in minor/major injury		Possible	Moderate	Medium	etc) Avoid all contact; Use of PPE required. clean hands with wipes after any contact. Sanitisers are provided. Proceed with caution in all overgrown/ unlit areas. Familiarise with the site prior to undertaking the work.	Quality Et Compliance Officer	Very unlikely	Minor	Low	Managers / Superviso r s

R00028	Restricted Access / Confined Spaces	Work in places with restricted access such as a loft of airing cupboard could lead to injury and ill health on account of muscular injury, exposure to dust, poor means of access and poor lighting. Confined spaces could result in for example falling from a loft, impact injury due to restricted head room, injuries due to poor visibility, getting trapped and having poor ventilation.	Very unlikely	Severe	High	Crawl boards are used in all loft spaces (except where flooring is already installed.) Portable lighting is used where necessary Where loft insulation is disturbed or where dust is created a respiratory mask and goggles are worn. No work will be carried out where the exit cannot always remain clear	Quality & Compliance Officer	Extremely unlikely	Severe	Medium
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Section 25- Detailed sequence of work operations in a logical order	
SEQUENCE OF WORKS	<ol style="list-style-type: none"> 1. Arrive on site, sign in with security and receive site induction. Ensure that a site induction is carried out with all site personnel prior to the works commencing. To ensure that all works are carried out in accordance with the requirements of the attached risk assessments. Ensure that all risk assessments have been discussed and that emergency and fire procedures are in place. Ensure that all site personnel are familiar with the safe use of plant to be used. Ensure that site plant has been appropriately maintained and is fit for use. 2. Report to reception to obtain permit to work if required daily. 3. Ensure all understands fire/emergency procedures, location of First aid kit is etc. 4. The work area will be cleared and made free from any obstructions and barred off to prevent access by others to ensure safety. 5. All to be wearing required PPE, relevant to work undertaken and site rules. 6. The sequence of cleaning is in accordance with "Sparkle clean in plant rooms scope of works" and directed by supervisor
GENERAL SITE APRAISEL	<ol style="list-style-type: none"> 1. Before commencement of works, ensure that the site is 'walked' by the operatives to familiarise themselves with its terrain 2. Remove any obvious hazards and the like. 3. Check ground conditions are suitable for safe working
REDUCING RISK	<ol style="list-style-type: none"> 1. Good housekeeping practices 2. Continual inspection of equipment and tools 3. Assessing task prior to carry them out 4. Wearing full PPE stated in RAMS 5. Use of manual handling techniques 6. Reduce use of chemicals and substances hazard to health

COMMUNICATION	<p>1. Upon arrival staff, will report to supervisor and receive induction and instruction on work, operatives would read, fully understood, and signed the method statement prior to starting work. If non-English speaking personnel are used there must be at least one person in the group who can translate on their behalf.</p> <p>2. Property will be inspected prior to works commencing; done in conjunction with supervisor. (This is done to confirm the property is ready for use and no damages or problems exists)</p>
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Name of competent person/s who prepared these RAMS:			
Name	Job title	Signature	Date
Adriana Enachescu	Director	AE	17/04/2024

To be completed by all involved in the works after Supervisor has explained the contents on the start day of works on site:
To sign this digitally, please go to <https://zfrmz.com/g8xigbRAwV2uYq5UrRce>

First & Last Name	Job title	Signature	First Et Last Name	Job title	Signature	Date
	Supervisor			Supervisor		
	Operative			Operative		
	Operative			Operative		
	Operative			Operative		
	Operative			Operative		