

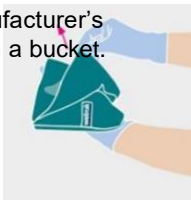
Work Activity: **General Cleaning - Start & Finish**

Site: **Various**

Location of Work: **Various Risk**

Assessment Ref: **01**

Date: **10/05/2023**

MANDATORY PPE	As required by the relevant COSHH assessments.
TRAINING / COMPETENCY	In House training via uHub / Demonstration by supervisor / experienced team member
MATERIALS & EQUIPMENT	Various materials as required for cleaning task
SCOPE OF WORKS	General cleaning
SAFE SEQUENCE OF WORK	<ol style="list-style-type: none"> 1. Arrive on site. 2. Sign in with security and/or clock in on Ezitracker system. 3. Check the Client Communication book for any message left, act as necessary and sign off. 4. Proceed to the cleaners' cupboard, enter, and put on any required PPE. Note: Ensure you are wearing the prescribed PPE as required for the tasks to be undertaken and as detailed within the specific Method Statement or as instructed by your Line Manager/Supervisor). 5. Collect warning signs/barriers (where applicable) equipment, cleaning material and chemicals from the cleaners' cupboard. Ensure that all chemicals are carried on a trolley, bucket, or container to avoid any spillages. Note: You are responsible for checking the electrical cleaning equipment, extensions and plugs before using. Ensure PAT TEST is in date, carry out visual inspection of the unit and cable which must be fully extended (to check for snags etc) and then recoiled. This is to ensure that it is safe – If there is a problem, immediately isolate the equipment by setting aside with a DO NOT USE note (or by cutting off the plug) and report to your Line Manager or Head Office immediately. Note: Always use colour coded chemical with the same colour coded spray bottle, bucket, microfibre cloth and gloves to avoid cross contamination. (Copies of the COSHH and User Guides are kept within the COSHH section of the Site Manual). You will be trained on any new chemicals introduced at your contract. Note: Prepare the cleaning solution according to the manufacturer's instructions (User Guide) adding the solution to the water in a bucket. 6. Wet the cloth with the solution and fold the cloth using the 4-fold technique. 

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7. RTU (Ready-to-use chemical is used straight from the trigger bottle and sprayed on to the microfibre cloth).



8. Proceed to the work area place.
9. Call out before entering toilet/washroom areas and do not enter if it is occupied and wait outside the area, providing enough space for people to safely exit the area.
10. Keep to your allocated area and do not cross over to another cleaner's section unless instructed to do so.
11. Set up/erect warning signs/barriers, as appropriate, to warn and safeguard users of the building and commence with cleaning.
12. Cleaning should always start from the least soiled (cleanest) area to the most soiled (dirtiest) area in order to not spread the dirty to areas that are less soiled. Especially in washrooms.
13. Pre-cleaning is essential to remove dust, visible dirt, and debris before sanitising. The effectiveness of the sanitiser or disinfectant is diminished greatly if the sanitiser can't penetrate the dirt and do its job properly so sanitising would otherwise be pointless.
14. Once the surface has been cleaned the disinfectant /virucide should be applied and left wet for the time as specified by the manufacturer before being wiped off. Some virucides can be sprayed and left on but ensure that total coverage is achieved when spraying and that the correct distance is kept preventing run marks, which should be dabbed away if they happen.

FINISH

1. Remove all warning signs/barriers and return them to the storage area, avoiding unsafe handling ensuring that the client's property is safeguarded.
2. Return all chemicals and equipment and store safely and neatly in the cleaning cupboard.
Note: Chemicals are disposed in accordance with Material Safety Data Sheet/Follow the COSHH guidelines)
Note: If any equipment is found to be faulty during the shift immediately stop using it and report to the Line Manager.
3. Check that the plug has been removed from any butler sinks in the cleaning cupboards, if any, to prevent flooding.
4. Ensure all windows are closed, lights are off and there are no taps running.
5. Remove PPE. (Any disposable PPE to be deposited into the PPE disposal bin provided OR put into a bin liner with disposable cloths and dispose of in the normal general waste.)
6. Wash hands as per guidelines
7. Report any maintenance issues found e.g.: lights and plugs not working, dripping taps, alarm not engaging etc in the Communication book or make your supervisor aware.
8. Clock out using Ezitracker system
9. Follow the agreed security exit procedure and ensure building is locked and secure and take any refuse bags to the bin area before leaving the site.

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	PRECAUTIONS <ul style="list-style-type: none"> ○ No electrical equipment to be used with the leads at full stretch, when extension leads are used ensure that they are clearly identified to avoid trips. ○ Do not turn off any of the client's equipment or use plugs which computers are plugged in to. ○ Be mindful to return items on desks back to their original position. ○ Full refuse bags must NOT be dragged across carpets. Where possible use a trolley. Double bag if leaking. Don't overfill bags. Break down into smaller manageable loads and do not lift anything that is too heavy. ○ Complete an Incident Report Form for any incidents as soon as possible after the incident and report to the Line Manager ○ Complete an Accident Report Form for any accidents as soon as possible after an accident and report to the Line Manager. ○ Order Stock when it is low and before it runs out ○ If in doubt, ask!
WORKING ENVIRONMENT	No issues
OTHER SPECIFIC CONSIDERATIONS	N/A
MEMBER OF PUBLIC SAFETY	Cleaning taking place out of hours where possible or during low traffic times.
MANUAL HANDLING	Minimal exertion required
HAZARDOUS SUBSTANCES	Please refer to the relevant COSHH assessments for substances being used.
WORKING AT HEIGHT	N/A
HOT WORK	N/A
EMERGENCY PROCEDURES	Follow site safety rules along with ensuring compliance with site "workplace" H&S and welfare facilities including location of First Aid Box.
OPERATIVES HEALTH CONSIDERATIONS	N/A
WASTE MANAGEMENT	N/A
OTHER INFORMATION	N/A
ADDITIONAL POLICIES AND PROCEDURES	None

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