

Work Activity: **Sweeping Floors**

Site: **Various**

Location of Work: **Various**

Risk Assessment Ref: **10**

Date: **10/05/2023**

MANDATORY PPE	Gloves. Also as required by the relevant COSHH assessments.
TRAINING / COMPETENCY	In House training via uHub / Demonstration by supervisor / experienced team member
MATERIALS & EQUIPMENT	Broom, dustpan, brush, refuse bags
SCOPE OF WORKS	Floor Sweeping
SAFE SEQUENCE OF WORK	<ol style="list-style-type: none"> <li>1. Wash hands and put on gloves</li> <li>2. Display warning signs in prominent position and clearly visible from all entrances to area being cleaned</li> <li>3. Litter pick large items and sharp items using a long handled dust pan and brush</li> <li>4. Dry off any wet/damp areas. Never use a wet broom on a dry surface or vice versa.</li> <li>5. Commence sweeping at the furthest point from the entrance pushing broom away from you, in straight, overlapping lines. Gather up sweepings using long handled dustpan and brush and dispose of in a black refuse bag.</li> <li>6. Use a scraper to remove any chewing gum or other large deposits attached to the floor. Very gently run the scraper blade along the surface towards the deposit and then work it gently in a semi-circular motion until the deposit is removed. Take care not to damage the surface.</li> <li>7. Attach the static cloth or the mop head to the dust-control system tool</li> <li>8. When dust-controlling in a room, aim to finish by the door and start at the furthest point away from it. When dust-controlling a long corridor, aim to perform the task in small sections of between ten and fifteen paces.</li> <li>9. Clean the edges of the floor first, with the leading edge of the dust-control tool, then work backwards, dusting the area using an overlapping figure-of-eight pattern. The dust-control tool should remain in contact with the floor at all times.</li> <li>10. When the cloth or mop head has become full of dust, remove it, dispose of it and replace it with a new one. Disposable cloths should be placed in the black refuse bag and cleanable heads taken to cleaning cupboard to be washed and dried.</li> <li>11. Remove gloves and wash hands</li> <li>12. Report any incidents and/or faulty equipment to Supervisor</li> </ol>

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# METHOD STATEMENT

ESG-H&S-FRM-003



WORKING ENVIRONMENT	No issues
OTHER SPECIFIC CONSIDERATIONS	N/A
MEMBER OF PUBLIC SAFETY	Signage put in place to all entrances/exits to area being cleaned. Work done out of business hours where possible.
MANUAL HANDLING	Musculoskeletal injury due to repetitive bending, stretching, pushing, and pulling movements.
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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