

Work Activity: **Sweeping Floors**

Site: **Various**

Location of Work: **Various**

Risk Assessment Ref: **11**

Date: **10/05/2023**

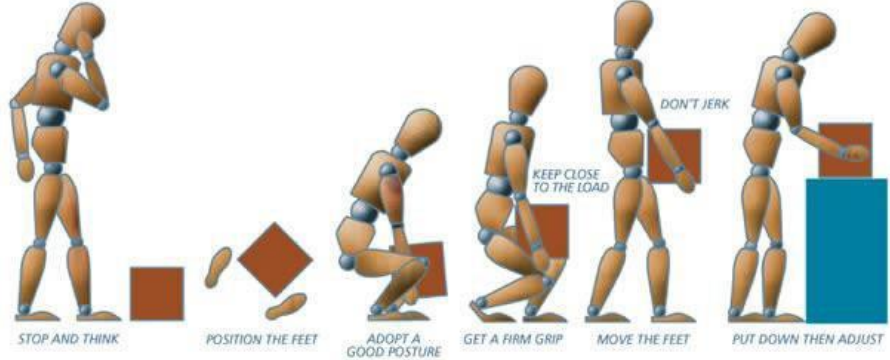
MANDATORY PPE	Safety Shoes/Boots and Gloves where required. Also as required by the relevant COSHH assessments.
TRAINING / COMPETENCY	In House training via uHub / Demonstration by supervisor / experienced team member
MATERIALS & EQUIPMENT	Broom, dustpan, brush, refuse bags
SCOPE OF WORKS	Receiving deliveries and checking stock
SAFE SEQUENCE OF WORK	<ol style="list-style-type: none"> <li>1. Notification of delivery to supervisor, cleaners, or on-site Engineer.</li> <li>2. Supervisor receives stock in presence of delivery driver.</li> <li>3. All chemicals /equipment to be checked for damage to bottles and possible leaks</li> <li>4. If leak/spillage found, refuse delivery – damaged bottles not to be accepted</li> <li>5. All stock counted and verified with driver. Equipment signed in/out, before and after collection/delivery</li> <li>6. Supervisor ensures all stock located in correct area of cleaning cupboard ensuring correct rotation</li> <li>7. Heavy boxes of materials to be stored at low level i.e., below waist height</li> <li>8. Correct manual handling to be used in lifting – straight back, no twisting, small loads at a time</li> <li>9. Delivery notes to be filed and sent to head office</li> <li>10. Keep cupboard locked at all times when not in use. Do not allow unauthorised persons either access or to remove any items from this cupboard</li> <li>11. Eating, drinking, and smoking are strictly prohibited at all times in the cleaner's cupboard</li> </ol>
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	<ol style="list-style-type: none"> <li>1. Consider the risk.</li> <li>2. Check weight to ascertain method to be used.</li> <li>3. Use a lifting aid if necessary.</li> <li>4. Remove any obstructions.</li> <li>5. Avoid steps and steep ramps.</li> </ol>

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Issue number	002	Document Owner	Compliance Director	Page 1 of 2

# METHOD STATEMENT

ESG-H&S-FRM-003



	<p>6. Reduce the amount of twisting and stooping.          7. Avoid lifting from floor level or above shoulder height.          8. Vary the loads.          9. Break down into smaller parcels if possible.          10. Sufficient space for delivery.          11. Pay particular attention to those with physical weakness and especially pregnant workers.</p> 
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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Issue number	002	Document Owner	Compliance Director	Page 2 of 2