

# METHOD STATEMENT

ESG-H&S-FRM-003



Work Activity: **Storage of Equipment, Cleaning Agents & Materials**

Site: **Various**

Location of Work: **Various**

Risk Assessment Ref: **12**

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	Storage of Equipment, Cleaning Agents & Materials
SAFE SEQUENCE OF WORK	<ol style="list-style-type: none"> <li>1. Put on PPE</li> <li>2. Place warning signs</li> <li>3. Ventilate the area, if appropriate</li> <li>4. Ensure that all equipment and cleaning agents are correctly labelled and clean</li> <li>5. Store heaviest equipment at lower levels</li> <li>6. Ensure equipment does not block an entrance or exit</li> <li>7. Separate cleaning agents and store to avoid interaction</li> <li>8. Store equipment and cleaning agents so that those used frequently are easily obtainable</li> <li>9. Store equipment to allow ventilation and facilitate drying</li> <li>10. Place older stock at the front and newer stock at the back to ensure older stock is used first</li> <li>11. Replenish stock as appropriate</li> <li>12. Dispose of stock past its "use by date"</li> <li>13. Return warning signs to store and close the ventilation, if appropriate</li> </ol>
WORKING ENVIRONMENT	No issues
OTHER SPECIFIC CONSIDERATIONS	<ul style="list-style-type: none"> <li>• Ensure that only trained workers have access to stored chemical products.</li> <li>• Keep the storage area/cleaning cupboards locked.</li> <li>• Keep storage area well ventilated and cool.</li> <li>• Do not store more than you need</li> <li>• Never decant concentrate into an unlabelled container, Dispose of it safely</li> <li>• All chemicals should be stored neatly, safely &amp; correctly with rotation of old stock in place, and all appropriately labelled.</li> <li>• Store containers so their labels face forwards.</li> <li>• Store heavier items and corrosive chemicals on lower shelves.</li> <li>• Segregate chemicals that might react together and contain spills from burst containers.</li> </ul>

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	<ul style="list-style-type: none"> <li>• Do not store flammable liquids on site.</li> <li>• Hazardous chemicals not to be stored on site and only used by mobile operatives.</li> <li>• Make sure the appropriate colour coded PPE is used when handling and/or working with chemicals.</li> <li>• Separate colour coded equipment to prevent cross contamination.</li> <li>• Never leave mops or cloths to soak as the water can promote growth of bacteria, it can also shorten the life of the equipment.</li> <li>• Cables should be correctly wound around machinery, so that there are no trailing cables to trip over.</li> <li>• Where possible, electrical machinery should be stored away from sinks or water supplies.</li> <li>• Check weight of items and assess method of lifting/moving equipment</li> </ul>
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	N/A
HAZARDOUS SUBSTANCES	Please refer to the relevant COSHH assessments for substances being used.
WORKING AT HEIGHT	N/A
HOT WORK	N/A
EMERGENCY PROCEDURES	Refer to MSDS and COSHH assessment. 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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