

# METHOD STATEMENT

ESG-H&S-FRM-003



Work Activity: **Damp Mopping using Flat Mop System**

Site: **Various**

Location of Work: **Various**

Risk Assessment Ref: **13**

Date: **10/05/2023**

MANDATORY PPE	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	Flat mop/bucket on castors/wringer/sweeping equipment/dustpan and brush/ safety signs and/or barriers/floor cleaner. Chemicals as required
SCOPE OF WORKS	Damp Mopping using Flat Mop System
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. Half fill bucket with clean water, add correct dilution ratio of floor cleaner to the water.</li> <li>5. Pick up large litter or sharp objects with brush and dustpan.</li> <li>6. If necessary, Dust Control Mop or broom sweeping the floor area.</li> <li>7. Place Flat Mop in mop bucket containing water/detergent solution, agitate mop and place in wringer: slightly squeeze in wringer until mop is damp NOT WET.</li> <li>8. Commence mopping at the furthest point from the entrance. Firstly, run the mop around the edges to skirting boards taking care not to push mop into corners as this will create a build- up of dirt there. Corners are to be cleaned by hand using a damp cloth and/or Scotchbrite hand pad.</li> <li>9. Should you encounter any stubborn marks, mop with Scotchbrite face down, then, placing pressure on the mop handle, run mop over the area: turn mop over and mop again (mop side down).</li> <li>10. Following the above, rinse mop in solution, place in wringer, wring out until mop is damp</li> <li>11. This procedure should be followed as frequently as required, depending on the size of the area being cleaned.</li> <li>12. Once again, commencing at the furthest point, work the mop in a side-to-side motion in approximately two metre widths, using overlapping strokes. Avoid splashing furniture and skirting boards when using this method.</li> <li>13. Whilst performing the above method, rinse mop in the solution and agitate frequently, ensuring that each time the mop is wrung out and it is left damp, not wet.</li> </ol>

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	<p>14. Change the water/detergent solution as frequently as is necessary during this operation. Remember, clean water gives best results.</p> <p>15. Upon completion of the work, remove the Flat Mop from head of the handle wash and rinse thoroughly and allow to dry.</p> <p>16. Empty mop bucket, wash inside and out then dry.</p> <p>17. Damp wipe and dry Gear Press Wringer</p> <p>18. Upon completion of this operation return all equipment to cleaner's cupboard and store neatly and tidily.</p> <p>19. Return warning signs to store and close the ventilation, if appropriate</p>
WORKING ENVIRONMENT	No issues
OTHER SPECIFIC CONSIDERATIONS	
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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