

Work Activity: **Floor Buffing**

Site: **Various**

Location of Work: **Various**

Risk Assessment Ref: **17**

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	Safety Signs/Chemical/ Buffing Machine/Pad/Scraper/Dustpan and Brush/Cloth
SCOPE OF WORKS	Floor Buffing
SAFE SEQUENCE OF WORK	<ol style="list-style-type: none"> 1. Put on PPE 2. Assemble equipment, check electrical equipment for safety, particularly plugs and cables 3. Place warning signs 4. Ventilate the area, if appropriate 5. Plug machine in to power socket 6. If rotary machine is fitted with a tank, disconnect water control prior to buffing 7. Buff the floor using overlapping passes to ensure an even appearance 8. Buff area adjacent to skirtings by 'cutting in' parallel to skirtings 9. Cover the area systematically to ensure it is effectively buffed 10. Position the cable behind the line of work to ensure it is not caught up by the pad/brush or tripped over 11. Check and turn the pad, as necessary 12. After buffing, remove the plug from power socket and recoil cable 13. If applicable, mop sweep the floor after buffing 14. Clean equipment and check for safety 15. Return equipment, including warning signs, to cupboard and close the ventilation, if appropriate.
WORKING ENVIRONMENT	No issues
OTHER SPECIFIC CONSIDERATIONS	Do not plug in a machine until it has been assembled and is ready for use. Cables must be behind machines at all times
MEMBER OF PUBLIC SAFETY	Signage put in place to all entrances/exits to area being cleaned if trailing cables or wet floors will be present before it commences. 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

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METHOD STATEMENT

ESG-H&S-FRM-003



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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