

# METHOD STATEMENT

ESG-H&S-FRM-003



Work Activity: **Floor cleaning – WET – single solution mopping**

Site: **Various**

Location of Work: **Various**

Risk Assessment Ref: **02**

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	Mop, bucket. Floor Cleaning Chemical
SCOPE OF WORKS	General cleaning
SAFE SEQUENCE OF WORK	<ol style="list-style-type: none"> <li>1. Put on PPE</li> <li>2. Assemble equipment – Select the correct coloured bucket and mop for the area.</li> <li>3. Place warning signs</li> <li>4. Ventilate the area, if appropriate</li> <li>5. Prepare cleaning solution according to manufacturer's instructions, adding detergent to the water.</li> <li>6. Apply the solution to an area of the floor using the mop.</li> <li>7. Mop the floor using a Figure 8 stroke with each pass overlapping.</li> <li>8. Clean adjacent to skirtings by 'cutting in' parallel to skirtings.</li> <li>9. Use abrasive pad to remove stubborn marks.</li> <li>10. Ensure bucket is behind line of work.</li> <li>11. When wringing out the mop, stand in front of the wringer and press down firmly (if applicable)</li> <li>12. Change cleaning solution when dirty.</li> <li>13. Leave the floor as dry as possible.</li> <li>14. Clean equipment and check for safety</li> <li>15. Return equipment and materials to the cupboard and close the ventilation, if appropriate.</li> <li>16. Return warning signs to the cupboard when the floor is completely dry.</li> </ol>
WORKING ENVIRONMENT	No issues
OTHER SPECIFIC CONSIDERATIONS	Use as little water as necessary.
MEMBER OF PUBLIC SAFETY	Signage put in place to all entrances/exits to area being cleaned before mopping commences and to remain in place until the floor is dry. 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.

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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 the 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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