

Work Activity: **High- and Low-Level Dusting**

Site: **Various**

Location of Work: **Various**

Risk Assessment Ref: **23**

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	Dust flicker, wall dusting bonnet, yellow duster
SCOPE OF WORKS	Suction cleaning in various locations
SAFE SEQUENCE OF WORK	<p>Methods and Techniques of High Level Dusting</p> <ol style="list-style-type: none"> Cleaners feet are to remain firmly on the ground at all times. Commence at top of wall, proceed along the ledges using the lip of the tool Employing horizontal strokes and working a two metre section, with overlapping strokes, continue down the wall in sections until the whole area has been covered. Remember to keep the bonnet in contact with the surface. Dust and dirt tend to gather between and on top of pipes, therefore place hook of the tool along both side of the pipe to remove. Check bonnet and remove the dust by brushing or shaking into a rubbish sack. Alternatively clean bonnet outside the building. When the task has been completed, remove the head from the tool and brush it thoroughly with a stiff brush and return tidily to the Cleaner Cupboard. <p>Methods and Techniques of Low-Level Dusting</p> <ol style="list-style-type: none"> Dust systematically: Vertical surfaces top to bottom Horizontal surfaces: use straight, overlapping strokes Re-fold duster as required to avoid re-depositing dust on clean surfaces. Replace duster if necessary Lift phones/keyboards to clean under Remove all materials and machinery to cleaning cupboard Do not over stretch when cleaning high level areas Do not move computer monitors or paperwork on desks or surfaces
WORKING ENVIRONMENT	No issues
OTHER SPECIFIC CONSIDERATIONS	N/A

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METHOD STATEMENT

ESG-H&S-FRM-003



MEMBER OF PUBLIC SAFETY	Signage put in place to all entrances/exits to area being cleaned 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	Do not climb on to furniture, do not use ladders, high levels to be undertaken using long reach equipment or by specialist teams.
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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