

METHOD STATEMENT

ESG-H&S-FRM-003



Work Activity: **Daily Kitchen Cleaning**

Site: **Various**

Location of Work: **Various**

Risk Assessment Ref: **24**

Date: **10/05/2023**

MANDATORY PPE	Rubber 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	Safety signs/ barriers/broom/mop green handled/stand on bucket/dustpan and brush/sanitising solution/floor cleaner/rubber gloves/trigger spray/cloths/spirit
SCOPE OF WORKS	Daily Kitchen Cleaning
SAFE SEQUENCE OF WORK	<ol style="list-style-type: none"> 1. Put on PPE 2. Place warning signs 3. Ventilate the area, if appropriate 4. Rinse white/green cloth and sanitising solution 5. Take trigger spray, spray fine mist in the following sequence: 6. Wash down all worktops, sinks, taps, draining board, associated pipework, Vending machine (where applicable) Microwave Oven, Fridge, Kitchen equipment as necessary. 7. Rinse white/green cloth wring dry, spray cloth with trigger spray and wipe: Door handles, finger plates, light switches, towel holders, marks on walls and remaining fixtures and fittings. 8. Scour sink with white/green scourer. 9. Rinse white/green cloth and wring dry. Wipe all areas following the same sequence as spraying. Rinse cloth as and when required. 10. Pick up all large litter, then sweep floor with broom, collect soil with dustpan and brush. 11. Dispose of soil to refuse sack. 12. Take stand on bucket and add water, mix floor to dilution ratio as recommended by manufacturer. 13. Using a damp mop and commencing at the furthest point from the door, immerse mop in solution and pass through the winger, apply to floor employing a figure of eight motion. Working in overlapping sections wash entire floor and allow to dry. 14. Periodically defrost fridges, descale kettle, etc. all as per manufacturer's instructions. 15. Return warning signs to store and close the ventilation, if appropriate
WORKING ENVIRONMENT	No issues

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OTHER SPECIFIC CONSIDERATIONS	Disconnect electrical appliances such as kettle, microwave ovens etc. prior to cleaning. Ensure that moisture does not enter onto any live terminals within the appliance including plug during the cleaning operation. Ensure that all electrical appliances are dry prior to reconnection to the electrical mains supply. Do not remove signs or leave kitchen unattended until floor is completely dry
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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