

Work Activity: **Dusting, damp wiping, washing & polishing**

Site: **Various**

Location of Work: **Various**

Risk Assessment Ref: **25**

Date: **10/05/2023**

MANDATORY PPE	As required by the relevant COSHH assessments. Rubber / Nitrile gloves
TRAINING / COMPETENCY	In House training via uHub / Demonstration by supervisor / experienced team member
MATERIALS & EQUIPMENT	Rubber Gloves/Dusters/Chemical Polish
SCOPE OF WORKS	Dusting, damp wiping, washing & polishing
SAFE SEQUENCE OF WORK	<ol style="list-style-type: none"> Put on PPE. <p>Dusting</p> <ol style="list-style-type: none"> Using a dry, lint free duster or static mitten, systematically dust vertical surfaces from top to bottom and horizontal surfaces with straight, overlapping strokes. Re-fold duster as necessary to ensure dust is not redeposited on cleaned surfaces. Draw dust out of corners and away from edges of horizontal surfaces. Do not flick duster. Replace duster as necessary. <p>Damp wiping</p> <ol style="list-style-type: none"> Prepare cleaning solution according to manufacturers instructions. Using a damp cloth wrung almost dry, wipe surface using smooth strokes. Wipe cloth over surface using a circular motion, ensure awkward corners are not missed. As necessary, rinse cloth in clean water, recharge with cleaning solution and wring out until almost dry. <p>Washing</p> <ol style="list-style-type: none"> Apply cleaning solution using a cloth, then remove dirt by wiping turning the cloth frequently. Wipe cloth over surface using a circular motion, ensure awkward corners are not missed. Apply clean rinse water and wipe dry with a clean cloth. <p>Polishing</p> <ol style="list-style-type: none"> Apply polish sparingly to a surface previously cleaned and allowed to dry. Wipe cloth over surface using a circular motion, ensure awkward corners are not missed. Take care to avoid applying polish to adjacent surfaces. When polishing small items, or items over a hard floor, spray the polish on to a duster rather than directly on to the item. When dry, buff to a high sheen. <p>Note</p>

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METHOD STATEMENT

ESG-H&S-FRM-003



	<ul style="list-style-type: none"> Do not cross over to other cleaners' work spaces Spray Cloth with solution NOT the surface to be polished NEVER Spray the surface directly with the solution NEVER Move files, papers, computer equipment etc ALWAYS Spray cloth with solution ALWAYS lift and dust under light objects i.e. keyboards, paper weights etc ALWAYS Ensure that all solution is removed from surfaces before completion of task.
WORKING ENVIRONMENT	No issues
OTHER SPECIFIC CONSIDERATIONS	N/A
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
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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