

Work Activity: **Lift Cleaning**

Site: **Various**

Location of Work: **Various**

Risk Assessment Ref: **27**

Date: **10/05/2023**

MANDATORY PPE	Disposable gloves where required. Also as required by the relevant COSHH assessments.
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TRAINING / COMPETENCY	In House training via uHub / Demonstration by supervisor / experienced team member
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MATERIALS & EQUIPMENT	Safety signs, PPE, cloths, cleaning solution, glass cleaner, vacuum, mop, bucket,
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SCOPE OF WORKS	Lift Cleaning
SAFE SEQUENCE OF WORK	<ol style="list-style-type: none"> 1. Put on PPE 2. Place warning signs in prominent place outside the lift to prevent unauthorised access. 3. Key to be obtained from the Manager to switch off the lift before cleaning commences. 4. Immobilise lift 5. Clean the inside of the lift (walls, panels, mirrors) using approved equipment and solutions. 6. Finish off with vacuuming, if carpeted. Ensure that equipment is plugged correctly and that the lead is long enough to allow the process. Cable for the vacuum is placed over the shoulder and vacuuming commences. 7. If there are hard floors, keep the mop bucket outside the lift and step outside the lift to use the wringer returning to the lift, to mop. Ensure hard floors are dry before removing signage and mobilising lift. 8. When vacuuming/mopping and cleaning are completed ensure that all equipment is removed from lift and floors are completely dry. 9. Clean lift doors. If stainless steel, ensure the cleaning product is sprayed onto the cleaning cloth and not directly on to the surface being cleaned. Ensure any overspray is immediately cleaned up to prevent slips, trips, and falls. 10. Ensure attention is paid to detail and into corners and edges, finally buff with a clean cloth. 11. Mobilise lift into service and continue to next lift. Repeat until all lifts have been cleaned. 12. Ensure area is safe before removing safety signs 13. Take vacuum cleaner and cleaning materials back to cleaning cupboard and ensure they are stored safely. 14. Take the key back to the Manager and report any problems found.

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METHOD STATEMENT

ESG-H&S-FRM-003



	15. Return warning signs to store and close the ventilation, if appropriate
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. 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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