

METHOD STATEMENT

ESG-H&S-FRM-003



Work Activity: **Replenishing Consumables**

Site: **Various**

Location of Work: **Various**

Risk Assessment Ref: **29**

Date: **10/05/2023**

MANDATORY PPE	Gloves Also as required by the relevant COSHH assessments.
TRAINING / COMPETENCY	In House training via uHub / Demonstration by supervisor / experienced team member
MATERIALS & EQUIPMENT	Bucket (colour coded), Dispenser key, Disposable colour coded cloth, General purpose detergent or general surface cleaner/wipe, Hand soap refill/ cartridges, Non- abrasive pad
SCOPE OF WORKS	Replenishing Consumables
SAFE SEQUENCE OF WORK	<p>Soap Dispensers</p> <ol style="list-style-type: none"> 1. Put on PPE 2. Where required, prepare the cleaning solution in strict accordance with the manufacturer's instructions and with your training. Do not mix chemicals and only use a cleaning product provided by your employer. 3. Open the dispenser, using the key, if necessary, and check whether the soap needs to be replenished. 4. If necessary, remove the empty cartridge and place in a waste bag. 5. Damp-dust/wipe all external and internal areas of the dispenser. Pay particular attention to the exit point and to the nozzle of the cartridge if this is not being replaced, as build-ups of soap may form in these areas. Use the non-abrasive pad if necessary. 6. Check the floor below the dispenser to see whether it has been leaking. If it has, clean the deposit from the floor (refer to stain removal method statement) and inform your supervisor. 7. When the dispenser is dry, fit the new cartridge and close the dispenser, following the manufacturer's instructions. 8. Move on to the next dispenser and repeat points 3 to 7. 9. Rinse cloth regularly or use clean wipe. 10. Change cleaning solution when it becomes soiled. 11. On completion, clean and dry all equipment and store safely and tidily in a secure storage area, segregated according to colour-coding where appropriate. 12. Remove gloves and apron. 13. Wash hands. <p>Towels & Toilet Paper</p> <ol style="list-style-type: none"> 1. Put on PPE 2. Where required, prepare the cleaning solution in strict accordance with the manufacturer's instructions and with your training. Do not

Document type	Record	Issue date	10/05/2023	©Copyright Ecoserv FM Group Limited
Issue number	001	Document Owner	Compliance Director	Page 1 of 2

METHOD STATEMENT

ESG-H&S-FRM-003



	<p>mix chemicals and only use a cleaning product provided by your employer.</p> <ol style="list-style-type: none"> Open the dispenser, using the key, if necessary, and check whether the paper towels need to be replenished. If necessary, remove any paper towels present. Damp-dust/wipe all external and internal areas of the dispenser. Pay particular attention to the exit point. Use the non-abrasive pad for greasy or stubborn deposits. When the dispenser is dry, insert the paper towels and close dispenser, following the manufacturer's instructions. Do not overfill the dispenser, which will prevent correct dispensing and do not leave "spare" paper towels near or on top of the dispenser. Move on to the next dispenser and repeat points 3 to 6. Rinse / change cloth regularly. Change the cleaning solution when it becomes soiled. Change cleaning solution when it becomes soiled. On completion, clean and dry all equipment and store safely and tidily in a secure storage area, segregated according to colour-coding where appropriate. Remove gloves and apron. Wash hands.
WORKING ENVIRONMENT	No issues
OTHER SPECIFIC CONSIDERATIONS	N/A
MEMBER OF PUBLIC SAFETY	N/A
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

Document type	Record	Issue date	10/05/2023	©Copyright Ecoserv FM Group Limited
Issue number	001	Document Owner	Compliance Director	Page 2 of 2