



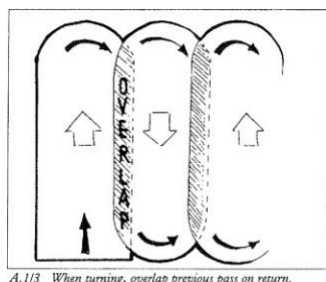
Work Activity: **Floor cleaning, sweeping – spot mopping**

Site: **Various**

Location of Work: **Various**

Risk Assessment Ref: **03**

Date: **10/05/2023**

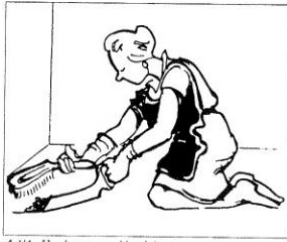
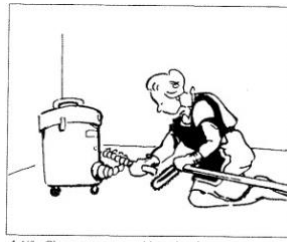
MANDATORY PPE	As required by the relevant COSHH assessments. Rubber / nitrile gloves
TRAINING / COMPETENCY	In House training via uHub / Demonstration by supervisor / experienced team member
MATERIALS & EQUIPMENT	Mop sweepers, vacuum cleaner, dustpan and broom, signage, scraper, black refuse bags
SCOPE OF WORKS	Floor cleaning, sweeping – spot mopping
SAFE SEQUENCE OF WORK	<p>Dry floors:</p> <ol style="list-style-type: none"> <li>Put on PPE</li> <li>Assemble equipment, check vacuum cleaner plug, cable and inside for safety.</li> <li>Place warning signs.</li> <li>Ventilate the area, if appropriate.</li> <li>Remove any chewing gum with scraper.</li> <li>Sweep using a continuous stroke (straight or figure 8), overlapping passes. Ensure mop head is in contact with floor at all times and a leading edge is maintained. Sweep under heavy furniture, move lighter furniture and replace.</li> <li>Use dust pan and brush in corners.</li> <li>When sweeping large areas, collect dirt with pan several times.</li> <li>If mop sweeper becomes full of dirt, clean it using the vacuum cleaner.</li> <li>Cover all areas systematically.</li> <li>When finished, remove soil from floor with dust pan and brush and clean mop sweeper with vacuum cleaner.</li> </ol> <div style="display: flex; justify-content: space-around; align-items: flex-start;">    </div> <p style="font-size: small; margin-top: 5px;">A.11/3 When turning, overlap previous pass on return.</p>

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# METHOD STATEMENT

ESG-H&S-FRM-003



	<p>12. Remove plug from power socket and recoil vacuum cleaner cable.</p> <p>13. Clean equipment and check for safety.</p> <p>14. Return equipment to cupboard, including warning signs, and close the netilation, if appropriate.</p>	 <p><i>A.114 Use dust pan and brush in corners.</i></p>  <p><i>A.115 Clean mop sweeper with suction cleaner.</i></p>
WORKING ENVIRONMENT	No issues	
OTHER SPECIFC CONSIDERATIONS	Check electrical equipment, particularly plug, cable and PAT label.	
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	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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