

# METHOD STATEMENT

ESG-H&S-FRM-003



Work Activity: **Cleaning Glass Surfaces**

Site: **Various**

Location of Work: **Various**

Risk Assessment Ref: **35**

Date: **10/05/2023**

MANDATORY PPE	As required by the relevant COSHH assessments.
TRAINING / COMPETENCY	In House training via uHub / Demonstration by supervisor / experienced team member
MATERIALS & EQUIPMENT	Spray bottle, glass cloth, glass cleaner, warning signs
SCOPE OF WORKS	General cleaning
SAFE SEQUENCE OF WORK	<ol style="list-style-type: none"> <li>1. Collect equipment and chemical from store room</li> <li>2. Put out warning/caution signage if necessary. Isoalte area, if necessary.</li> <li>3. When cleaning glass on doors remember to use safety signs for the duration of task.</li> <li>4. Remove any sticky residue or remnants of paper or adhesive tape that may be present. (It may be necessary to use a gum removing chemical or furniture polish for this).</li> <li>5. Then, spray chemical directly onto glass cleaning cloth and gently wipe area to be cleaned using a sweeping movement side to side. Do not apply pressure to glass.</li> <li>6. Wipe until all marks have been removed from both sides of glass.</li> <li>7. Using a glass cleaning cloth, polish glass gently until a smear free shine has been achieved.</li> <li>8. Remove all equipment, wipe clean with a damp cloth and return to store.</li> </ol>
WORKING ENVIRONMENT	Check for cracked / chipped glass before starting clean
OTHER SPECIFIC CONSIDERATIONS	<b>DO NOT OVERSTRETCH</b>
MEMBER OF PUBLIC SAFETY	Cleaning taking place out of hours where possible or during low traffic times.
MANUAL HANDLING	Minimal exertion required
HAZARDOUS SUBSTANCES	Please refer to the relevant COSHH assessments for substances being used.
WORKING AT HEIGHT	High level surfaces to be attended to by window cleaners
HOT WORK	N/A
EMERGENCY PROCEDURES	Identify the location of First Aid Box on site
OPERATIVES HEALTH CONSIDERATIONS	N/A
WASTE MANAGEMENT	N/A
OTHER INFORMATION	N/A
ADDITIONAL POLICIES AND PROCEDURES	None

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