

Work Activity: **Office – Staff Room Cleaning**

Site: **Various**

Location of Work: **Various**

Risk Assessment Ref: **04**

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	Vacuum cleaner, cloths, spray and wipe, cleaning chemical.
SCOPE OF WORKS	Cleaning in various locations
SAFE SEQUENCE OF WORK	<p>Methods and Techniques of Spray Polishing</p> <ol style="list-style-type: none"> 1. For all jobs, ensure access is available. Under no circumstances stand on tables or chairs 2. Spray cloth with solution, not the surface to be polished. 3. Wipe cloth over surface using a circular motion; ensure awkward corners are not missed. 4. Buff total surface to achieve full gloss finish. <p>ADDITIONAL NOTES:</p> <ul style="list-style-type: none"> • 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	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.

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METHOD STATEMENT

ESG-H&S-FRM-003



OPERATIVES HEALTH CONSIDERATIONS	N/A
WASTE MANAGEMENT	N/A
OTHER INFORMATION	N/A
ADDITIONAL POLICIES AND PROCEDURES	None

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