

Work Activity: **Suction Cleaning / Vacuuming**

Site: **Various**

Location of Work: **Various**

Risk Assessment Ref: **06**

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, signage, vacuum cleaner bags, black refuse bags, dustpan, and brush
SCOPE OF WORKS	Suction cleaning in various locations
SAFE SEQUENCE OF WORK	<ol style="list-style-type: none"> 1. Check electrical equipment particularly plugs and cable for safety prior to commencement of task 2. Check vacuum cleaner bag has been emptied. 3. Do not plug in machine until it has been re-assembled. 4. Check PAT up to date, 5. Display warning signage. 6. Plug the vacuum cleaner into an appropriate socket, taking care not to remove plugs from live equipment. 7. Do not allow cable to become taut at ankle height. 8. If there are no sockets within the carpeted area "extension" leads to be used, taking care to work within approximately two thirds of the vacuum's cable length. 9. If an extension lead is used "Identify It" (Trailing cables signage) as necessary to avoid persons from tripping. 10. If the carpeted area extends over more than one floor or steps, the cleaners are instructed to use lifts, if available, or take reasonable care when carrying vacuum cleaners between floors or up and down steps. 11. When moving upright vacuum cleaners, limit the carrying, to a minimum. 12. All waste from the vacuum cleaners is deposited into black plastic refuse bags which are removed from the work area to the rubbish collection point, at the end of the shift. Do not allow bags to become too full as this can cause overheating. 13. On completion the cleaner to ensure that all furniture etc is returned to the respective areas, not blocking any gangways and do not constitute a hazard. 14. Signage should remain in place until task complete and cable re-coiled. Risk Assess.



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METHOD STATEMENT

ESG-H&S-FRM-003



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 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	N/A
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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