

METHOD STATEMENT

ESG-H&S-FRM-003



Work Activity: **Floor Polishing**

Site: **Various**

Location of Work: **Various**

Risk Assessment Ref: **07**

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	Mops, brooms, dustpan, brush, vacuum cleaner, bucket, buffing machine, abrasive pad, floor polish
SCOPE OF WORKS	Floor polishing
SAFE SEQUENCE OF WORK	<ol style="list-style-type: none"> 1. Put on Personal Protective Equipment 2. Sanitise touch points on equipment 3. Check equipment and Assemble equipment 4. Place warning signs and barricades where necessary. 5. Ventilate the area, if appropriate 6. Buff the floor and then vacuum any bits of debris and old polish with a vacuum cleaner or broom or dust pan and brush. 7. Prepare the floor polish according to the manufacturer's instructions. 8. Apply only to a clean dry floor. 9. Using a clean mop or applicator, charge with the product and tamp down in a wringer, but do not wring out the mop or applicators. The mop or applicator should be saturated but not dripping. 10. Apply to the floor using overlapping figure of 8 motion. On the first coat leave s 6 inch gap along the edges. 11. Allow 20 – 30 minutes drying time. Ensure the first coat is completely dry before applying a second coat. At right angles to the first coat applying product up to the edges. If required apply a 3rd coat in a similar manner. 12. Some floors such as stone, or worn porous/vinyl will require sealing with an undercoat prior to application of floor polish. 13. Pack away all trip hazards (equipment etc) before removing signage. 14. Regularly maintain the floor by damp mopping, machine scrubbing or spray cleaning. 15. Do not enter into work areas of another cleaner, maintain social distancing. Only one person in an area at a time. Follow One Way systems, 16. Wash /sanitise hands before and after task completed.
WORKING ENVIRONMENT	No issues

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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	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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