

# METHOD STATEMENT

ESG-H&S-FRM-003



Work Activity: **Stairs, Landings, Balustrades & Handrails**

Site: **Various**

Location of Work: **Various**

Risk Assessment Ref: **08**

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	Dustpan and brush, signage, bucket, detergent, cloths, backpack vacuum cleaner.
SCOPE OF WORKS	Stairs, Landings, Balustrades & Handrails
SAFE SEQUENCE OF WORK	<p>Cleaning</p> <ol style="list-style-type: none"> <li>1. Place safety signs prominently at top and bottom of staircase</li> <li>2. Commence at the top of the stairs and sweep all steps to the bottom using dustpan and brush. Sweep all dust from each step straight into the dustpan</li> <li>3. Half fill bucket with water and add detergent to correct dilution ratio.</li> <li>4. Rinse cloth in the solution and wring until damp. Using scrubbing brush or Scotbrite to remove heavy soilage. Rinse cloth frequently and dry each step immediately after washing.</li> <li>5. Continue the above operation down the staircase until task is completed.</li> <li>6. Use damp wipe technique on handrail according to composition i.e. wood, steel, brass</li> <li>7. Clean all equipment and return tidily to cleaner's cupboard.</li> </ol> <p>Backpack vacuum</p> <ol style="list-style-type: none"> <li>1. Adjust the straps so that the harness is firm against the back and hips.</li> <li>2. Stand upright ensuring all operations with this equipment are undertaken with the intention of maintaining the back's natural curves.</li> <li>3. Ensure equipment is used in accordance with manufacturer's instructions.</li> <li>4. Operate during times of low pedestrian traffic.</li> <li>5. Do not attempt to suck up water and avoid working in wet areas.</li> <li>6. Never attempt to pick up flammable materials or combustible liquids.</li> </ol>
WORKING ENVIRONMENT	No issues
OTHER SPECIFIC CONSIDERATIONS	N/A

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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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