

METHOD STATEMENT

Client

Purpose of work

The following statement of methodology will cover all elements and procedures for any proposed work to be carried out by **Your Company** Operatives.

In view of the design and structure of the buildings to be cleaned a variety of methods will be employed in order to overcome the problems of access to these areas. This covers the methodology used for cleaning.

Scope of work

The areas to be cleaned will involve access to and work at ground level 'upwards'. In addition to the special consideration warranted in this respect, particular attention will be given to the structural buildings fabric of those areas and the design of a suitable, safe system of access onto the fabric for the purpose of cleaning works.

Health & Safety

The following points are applicable to all operatives whilst on site to undertake cleaning operations:

- a) Only trained and competent employees of **Your Company** / Approved Partner may undertake High / Low Level Work.
- b) All personnel undertaking High / Low Level cleaning operations will be deemed fit to do so. On a day to day basis it will be the duty of the team supervisors to ascertain the 'fitness' of the individual members of his working team.
- c) The day the work is due to be undertaken the localised inclement weather will be assessed by the team supervisor before any operations are undertaken.
- d) Before any works are undertaken above Ground Level, an exclusion zone will be set up around the area of work. This will include all relevant signage, tape and if application a 'grounds person'. The exclusion zone is particularly important in areas, which allow public access.
- e) Whilst work is in progress the operatives will work in pairs (this is only applicable above Ground Level) and at all times stay in direct contact with each other either by visual or verbal communication.

Structure of Working Team

The working team will consist of a minimum of one operative. It will also comprise of one Area Manager. Each member of the working team shall have an equal share of the duties. They will also be held personally responsible for his/her own safety and conduct whilst at work.

In addition, the Area Manager will be responsible for making sure that all members of the team are fully aware of, competent in and implement at all time, all aspects of the companies Health & Safety Policy. In this respect he / she will assume the role of Company Safety Officer. The supervisor will also insure that the standard of work is of a consistently high standard at all times.

Emergency Procedures

When on site, on a building or structure the operative will be governed by the rules for emergency procedures laid down by the Client / Buildings Management.

In the case of an emergency within the working team, only the working team (unless otherwise requested by a member of the team shall undertake any form of rescue)

Once the casualty is at ground level, and after being briefly examined and any emergency procedures having been carried out (all members of each team will have been trained in first aid) and further action i.e. Ambulance, hospitalisation, will be then decided.

All accidents/injuries will be reported following the procedures laid down in the Company Health and Safety guidelines and adhering to all current Legislation.

Exclusion Zones

The Exclusion Zone should be big enough to keep people clear of any risk. People should be prevented from entering the exclusion zone by posting suitable notices, warning signs or erecting barriers. All warning signs will comply with the Safety Signs Regulations.

Contra – indications:

- Faulty / damaged equipment, safety accessories. Personal ill health or taking of prescribed substances which may affect operational capacity
- Insufficient working space
- Adverse ground conditions
- Adverse weather conditions
- Environmental hazards

Cautionary measures:

- Positioning of equipment
- Protection of the public
- Wearing of appropriate footwear and PPE
- Removal of obstructions

Personal Protective Equipment

To be completed by contractor

Products

To be completed by contractor

Equipment

To be completed by contractor

Arrival on Site

Sign in at the reception
Report to line manager
Complete site induction
Proceed to working area and check areas are safe to work
Check equipment is safe and in good working order, reporting and discrepancies
Proceed to work as per method of work

Method of Work – Vacuuming Carpets & Vinyl Floors

- Put up caution sign.
- Keep away from traffic areas.
- Plug in electrical equipment at a convenient socket.
- Start at point furthest away from door.
- Work with machine and plug behind you.
- Work with push/pull stroke overlapping.
- Do not over stretch flex can cause people to trip.
- Do not pull on flex.
- Change sockets regularly.

Method of Work – Cleaning Skirtings, Sills, Shelves, Radiators, Doors, Door Frames, Door Furniture, Conduit Trunking, Fixed Furniture, Notice Boards, Column Cladding

- Caution when cleaning doors, keeping exit clear. Do not hold frame in case door closes on fingers.
- Place caution signs.
- Vacuum inside of units, cupboards and drawers.
- Remove vacuum.
- Fill bucket and add detergent according to manufacturers instructions.
- Clean all shelves, doors, hinges to units internally and externally.
- Benches to be cleaned according to manufacturers instructions.
- Clean sink and taps.
- Damp dust all skirtings, sills working from corner in over.
- Clean all doors, door hinges, frames, handles.
- Polish vision glass.
- Remove covering from trunking then damp dust.
- Dust all notice boards and white boards.
- Clean cladding columns with the use of podium steps.
- Remove stickers from shelves and damp dust.
- Clean radiator fronts, sides and backs.
- Leave all areas in a dust free condition.

Scope of Work – Mopping Floors

- Put up caution signs to prevent staff and students from slipping.
- Fill mop bucket then add detergent according to manufacturers instructions.
- Change mop heads and water regularly to prevent streaking.
- Make sure floor is dust and debris free and proceed to mop floor area. Rinsing mop out regularly. Ensuring that all corners and edges are cleaned.
- Move warning signs as floor dries.

Scope of Work – Cleaning Toilets / Washrooms

- Put up caution sign at door.
- Fill bucket and solution according to manufacturers instructions.
- Damp dust all wall tiles and splash backs removing any grouting and dry polish.
- Clean all IPS panels leaving in a streak free condition.
- Clean all sanitary ware including sinks and urinals.
- Clean and polish all fixtures and fittings including pipe work.
- Change water regularly to prevent streaking.
- Polish mirrors on completion.
- Report any damage to Line Manager.

Scope of Work – Cleaning Stairwells

- Place caution signs at top and bottom of staircase starting from top to bottom to prevent slipping.
- Sweep stairs, place dust in black bags.
- Damp dust skirtings.
- Fill bucket and add detergent according to manufacturers instructions.
- Clean glazed balustrade with a soft cloth.
- Polish stainless steel handrails with stainless steel polish.
- Hand clean stairs using Savona.
- Hand scrub stair nosings.
- Rinse stairs. Do not over wet.
- Remove signs when dry.

Upon Completion of Work

- Upon completion of each area contact Site Manager and walk job correcting any areas necessary.
- Obtain signature on satisfaction sheet.
- Tidy away equipment.
- Leave areas tidy.
- Sign out before leaving site.
- Leave site in a safe and professional manner.

Appendices

Risk Assessments

To be completed by contractor

COSHH & MSDS Product Data Sheets

To be completed by contractor