

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 - Telephone Cleaning

- Check with the client/operator that the telephone is available for cleaning.
- Put on personal protective equipment.
- Assemble equipment and check for safety.
- Place warning signs and open ventilation, if appropriate.
- Remove any debris or waste from the area.
- Prepare cleaning solution according to manufacturer's instructions.
- Apply cleaning solution or sanitiser to a cloth and clean hand-set, cradle, button or dial area, using minimum amount to protect telephone mechanism.
- Pay particular attention to the telephone ear and mouthpieces.
- Wipe and dry the flex and untwist, if necessary.
- If applicable, damp wipe and dry the base surround, hood and parcel shelf, taking care not to clean areas close to telephone sockets and mains.
- Clean all equipment.
- Return equipment, materials and warning signs to store and close the ventilation, if appropriate.

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