



Method Statement

Method Statement Details

Method Statement Number	65
Method Statement Date	07/02/2020
Method Statement Author	Magda Lamming
Project/Contract	Office cleaning
Start Date	October 2019
Expected job duration	1 year
Client Contact	Offices
Description	
Client	
Description	General office cleaning
Site Address	

Signatures

	Name	Title	Signature	Date
Document Author	Magda Lamming	Director		07/02/2020

Data protection statement

The information and data provided herein applies only to the contract for which it was written, it shall not be duplicated, disclosed or disseminated by the recipient in whole or in part for any purpose whatsoever without the prior written permission.

It is the duty of all employees to observe the following Method Statement framed to provide a code of good practice and conduct with the object of preventing accidents. At all times employees must work in a safe manner both to prevent personal injury to themselves or to other personnel.

Emergency Contact Details

Name	Magda Lamming			
Telephone Number	01223 502 664			

General Precautions

To be observed by all staff at all times, any deviation from these control procedures must be authorised by the site manager or safety representative.

COSHH(The control of substances hazardous to health)

All staff are aware of the dangers presented by some chemicals and have received adequate information, instruction and training in the storage, use and disposal of such chemicals. COSHH assessments have been carried out on all substances deemed to be hazardous. Staff will only use chemicals for the task that they have been designated for and will under no circumstances mix chemicals together.

First Aid

It is the responsibility of the company to ensure adequate First Aid provision for its staff. Adequate means provision of a trained first aider, suitable first aid equipment and/or the provision of an appointed person at the minimum.

An Appointed Person is a person provided by the employer to take charge of the situation (e.g. to call an ambulance) if a serious injury/illness occurs in the absence of a First Aider. The Appointed Person can render emergency First Aid if trained to do so. All staff when inducted will be made aware of the location of the First Aid kit.

Lone Working

Staff who are requested to carry out lone working on client premises will be supplied with a mobile phone (if they do not own a phone themselves). The senior member of staff will be responsible for ensuring all lone working staff have completed their tasks and left the client premises safely

Manual Handling

All staff and contractors have been instructed on the potential dangers of manual handling, and have received manual handling training. Staff and contractors will not lift items of tools or equipment beyond their capabilities. Heavy or awkward items will be broken down into smaller pieces or dual lifted where this is not possible. It is the responsibility of the site foreman to identify and control potentially dangerous manual handling situations as they occur on site on a day to day basis.

Material Handling

All materials required for site will be unloaded to a designated unloading and storage area which will be away from the work area as far as is practicable. This area will be kept tidy to minimise trip hazards. Materials as and when required will be collected from the storage area to the work area. All staff will take care when handling materials.

Personal Protective equipment (PPE)

All site workers will wear Safety boots Hi Visibility Vests, Hard Hats and protective clothing at all times, other items of PPE such as eye protection, and gloves are available to be worn as and when necessary.

Preparation & Induction

A risk assessment will be carried out for all tasks which will be discussed with members of staff and the sub contractors, any queries or concerns will be raised with the contract manager who will ensure it is dealt with. Staff and sub contractors will be inducted onto site by the principle contractor and will follow all site rules and safety procedures.

Slips and Trips (Cleaning)

Cleaning is a key factor in controlling slips and trips because cleaning affects the surface properties of the floor, the safety of pedestrians and cleaners themselves, cleaning staff will be trained in the correct use of floor cleaning agents and warning signs will be posted wherever floor cleaning is taking place

Staff and Training

The task will be carried out by staff from Spotless Cambridge Ltd, all staff are qualified, experienced and receive ongoing training, and hold suitable qualifications Apprentices are under constant supervision by senior members of staff.

Welfare

The principle contractor is responsible for providing adequate washing, toilet, drying and refreshment facilities for staff and sub-contractors, staff and contractors are responsible for ensuring that such welfare facilities are maintained in a clean and wholesome manner. This will be your responsibility when you are the principle contractor, it may be necessary occasionally for your company to identify suitable local amenities.

Working from Step Ladders

The majority of tasks carried out at height involve working below 2 metres from step ladders; all staff have been made aware of the dangers of working from step ladders and have been instructed on the safe use of ladders. All Staff are required to read and understand HSE leaflet INDG455 the Safe use of Ladders & Stepladders. Only competent members of staff will be allowed to work from step ladders and it is the responsibility of the site foreman to ensure conditions are safe before allowing any ladder work to take place.

Office Clean

The PPE required for these tasks includes: non slip shoes, protective clothing, rubber gloves and safety glasses (if required).

1. Ensure and maintain ventilation throughout the task
2. Sweep all floors (other than carpeted areas)
3. Sweep the landings and stairs from top to bottom, paying particular attention to edges and corners.
4. Use a dust pan and brush in all corners
5. Vacuum all floor areas taking extra care on stairs, paying particular attention to corners.
6. Vacuum skirting boards and window sills
7. Thoroughly vacuum all carpeted areas
8. Polish all skirting boards, ledges and surfaces and making sure all is dust free
9. Polish all fixture and fittings
10. Mop all wooden / vinyl floors

Door and Window Cleaning

1. Polish all doors, window sills and skirting boards. Apply polish sparingly, taking care not to apply polish to adjacent surfaces when using aerosol polish, apply to the duster to prevent over spray onto floor areas to prevent creating slippery conditions or damage to carpets
2. Using a duster, buff to the required finish
3. Wipe the sides and top of the frame using a duster
4. Clean window panes by applying cleaning solution with an applicator, polish to a smear free finish

Bathroom Cleaning

1. Before cleaning, flush the toilet with the seat lid closed
2. Clean the toilet bowl with a toilet brush and apply cleaning fluid to the inside of the bowl. If required allow to soak for 5 to 10 minutes
3. Prepare cleaning solution according to the manufacturers instructions and apply using a colour coded cloth to wipe the outside of the toilet, pipe work, cistern, handle and toilet seat, lid and hinges
4. Scrub the inside of the bowl with a toilet brush paying particular attention to remove any stains at water level and under the rim
5. Make a final flush of the toilet, rinsing the brush in the flushing water
6. Dry the toilet seat with a colour coded cloth, and close the lid
7. To clean the wash basin and bath, use a bucket and prepare cleaning solution according to manufacturer's instructions.
8. Using a different colour coded cloth, wrung out in the cleaning solution, wipe all surrounding surfaces including wall tiles, ledges and pedestal
9. Rinse the cloth regularly in clean water, recharge the cleaning solution as required
10. Rinse the wash basin and bath using cold water from the tap, pay particular attention to ensure that the overflows are clean
11. Wring out the cloth and polish all taps
12. Tiles will be cleaned using a proprietary cleaner sprayed directly onto the tiles and wiped off using a colour coded cloth
13. Polish taps, railings and towel rails to a high shine
14. Clean mirrors until smear free

Kitchen Cleaning

1. All floor areas and surfaces should be cleaned with vacuum and or mopping
2. Tiles will be cleaned using a proprietary cleaner sprayed directly onto the tiles and wiped off using a colour coded cloth.
3. The surfaces will be wiped with a dry cloth to remove any smears
4. All appliances will be wiped down and left smear free
5. Clean everywhere and make sure everywhere is dust free
6. Clean out internal cupboards and external doors.
7. Tiles are polished
8. All hard surfaced floors, mopped down

Prior to leaving the building, remove or store all cleaning materials and equipment and carry out an inspection to ensure that the work has been carried out satisfactorily.

Kitchen Cleaning

1. All floor areas and surfaces should be cleaned with vacuum and or mop.
2. Wall tiles will be cleaned using a proprietary cleaner sprayed directly onto the tiles and wiped off using a Yellow colour coded cloth.
3. The preparation surfaces will be cleaned, then wiped with a dry Green cloth to remove any smears
4. All appliances will be cleaned and wiped down to be left smear free
5. Wipe down all surfaces and make sure everywhere is dust free
6. Wipe down cupboards external doors.
7. Move mobile units to enable access to floor surfaces
8. All hard surfaced floors to be mopped to remove spills and debris.
9. Prior to leaving the building, remove or store all cleaning materials and equipment and carry out an inspection to ensure that the work has been carried out satisfactorily.

Toilets

Staircase Cleaning

Preparation

1. Ensure Personal Protective Equipment is worn at all times.
2. Place Warning signs at the extremes of the work area prior to the work commencing.
3. Check all equipment before and after use. Do not leave mopping system unattended at any time (especially lying on floor or stairs).
4. Use as little water as necessary on stairs.
5. Do not use soaps as these can make floors and stairs slippery.
6. Avoid splashing cleaning agent, particularly if stairway is open plan design.
7. Wipe any splashes immediately.
8. Ensure bucket on landing is behind line of work.
9. When disposing of sharps take care and follow relevant procedure for safe disposal.
10. Only return warning signs to store when floor is completely dry.
11. Be aware of potential trip hazards whilst working backwards towards and down stairs.

Step by Step Guide

1. Put on Personal Protective Equipment.
2. Assemble all of the equipment and check each item for safety.
3. Place warning signs at the extremes of the work area.
4. Check surfaces for chewing gum and remove with scraper.

Landings and Stairs (Suction clean using vacuum if carpeted)

1. Sweep the landings and stairs from top to bottom, paying particular attention to edges and corners.
2. Pick up soil, place into refuse sack and remove to disposal point.
3. Prepare cleaning solution in bucket as per manufacturer's instructions, adding agent to water.
4. Apply solution to an area of floor using figure 8 strokes with each pass overlapping.
5. Clean adjacent to skirting by "cutting in" parallel to skirting.
6. Use abrasive pad to remove stubborn marks. Ensure bucket is behind line of work.
7. When ringing out mop, stand in front of wringer and press down firmly.
8. Rinse the mop frequently, change the solution when necessary and re-charge mop with clean solution as required.
9. Wipe skirting with cloth to remove splashes.
10. Continue down the stairs using a deck scrubber or the edging tool, if necessary.
11. Pay particular attention to the edges, corners and risers.
12. Use the minimum amount of liquid (especially if stairway is open plan), leave floor as dry as possible and leave warning signs in place until dry.
13. Clean all equipment and check all items for safety.

Balustrades and Handrails

1. Identify the type of soil to be removed.
2. If dry dust, clean using static duster paying particular attention to balustrade rails, string capping, outer string and handrail.

3. If damp wiping is necessary, prepare cleaning solution in a bucket according to manufacturer's instructions, adding agent to water.
4. Using a damp cloth wrung almost dry, wipe surface using smooth strokes.
5. Rinse cloth as necessary in clean water and recharge with cleaning solution, wringing out until almost dry.
6. Pay particular attention to balustrade rails, string capping, outer string and handrail.

On completion of the task

1. Clean all equipment and check for safety.
2. Return equipment and materials to the storage area and store safely and securely.
3. Return warning signs to store when floor is completely dry.

Care of equipment

1. Remove mop from handle, wash and allow to air dry.
2. If re-assembled store head up.
3. Wash abrasive pad and allow to air dry.
4. Wash buckets, wipe inside and out and store upside down. Wash cloths, dustpan, brush, deck scrubber, edging tool and pads and allow to air dry.
5. Empty vacuum cleaner, wipe clean and check bag.

