Method Statement Review Sheet

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Clean | Hygience | Safe

Method Statement No	Task	Core Type -1-8	Version	Date of Change	Risk Rating	Risk Basis / Main Exposure	Review Priority
1	Toilet, Washroom and Bathroom Cleaning	01 Induction	V13	Sep-26	Low	Routine cleaning task with generally lower-severity hazards when standard controls, COSHH and safe systems of work are followed.	3
2	Vacuuming/Suction Cleaning	01 Induction	v11	Nov-25	Low	Routine cleaning task with generally lower-severity hazards when standard controls, COSHH and safe systems of work are followed.	3
3	Steam Cleaning	04 Deep Cleaning	V13	Aug-26	Medium	Meaningful exposure to machinery, chemicals, heat, manual handling, slips/falls or task-specific hazards requiring trained controls.	2
4	Machine Scrubber Driers	03 Floor and Upholstery	v12	Jun-26	Medium	Meaningful exposure to machinery, chemicals, heat, manual handling, slips/falls or task-specific hazards requiring trained controls.	2
4a.	Ride on Battery Powered Scrubber Dryer	03 Floor and Upholstery	v2	May-26	High	Vehicle movement/crush/collision risk.	1
5	Cleaning of Glass and Mirrors to hand height	01 Induction	V14	Oct-26	Low	Routine cleaning task with generally lower-severity hazards when standard controls, COSHH and safe systems of work are followed.	3
5a.	Microfibre Glass and Window Cleaning	01 Induction	V10	Oct-26	Low	Routine cleaning task with generally lower-severity hazards when standard controls, COSHH and safe systems of work are followed.	3
6	Damp Wiping and Metal Polishing	01 Induction	V15	Jun-26	Low	Routine cleaning task with generally lower-severity hazards when standard controls, COSHH and safe systems of work are followed.	3
6a.	Microfibre Dry Dusting, Damp Wiping, Drying and Polishing/Buffing.	01 Induction	V9	Jul-25	Medium	Meaningful exposure to machinery, chemicals, heat, manual handling, slips/falls or task-specific hazards requiring trained controls.	2
7	Staircase Cleaning	03 Floor and Upholstery	V11	Jun-26	Medium	Meaningful exposure to machinery, chemicals, heat, manual handling, slips/falls or task-specific hazards requiring trained controls.	2
8	Buffing	03 Floor and Upholstery	v10	Jun-26	Medium	Meaningful exposure to machinery, chemicals, heat, manual handling, slips/falls or task-specific hazards requiring trained controls.	2
9	High Level Cleaning	04 Deep Cleaning	V11	Mar-26	High	Work at height/falling-object risk.	1
10	Internal Waste Disposal	01 Induction	V16	Oct-26	Low	Routine cleaning task with generally lower-severity hazards when standard controls, COSHH and safe systems of work are followed.	3
11	External Waste Management, Fly-Tip Removal and Bin Cleaning Activities	06 Waste Collection and Disposal	V12	Jul-26	Medium	Meaningful exposure to machinery, chemicals, heat, manual handling, slips/falls or task-specific hazards requiring trained controls.	2
12	Litter Picking	06 Waste Collection and Disposal	V12	Jul-26	Medium	Meaningful exposure to machinery, chemicals, heat, manual handling, slips/falls or task-specific hazards requiring trained controls.	2
13	Sharps and Needle Stick Removal	06 Waste Collection and Disposal	V11	Jun-26	High	Needlestick/blood-borne pathogen exposure.	1
14	Pressure Washing (Electric)	04 Deep Cleaning	v11	Mar-26	High	High-pressure equipment, injection/splash and slip risk.	1
15	Strip and Seal	03 Floor and Upholstery	v12	Jun-26	Medium	Meaningful exposure to machinery, chemicals, heat, manual handling, slips/falls or task-specific hazards requiring trained controls.	2
16	Telephone and Personal Computer Cleaning	04 Deep Cleaning	v12	Jun-26	Low	Routine cleaning task with generally lower-severity hazards when standard controls, COSHH and safe systems of work are followed.	3
17	External Brush Sweeping/Footpaths and Roadways	03 Floor and Upholstery	V9	Oct-25	Low	Routine cleaning task with generally lower-severity hazards when standard controls, COSHH and safe systems of work are followed.	3
18a.	Machine Sweeping	03 Floor and Upholstery	v12	Aug-26	Medium	Meaningful exposure to machinery, chemicals, heat, manual handling, slips/falls or task-specific hazards requiring trained controls.	2
19	Window Cleaning by Water Fed Pole	08 Miscellaneous	1	Jun-26	Medium	Meaningful exposure to machinery, chemicals, heat, manual handling, slips/falls or task-specific hazards requiring trained controls.	2
20	Damp Mopping	01 Induction	V10	Feb-24	Low	Routine cleaning task with generally lower-severity hazards when standard controls, COSHH and safe systems of work are followed.	3
20a.	Micro Fibre Damp Flat Mopping	01 Induction	V8	Oct-24	Low	Routine cleaning task with generally lower-severity hazards when standard controls, COSHH and safe systems of work are followed.	3
22	Bonnet Mopping	03 Floor and Upholstery	v10	Oct-26	Medium	Meaningful exposure to machinery, chemicals, heat, manual handling, slips/falls or task-specific hazards requiring trained controls.	2
27	Use of Step Ladders	07 Safety	v11	Oct-26	High	Work at height/falling-object risk.	1
28	Cell Cleaning and Custody Areas	05 Decontamination	V13	Oct-26	High	Significant biological/contamination exposure.	1
29	Scenes of Crime (SOC) Laboratory – Forensic Cleaning Procedures	05 Decontamination	V9	Nov-25	High	Significant biological/contamination exposure.	1
30	Forensic Cleaning Procedure Medical Room and Forensic POD in Treetops SARC	05 Decontamination	V8	Jan-25	High	Significant biological/contamination exposure.	1
32	Carpet Extraction Cleaning	03 Floor and Upholstery	V9	Nov-25	Medium	Meaningful exposure to machinery, chemicals, heat, manual handling, slips/falls or task-specific hazards requiring trained controls.	2
32a	Carpet Cleaning with a Cimex Machine	03 Floor and Upholstery	v2	Jun-26	Medium	Meaningful exposure to machinery, chemicals, heat, manual handling, slips/falls or task-specific hazards requiring trained controls.	2
33	Use of Hand Tools	07 Safety	V8	Nov-25	Medium	Meaningful exposure to machinery, chemicals, heat, manual handling, slips/falls or task-specific hazards requiring trained controls.	2
34	Forensic Tent Cleaning	05 Decontamination	V9	May-26	High	Significant biological/contamination exposure.	1
35	Sanitising and cleaning a contaminated Vehicle	05 Decontamination	V10	May-26	High	Significant biological/contamination exposure.	1
36	Infestation Removal	05 Decontamination	V9	Nov-25	Medium	Meaningful exposure to machinery, chemicals, heat, manual handling, slips/falls or task-specific hazards requiring trained controls.	2
37	Fatality & Crime Scene Cleaning	05 Decontamination	v10	Nov-26	High	Significant biological/contamination exposure.	1
38	Body Fluid Spillage's and Contaminated Items	05 Decontamination	V9	May-26	High	Significant biological/contamination exposure.	1
38b	Pigeon Guano Removal	05 Decontamination	v5	Jun-26	High	Significant biological/contamination exposure.	1
40	Lift Cleaning	04 Deep Cleaning	V12	Jan-26	Low	Routine cleaning task with generally lower-severity hazards when standard controls, COSHH and safe systems of work are followed.	3
41	Infection Control and Decontamination Cleaning	05 Decontamination	V12	May-26	High	Significant biological/contamination exposure.	1
42	Graffiti Removal	04 Deep Cleaning	v9	Aug-25	Medium	Meaningful exposure to machinery, chemicals, heat, manual handling, slips/falls or task-specific hazards requiring trained controls.	2
43	Stain Removal	04 Deep Cleaning	V12	Mar-25	Medium	Meaningful exposure to machinery, chemicals, heat, manual handling, slips/falls or task-specific hazards requiring trained controls.	2
44	Wet Pick-Up Machine	03 Floor and Upholstery	V10	Jan-26	Medium	Meaningful exposure to machinery, chemicals, heat, manual handling, slips/falls or task-specific hazards requiring trained controls.	2
45	Upholstery Cleaning	03 Floor and Upholstery	v10	Feb-26	Medium	Meaningful exposure to machinery, chemicals, heat, manual handling, slips/falls or task-specific hazards requiring trained controls.	2
46	Dust Mop Sweeping	01 Induction	V9	Mar-25	Low	Routine cleaning task with generally lower-severity hazards when standard controls, COSHH and safe systems of work are followed.	3
46a.	Micro Fibre Dry Mop Sweeping	01 Induction	V9	Feb-26	Low	Routine cleaning task with generally lower-severity hazards when standard controls, COSHH and safe systems of work are followed.	3
47a	Machine Sweeping/Vacuuming with Electric powered Garden Vacuum.	08 Miscellaneous	V10	Mar-26	Medium	Meaningful exposure to machinery, chemicals, heat, manual handling, slips/falls or task-specific hazards requiring trained controls.	2
53	No Corresponding Method Statement	n/a	N/A		N/A	Obsolete, suspended or no current method statement.	
54	Baines Marie Cleaning	04 Deep Cleaning	v9	Mar-26	Medium	Meaningful exposure to machinery, chemicals, heat, manual handling, slips/falls or task-specific hazards requiring trained controls.	2
55	Canopies, Hoods and Filter Cleaning	04 Deep Cleaning	V8	Mar-25	Medium	Meaningful exposure to machinery, chemicals, heat, manual handling, slips/falls or task-specific hazards requiring trained controls.	2
56	Deep Fat Fryer Cleaning	04 Deep Cleaning	V10	Nov-25	Medium	Meaningful exposure to machinery, chemicals, heat, manual handling, slips/falls or task-specific hazards requiring trained controls.	2
57	Dish Washer Cleaning	04 Deep Cleaning	v9	Mar-26	Medium	Meaningful exposure to machinery, chemicals, heat, manual handling, slips/falls or task-specific hazards requiring trained controls.	2
59	Ovens and Grill Cleaning	04 Deep Cleaning	V9	Apr-25	Medium	Meaningful exposure to machinery, chemicals, heat, manual handling, slips/falls or task-specific hazards requiring trained controls.	2
60	Refrigerators, Freezers and Cold Rooms Cleaning	04 Deep Cleaning	V9	Mar-26	Medium	Meaningful exposure to machinery, chemicals, heat, manual handling, slips/falls or task-specific hazards requiring trained controls.	2
63	Ensure Touch ATP Testing	02 Hygiene	V4	Mar-26	Low	Routine cleaning task with generally lower-severity hazards when standard controls, COSHH and safe systems of work are followed.	3
64	No Corresponding Method Statement	n/a	N/A		N/A	Obsolete, suspended or no current method statement.	
67	Wall Washing	01 Induction	V5	May-26	Medium	Meaningful exposure to machinery, chemicals, heat, manual handling, slips/falls or task-specific hazards requiring trained controls.	2
68	Commercial and Domestic Kitchen General Cleaning	04 Deep Cleaning	v5	Nov-26	Medium	Meaningful exposure to machinery, chemicals, heat, manual handling, slips/falls or task-specific hazards requiring trained controls.	2
71	Builder's Deep Clean and Basic Void Cleans	05 Decontamination	V5	Aug-26	Low	Routine cleaning task with generally lower-severity hazards when standard controls, COSHH and safe systems of work are followed.	3
73	Surface Enhancement & Protective Coatings	08 Miscellaneous	V6	Jun-26	Medium	Meaningful exposure to machinery, chemicals, heat, manual handling, slips/falls or task-specific hazards requiring trained controls.	2
76a	Touch Point Cleaning	02 Hygiene	V3	Apr-25	Low	Routine cleaning task with generally lower-severity hazards when standard controls, COSHH and safe systems of work are followed.	3
78	Caretaking & Portering	08 Miscellaneous	V3	Jun-26	Medium	Meaningful exposure to machinery, chemicals, heat, manual handling, slips/falls or task-specific hazards requiring trained controls.	2
79	Cleanine in Potterv Studios	08 Miscellaneous	V1	Mar-24	High	Potential respirable silica/ceramic dust exposure.	1
80	Monthly Cleaning of Level 2 Corridor Brighton Dome	05 Decontamination	V2	Jan-26	Low	Routine cleaning task with generally lower-severity hazards when standard controls, COSHH and safe systems of work are followed.	3
81	Norovirus Decontamination Cleaning (Buses, Gangways and Conveyors)	05 Decontamination	V2	Jul-26	High	Significant biological/contamination exposure.	1
82	Fire Station Decontamination	05 Decontamination	V2	Aug-26	High	Significant biological/contamination exposure.	1
83	Sanitising and cleaning contaminated Fire Vehicles	05 Decontamination	v2	Mar-25	High	Significant biological/contamination exposure.	1
85	Pressure Washine - Mini Bowser P2 Jetwash		v1	Oct-26	TBC	TBC	TBC
86	Use of small battery powered ride on collection vehicles and tugs	07 Safety	V2	Jun-26	High	Vehicle movement/crush/collision risk.	1

Risk Ranking	Meaning
High	Higher inherent safety/health risk – prioritise review and controls.
Medium	Meaningful exposure to machinery, chemicals, heat, manual handling, slips/falls or task-specific hazards requiring trained controls.
Low	Routine/lower-severity hazards under standard controls.

Method Statement Number: 1

Toilet, Washroom & Bathroom Cleaning

Associated Risk Assessments

1: Toilet Washroom Cleaning
4: Cleaning of Floors and other Areas by Use of a Scrubber / Dryer
8: Cleaning of Floors and other Areas by Floor Buffing
9: High Level Dusting
10: Refuse Collection Emptying Bins – Inside Buildings
44: Wet Pick-Up Machine

Associated Method Statements

4: Floor Scrubber / Dryer Machines
4A: I-Mop Floor Scrubber
8: Rotary Machine Buffing / Spray Buffing/ Scrubbing
9: High Level Cleaning / Dusting
10: Internal Refuse Collection
44: Wet Pick-Up Machine

Associated Toolbox Talks

1: Health and Safety for Everyone
2: COSHH 12 Golden Rules
3: Chemical Safe Dilution
8: PPE

Personal Protective and Safety Equipment Requirement

1. Gloves



2. Mask



3. Goggles



4. Warning Sign



Small Tools / Materials

1. Toilet Brush
2. Colour coded cloths
3. Colour coded microfibre cloths
4. Laundry bag for microfibre clothes
5. Stainless Steel scourer balls
6. Green sponge scourer
7. Green scourer
8. Colour Coded buckets and mops
9. Consumable Supplies (toilet rolls etc.)
10. Dustpan and brush
11. Broom

Machinery

1. Imop
2. Wet and Dry Pick-Up Machine
3. 12 inch / 15 inch rotary Scrubbing Machine

Approved Chemicals

Chemical	Use	Hazardous Classifications	COSHH Assessment Number
Cleanline Sulphamic acid toilet descaler Liquid	Descaler for toilets	H315 Causes skin irritation H317 May cause an allergic skin reaction. H318 Causes serious eye damage. H319 Causes serious eye irritation. H361 Suspected of damaging fertility or the unborn child H411 Toxic to aquatic life with long lasting effects. H412 Harmful to aquatic life with long lasting effects.	11
Cleanline Daily descaler	Descaler	H314 Causes severe skin burns and eye damage H318 Causes serious eye damage	168
2 Pure Odorbac Tec4 liquid	Multi-purpose cleaner and disinfectant	None – Product is not deemed to have any adverse effects on human health or the environment.	89
Premier Product TD30	Toilet cleaner and descaler	H314 Causes severe skin burns and eye damage	63
Evans Vanosolve **RHUL Only**	Heavy Duty Toilet cleaner & Descaler	H314 Causes severe skin burns and eye damage H318 Causes serious eye damage H411 Toxic to aquatic life with long lasting effects. H412 Harmful to aquatic life with long lasting effects.	172

Identified Risks and Safety Controls	
Identified Risk	**Mitigation**
Contact with chemical via spills/splashes causing irritation of skin and respiratory problems	
	• Only use approved chemicals • Refer and follow required COSHH assessment on safe use of chemicals with the opening of windows and/or use of extractor system. • Limit the time using chemical • Mandatory wearing of gloves 'Rubber or Neoprene.' If there is insufficient ventilation wear suitable respiratory equipment 'Dust Mask' • Natural ventilation to be used prior to work commencing. Instructions and training in the safe use of chemicals. Follow COSHH risk assessment on safe use of chemicals • Appropriate PPE to be worn, first aid facilities to be known in case of emergency
De-scaler use only	
	• As above plus additional PPE face mask, apply de-scaler using a small hand mop applicator, or direct from bottle if in container with direction nozzle

Identified Risks and Safety Controls	
Identified Risk	**Mitigation**
Slips, Trips and Falls including wet floors and trailing cables	
	• Warning signs to be placed before work commences • Warning signs displayed in a suitable position to give other users sufficient time to absorb the information before entering hazard area • Signage displayed until floor dry and/or completed • Store signage away safely when completed • Appropriate footwear to be worn (good grip on soles) • All employees trained in safety procedure Always mop up any lying pools of water as the work commences, never leave any pools of water on completion of work area
Manual Handling machines/loads and repetitive strain injuries	
	• All machinery/attachments/chemical containers weigh below 25 Kilos • Rotation of jobs (frequent breaks in pattern of work) • Specific Manual Handling training on Kinetic Lifting for all employees
Contact with human faeces (Parasites and Toxoplasma)	
	• Use appropriate PPE rubber/latex gloves • Flush toilets prior to any cleaning activity to take place

Additional Safety Controls

Preparation

- Thoroughly check all parts of the electrical equipment for wear, damage and that they work properly - Including plugs, pipes, wheels, and cables,
- Place warning signs correctly at each entrance/exit point to the area
- Select, check, and wear correct PPE
- Ventilate area (as appropriate)
- Prepare the cleaning solution using the correct ratios and to manufacturer's directions, adding the cleaning agent to the water

Machinery

- Do not plug in machinery until fully assembled
- Do not leave machinery unattended
- Cables should be kept behind machinery and away from water
- Do not allow the cable to become taut at ankle height
- When not in use machinery should be left in the correct position
- Check electrical equipment in particular plugs and cables to ensure they are safe any faults to be reported to a supervisor or manager

Chemicals

- Do not splash chemical solutions
- Ensure chemicals are diluted correctly (See Toolbox Talk 3. Chemical- Safe Dilution)
- Follow COSHH instructions on safe use of chemicals (Toolbox Talk 2: 12 Golden Rules)
- De-scaler to be used as per De-Scaling Method

Task Procedure

Preparation

1. Carry out a dynamic risk assessment on arrival at the work area – this means you are checking the area is free from immediate risks to ensure the area is safe to work in
2. Place warning signs correctly at each entrance/exit point to the area that you are cleaning
3. Complete the task following this method statement (all method statements can be accessed in the H&S Manual by scanning the QR code on the Guide to Using Chemicals Safely poster)
4. When using chemicals, you must follow the relevant COSHH Assessment which can be accessed in the H&S Manual as above which details PPE, and what to do in respect of a spillage and first aid requirements

5. Ventilate area (as appropriate)
6. Wash hands and check for any cuts and abrasions, (if any found, cover with waterproof dressing)
7. Select, check, and wear correct PPE
8. Replenish toilet paper, soap, towels etc (where necessary)
9. Select, check, and safely assemble correct equipment
10. Prepare the cloths correctly using the measuring jug and allow time for absorption

Task Procedure

Cleaning of Area

Remember to always work from clean area to dirty area prior to starting

1. Fold the cloth in half and half again to give eight separate cleaning surfaces
2. Change the cloth to a fresh side per surface or replace as necessary
3. Carry out cleaning in the correct sequence which is clean to dirty
    - Walls, Doors, and Light Switches
    - Dispensing Machines, Hand Driers etc.
    - Ledges
    - Pipework
    - Mirrors
    - Splash Back Areas
    - Outside area of Basin
    - Inside area of Basin
    - Top of Basin
    - Taps
4. When dry, polish ceramic splash back areas and mirrors using polishing cloth
5. Place used micro fibre cloths in the appropriate laundry bag
6. **Urinal Cleaning**
    a) Turn off the automatic flushing system using the correct procedure
    b) Remove debris from outlets and channels
    c) Fold the cloth in half and half again to give eight separate cleaning surfaces
    d) Damp wipe external surfaces
    e) Apply toilet cleaner to interior surface and agitate with toilet brush
    f) Turn on automatic flush to rinse away residue

7. **Toilet Cleaning**
    a) Close lid and flush toilet
    b) Using toilet brush, push back water to reveal water line
    c) Apply toilet cleaner to inside of toilet bowl and under the rim
    d) Agitate with toilet brush and leave brush in bowl
8. Fold the cloth in half and half again to give eight separate cleaning surfaces
9. Change the cloth to a fresh side per surface or replace as necessary
10. Carry out cleaning in the correct sequence which is clean to dirty
    - Door
    - Walls/top of cubicle partitioning
    - Toilet roll dispenser
    - Pipework
    - Cistern/button/handle
    - Lid
    - Outside of bowl
    - Under lid
    - Toilet seat
    - Under toilet seat
    - Top of toilet bowl
    - Inside toilet bowl

11. Scrub inside of toilet bowl with brush paying attention to the water line and under the rim, remove all stains
12. Leave brush in toilet, close lid, and flush, rinsing brush in clean flush water, replace brush in holder
13. Place used cloths in the appropriate laundry bag
14. Leave cleaned appliances as dry as possible
15. Ensure all fittings, including door furniture are cleaned to a hygienic standard and a satisfactory appearance
16. Complete the task without damage or risk to people, furniture, or furnishings
17. Report any damaged or faulty fittings
18. Seal the laundry bag and take to the collection point for laundering
19. Check, clean and store equipment, materials, and PPE
20. Remove warning signs and close ventilation when floor is fully dry (as appropriate)
21. Wash hands thoroughly, rinse and dry upon completion of task

Additional – Cleaning Baths & Showers

1. **Shower and Bath Cleaning**
    a. Check the shower or bath area for damage, sharp edges, loose fittings, standing water, blocked outlets, soap residue, body fluids or other contamination before cleaning commences
    b. Ensure warning signs are in place and that the area is suitably ventilated before applying any cleaning chemical
    c. Ensure all enclosed areas such as showers and bathrooms are adequately ventilated when using cleaning chemicals. Opening windows, using extractor fans, or improving airflow helps reduce the build-up of fumes and vapours, lowering the risk of inhalation, irritation, or respiratory issues.
    d. Remove loose debris, hair and waste from plug holes, drains, channels, shower trays and bath surrounds using appropriate PPE and equipment
    e. Apply approved cleaner or descaler only where required, following the relevant COSHH assessment, manufacturer's instructions and correct dilution rates
    f. Clean from high level to low level and from clean to dirty, including shower screens, tiles, taps, shower heads, grab rails, dispensers, bath sides, shower tray or bath base and surrounding edges
    g. Agitate any soiled areas with the appropriate non-abrasive pad or cloth, taking care not to damage chrome, enamel, seals, glass, tiles or plastic surfaces
    h. Rinse surfaces thoroughly to remove chemical residue, paying particular attention to areas that may come into contact with skin
    i. Dry and polish taps, shower screens, mirrors, grab rails and surrounding splash areas where required to leave a satisfactory appearance
    j. Ensure floors, shower trays and bath areas are left as dry as possible to reduce slip risk
    k. Report any damaged seals, cracked tiles, loose fittings, blocked drains, poor drainage, mould growth or other defects to the supervisor or manager

Method Statement Number: 02

Vacuuming / Suction Cleaning

Associated Risk Assessments

02: Vacuuming Suction Cleaning

Associated Method Statement

N/A

Associated Toolbox Talks

1: Health and Safety for Everyone
8: PPE
11: Machinery – Maintenance
15: Vacuuming

Personal Protective and Safety Equipment Requirement

1. Warning/Safety Signs



2. Goggles



2. Facemask



Small Tools / Materials (Refer to folder as to what they need)

1. Stiff Hand Brush with Dustpan
2. Scraper
3. Colour Coded Cloths
4. Clean Dust Bag and Filters
5. Black Sacks

Machinery

1. Vacuum Cleaner and floor tools

<u>Ensure that all machinery is thoroughly cleaned and decontaminated after use and before storing away</u>

Approved Chemicals			
Chemical	Use	Hazardous Classifications	COSHH Assessment Number
None			

Identified Risks and Safety Controls	
Identified Risk	**Mitigation**
Awkward Posture (Reaching, Bending, Twisting)	
	• Rotation of jobs • Moving in various directions to spread out the workload to various muscles. Use a light grip • Maintain neutral postures • Neck flexion and stretching in opposite directions • Ensure backpack vacuum weight is evenly distributed, with secure straps and cords.
Faulty cables/equipment (electrocution, electrical fires)	
	• Visual user check on equipment prior to use (sockets, plug, cables, Equipment) • Any faults found are reported immediately to the supervisor and not used • Any RCD used to be tested prior to use • No stretching of cables • Annual PA testing of all electrical appliances • Check floor surface for water / dampness – never vacuum water • Remove batteries when not in use to prevent discharge/damage. Ensure chargers are placed in dry, accessible areas. Avoid overheating.
Slips, Trips and Falls including wet floors and trailing cables	
	• Warning signs to be placed before work commences • Warning signs displayed in a suitable position to give other users sufficient time to absorb the information before entering hazard area • Signage displayed until floor dry and/or completed • Store signage away safely when completed • Appropriate footwear to be worn (good grip on soles) • All employees trained in safety procedure

Manual Handling machines/loads and repetitive strain injuries	
	• All machinery/attachments/chemical containers weigh below 25 Kilos • Rotation of jobs (frequent breaks in pattern of work) • Specific Manual Handling training on Kinetic Lifting for all employees • For backpack vacuums adjust straps to suit operative height for balanced weight

Additional Safety Controls

Preparation

- Ensure warning signs are displayed at all entrances
- Ensure that all staff have been issued with the correct PPE and that it is worn throughout the task
- Ensure staff carrying out the task have the correct training and that a record of their training is held on central system

Machinery

- Do not plug in machinery until fully assembled
- Do not leave machinery unattended
- Cables should be kept behind machinery and away from water
- Do not allow the cable to become taut at ankle height
- When not in use machinery should be left in the correct position
- Check electrical equipment in particular plugs, exposed wiring, broken body, buttons, and cables to ensure they are safe and test RCD report any faults to a supervisor or manager
- Remove batteries after use and pre-use checks of straps/harnesses for damage

Task Procedure

Preparation

1. Carry out a dynamic risk assessment on arrival at the work area – this means you are checking the area is free from immediate risks and is safe to work in
2. Place warning signs correctly at each entrance/exit point to the area that you are cleaning
3. Complete the task following this method statement (all method statements can be accessed in the H&S Manual by scanning the QR code on the Guide to Using Chemicals Safely poster)
4. Ventilate area (as appropriate)
5. Wash hands and check for any cuts and abrasions, (if any found, cover with waterproof dressing)
6. Select, check, and wear correct PPE
7. Check PA test date on vacuum
8. Thoroughly check all parts of the electrical equipment for wear, damage and that they work properly - including plugs, pipes, wheels, cables and strap/harness
9. Check filters are in place and are clean, check the dust collection bag is clean and in place
10. If floor sockets are being used, put a warning sign over the floor socket that is being used (not required if using battery power instead of mains socket)
11. Before vacuuming check floor surface area for water / dampness

Cleaning of area

1. Remove large pieces of debris and sharp items using dustpan and brush. Dispose of in the correct container
2. Adjust brushes to suit the surface to be cleaned, or if using tub vac fit appropriate tool
3. Start at furthest point from the door with machine behind. If cleaning stairs, start at the top with the machine three steps down
4. Using push/pull method overlaps, each stroke moving further as you go. Or with stairs use a crosswise movement
5. Keep flex away from traffic areas, changing sockets as you go
6. Clean under heavy items of furniture, edges, etc. with an edging tool or removing the floor tool
7. Should tool or pipe become blocked visually inspect after switching off and unplugging machine. Do not attempt to place fingers into the parts to remove debris if this cannot as this may be sharp. Please replace with spare tool and report blocked item to supervisor.
8. Safely remove the plug from the power socket and recoil the cable safely
9. Ensure the appearance of the floor and surrounding areas are satisfactory after completion of the task
10. Complete the task without damage or risk to people, furniture, and fittings
11. Check, clean and store equipment, materials, and PPE correctly, remove battery and place on charger.
12. Remove warning signs and close ventilation (as appropriate)
13. Wash and dry hands thoroughly after completing the task

Method Statement Number: 03

Steam Cleaning

Associated Risk Assessments

03: Steam Cleaning
06: Damp Dusting and Polishing of Multi Surfaces
04: Cleaning of Floors and other Areas by Use of a Scrubber Dryer
08: Cleaning of Floors and other Areas by Floor Buffing

Associated Method Statements

04: Cleaning of Floors and other Areas by Use of a Scrubber Dryer
08: Cleaning of Floors and other Areas by Floor Buffing
06: Damp dusting and Polishing of Multi Surfaces

Associated Toolbox Talks

1: Health and Safety for Everyone
8: PPE
11: Machinery – Maintenance
2: COSHH 12 Golden Rules
9: Manual Handling

Personal Protective and Safety Equipment Requirement

1. Gauntlet Gloves



2. Warning/Safety



3. Protective Footwear



4. Protective Goggles



5. Face Mask



Small Tools / Materials

1. Colour Coded Cloths
2. Colour Coded Buckets and Mops
3. Dust Control Mop
4. Refuse Sacks

Machinery

1. Steam Cleaner

Approved Chemicals			
Chemical	Use	Hazardous Classifications	COSHH Assessment Number
None	None	N/A	N/A

Identified Risks and Safety Controls	
Identified Risk	**Mitigation**
Faulty cables/equipment (electrocution, electrical fires)	
	• Visual user check on equipment prior to use (sockets, plug, cables, Equipment) • Any faults found are reported immediately to the supervisor and not used • Any RCD used to be tested prior to use • No stretching of cables • Annual PA testing of all electrical appliances
Slips, Trips and Falls including wet floors and trailing cables	
	• Warning signs to be placed before work commences • Warning signs displayed in a suitable position to give other users sufficient time to absorb the information before entering hazard area • Signage displayed until floor dry and/or completed • Store signage away safely when completed • Appropriate footwear to be worn (good grip on soles) • All employees trained in safety procedure • Always mop up any lying pools of water as the work commences, never leave any pools of water on completion of work area • Nviro staff to be vigilant to contaminates which are substances such as water, oil and dust that cause a floor surface to become slippery especially in known hazard areas (i.e. kitchens, canteens/dining areas, changing rooms and washrooms

Identified Risks and Safety Controls	
Identified Risk	**Mitigation**
Contact with Boiling Water/Steam	
	• Operatives trained in the use of machinery and appropriate PPE provided and worn • Carry out work when least amount of personnel around
Manual Handling machines/loads and repetitive strain injuries	
	• All machinery/attachments/containers weigh below 25 Kilos • Rotation of jobs (frequent breaks in pattern of work) • Specific Manual Handling training on Kinetic Lifting for all employees
Water Egress onto Electrics	
	• Ensure that the water jet is not in contact with any electrical equipment • Any exposed plug sockets must be covered to prevent water penetrating • Residual current device to be used

Additional Safety Controls

Preparation

- Gloves must be worn at all times
- Ensure warning signs are displayed at all entrances
- Ensure that all staff have been issued with the correct PPE and that it is worn throughout the task
- Ensure staff carrying out the task have the correct training and that a record of their training is held on central system

Machinery

- Do not plug in machinery until fully assembled
- Do not refill the machine until completely cold to avoid scalding
- Do not leave machinery unattended
- Cables should be kept behind machinery and away from water
- Do not allow the cable to become taut at ankle height
- When not in use machinery should be left in the correct position
- Check electrical equipment in particular plugs, exposed wiring, broken body, buttons, and cables to ensure they are safe and test TCD report any faults to be reported to a supervisor or manager

Chemicals

N/A

Task Procedure

Preparation

1. Carry out a dynamic risk assessment on arrival at the work area – this means you are checking the area is free from immediate risks to ensure the area is safe to work in.
2. Place warning signs correctly at each entrance/exit point to the area that you are cleaning
3. Complete the task following this method statement (all method statements can be accessed in the H&S Manual by scanning the QR code on the Guide to Using Chemicals Safely poster)
4. Ventilate area (as appropriate)
5. Wash hands checking for any cuts and abrasions (if any found cover with a waterproof dressing)
6. Select, check and wear correct PPE
7. Check PA test date on the machine
8. Thoroughly check all parts of the electrical equipment for wear, damage and that they work properly - including plugs, pipes, wheels, and cables
9. Correctly set up steam cleaner with required amount of water
10. Chose correct attachment for job i.e. tiles cleaner, floor attachment
11. If floor sockets are being used, put a warning sign over the floor socket that is being used

1. Steam clean required area with machine
2. When cleaning walls start from highest point working downwards
3. Wipe clean with cloth or mop and warm water to remove and dislodge dirt
4. Dry area with clean dry cloth or mop
5. Ensure the appearance of the surrounding areas are satisfactory after completion of the task
6. Complete the task without damage or risk to people, furniture and fittings
7. Check, clean and store equipment, materials and PPE correctly
8. Remove warning signs and close ventilation (as appropriate)
9. Wash and dry hands thoroughly after completing the task

Method Statement Number: 4

Machine Scrubber Dryers

Associated Risk Assessments

04: Cleaning of Floors and Other Areas by Use of a Scrubber Dryer

Associated Method Statements

04: Cleaning of Floors and Other Aeras by use of a Scrubber Dryer

Associated Toolbox Talks

1: Health and Safety for Everyone
8: PPE
11: Machinery – Maintenance
2: COSHH 12 Golden Rules
9: Manual Handling

Personal Protective and Safety Equipment Requirement

1. Chemical Protection Gloves EN374-2/3



2. Warning/Safety Sign/Barrier Tape



3. Protective Goggles/Safety Glasses
(If using eco hard surface cleaner)



Small Tools / Materials

1. Floor Scraper
2. Bucket, Cloth and Abrasive Pad
3. Measuring Apparatus
4. Stiff Hand Brush with Dustpan
5. Black Bin Liners

Machinery

1. I-Mop /Scrubber
2 Pre-Charged batteries
3. Spare batteries
4. Battery Charger with mains adaptor

Chemical	Use	Hazardous Classifications	
Odorbac Tec 4	Odour Eliminator and Cleaner	None	89
Clover – Ubik 2000	Floor Cleaner	H302: Harmful if swallowed H314: Causes Severe skin burns and eye damage H315: Causes skin irritation H318: Causes serious eye damage H319: Causes serious eye irritation	22

Identified Risks and Safety Controls

Identified Risk	Mitigation
Faulty Cables/Equipment (Electrocution, Electrical Fires)	
	• Visual user check on equipment prior to use (sockets, plug and entire cable) • Extension lead RCD tested prior to use • Any faults found reported immediately to the supervisor to attach Red Tag to prevent use • Annual PA testing of all electrical appliances
Contact with Chemical via Spills/Splashes Causing Irritation of Skin and Respiratory Problems	
	• Natural ventilation to be used prior to work commencing • Instructions and training in the safe use of chemicals; follow COSHH risk assessment on safe use of chemicals • Appropriate PPE to be worn • First aid facilities to be known in case of emergency • Continuation of identifying safest agents that can be used to reduce long term occupational safety to a minimum • No agents used recorded under the EH 40 list 2007 (workplace exposure limits)

Identified Risks and Safety Controls

Identified Risk	Mitigation
Slips, Trips and Falls Including Uneven/Wet Floors and Trailing Cables	
	• Warning signs to be placed before work commences • Warning sign placed over cable between machine and socket • Warning signs displayed in a suitable position to give other users sufficient time to absorb the information before entering hazard area • Signage displayed until floor dry and/or completed • Appropriate footwear to be worn (good grip on soles) • All employees trained in safety procedure • Carry out work when least amount of personnel around
Manual Handling Machines/Loads and Repetitive Strain Injuries	
	• All machinery/attachments/chemical containers weigh below 25 Kilos • Specific Manual Handling training on Kinetic Lifting for all employees

Additional Safety Controls

Preparation

- Ensure warning signs are displayed at all entrances
- Ensure that all staff have been issued with the correct PPE and that it is worn throughout the task
- Ensure staff carrying out the task have the correct training and that a record of their training is held on central system

Machinery
• Check electrical equipment in particular plugs and cables to ensure they are safe and report any faults to the Supervisor/Manager • Ensure hands are dry before using equipment • Do not leave equipment unattended • Put any electrical socket covers back
Chemicals
• Do not splash chemical solutions • Ensure chemicals are diluted correctly (See Toolbox Talk 3. Chemical- Safe Dilution) • Follow COSHH instructions on safe use of chemicals (Toolbox Talk 2: 12 Golden Rules)

Task Procedure

Preparation

1. Carry out a dynamic risk assessment on arrival at the work area – this means you are checking the area is free from immediate risks to ensure the area is safe to work in
2. Place warning signs correctly at each entrance/exit point to the area that you are cleaning
3. Complete the task following this method statement (all method statements can be accessed in the H&S Manual by scanning the QR code on the Guide to Using Chemicals Safely poster)
4. Ventilate area (as appropriate)
5. Wash hands and check for any cuts and abrasions, (if any found, cover with waterproof dressing)
6. Select, check, and wear correct PPE
7. Check PA test date on vacuum
8. Thoroughly check all parts of the electrical equipment for wear, damage and that they work properly - including plugs, wheels, and cables
9. If floor sockets are being used, put a warning sign over the floor socket that is being used
10. Prepare a bucket of water to place into the tank
11. Prepare the cleaning solution using the correct ratios and to manufacturer's directions, adding the cleaning agent to the water
12. Remove large pieces of debris and chewing gum using dustpan, brush and scraper and dispose of in the correct manner
13. Move I-mop into position, ensuring the base plate is lifted up
14. Remove water tank from I-Mop, ensuring the water does not exceed the maximum capacity as indicted on the side of the tank
15. Place water tank back onto I-Mop, ensuring the tank has locked into the seal and is securely in the brackets
16. Obtain batteries from charging dock
17. Insert batteries into the colour coded slot, ensuring the safety lock is applied

Cleaning of Area
1. Start cleaning at furthest point from the door 2. On starting, keep hold of the handle whilst adjusting the base plate so brushes are on the floor 3. Select the appropriate settings for the flooring and clean; refer to manufactures guidelines 4. Adjust the handle to a comfortable position 5. Clean the floor area using systematic overlapping passes 6. Ensure the blade is effectively catching water; clean using cloth where necessary to avoid excess spillages and streaks 7. Change or turn brushes as required 8. Clean corners and edges by hand using damp mopping methods, using an abrasive pad as required 9. Take care to avoid splashing/bumping of skirting boards 10. On completion, return handle to starting position and adjust settings to off; allow machine to automatically power down 11. Remove batteries and return to charging dock; alternatively store in a cool, dry place 12. Lift base plate to the storage position 13. Ensure the appearance of the floor and surrounding areas are satisfactory after completion of the task 14. Complete the task without damage or risk to people, furniture and fittings 15. Remove and clean fresh and dirty water tanks, clean exterior and rinse thoroughly, replace tanks back onto I-Mop securely into brackets 16. Remove brushes and blade, clean and store in dry place 17. Remove warning signs and close ventilation (as appropriate) 18. Wash and dry hands thoroughly after completing the task 19. For use over extended time periods use second set of batteries; turn off machine and lift base plate to the storage position remove existing batteries and return to charging dock or store in cool, dry place. Insert new batteries into the colour coded slot, ensuring the safety lock is applied.

Method Statement Number: 4a

Ride on Battery Powered Scrubber Dryers

Associated Risk Assessments

04a: Use of a Battery Powered Ride on Scrubber Dryer

Associated Method Statements

n/a

Associated Toolbox Talks

1: Health and Safety for Everyone
8: PPE
11: Machinery – Maintenance
9: Manual Handling

Personal Protective and Safety Equipment Requirement

1. Gloves
2. Warning/Safety Sign
3. Protective Goggles/Safety Glasses
4. Safety Shoes







Small Tools / Materials

1. Battery Top-Up Dispenser

Machinery

1. Battery Powered Ride on Scrubber Dryers of various makes

Approved Chemicals			
Chemical	Use	Hazardous Classifications	
Odorbac Tec 4	Odour Eliminator and Cleaner	None	89
Clover – Ubik 2000	Floor Cleaner	H302: Harmful if swallowed H314: Causes Severe skin burns and eye damage H315: Causes skin irritation H318: Causes serious eye damage H319: Causes serious eye irritation	22
Prochem Ultrapac Renovate	Heavy duty floor cleaner	H290 May be corrosive to metals. H314 Causes severe skin burns and eye damage	186

Identified Risks and Safety Controls	
Identified Risk	**Mitigation**
Equipment use Machinery Hazards (Entrapment, Injection, Shear Point, Pinch Point etc.), Vibration and Noise	
	• Visual user check prior to work commence check that all guarding is in place • Mandatory checking of horn and brakes • Full machinery assessment to be completed • Pre-Planned Maintenance Regime as per manufacturer requirement

Identified Risks and Safety Controls	
Identified Risk	**Mitigation**
Collision with Other Personnel and/or Vehicle Movement Resulting in Impact from Road Sweeper Vehicle	
	• Nviro employees to be aware of traffic routes • Area being cleaned to be cordoned off to prevent public access.
Awkward Posture (Reaching, Bending and Twisting) Musculo-skeletal Disorders Resulting in Strains/Sprains to Back, Legs, Arms, Neck and Fingers	
	• Rotation of positions (neck flexion may be static for viewing road area so counter with stretching in opposite direction) • Mechanise operated unloading so far as is reasonable • Containers requiring to be lifted to have handles fitted • Specific manual handling training on Kinetic Lifting for all employees
Electric Shock during charging	
	• PAT test chargers annually. • Train staff not to touch connectors with wet hands. • Ensure charging cables are undamaged. • Use RCD-protected sockets.

Additional Safety Controls

Preparation

- Ensure warning signs are displayed at all entrances
- Ensure that all staff have been issued with the correct PPE and that it is worn throughout the task
- Ensure staff carrying out the task have the correct training and that a record of their training is held on central system
- Thermal runaway / overheating (Li-ion batteries) Only use manufacturer-approved chargers and batteries.
- Do not overcharge or leave charging unattended overnight.
- Regular inspection of batteries for swelling/damage.
- Store and charge in a well-ventilated area away from heat sources.

Machinery

- Do not leave equipment unattended
- Put any electrical socket covers back
- Explosive gases can occur whilst a battery is being recharged; ensure staff know the correct health and safety procedures
- There are different types and voltage of batteries used with scrubber dryers; the correct recharging units are to be used according to the manufacturer's instructions e.g., batteries sealed or unsealed, 6V, 12V or 24V

Chemicals

- N/A

Task Procedure

Preparation

1. Select, check and assemble correct equipment
2. Place warning signs correctly
3. Select, check and wear correct PPE
4. Ventilate area (where appropriate)
5. Switch off battery charger before the machine is disconnected from the charger
6. Be aware of the type of battery being used and the potential hazards that can occur
7. Connect the battery to the machine in a safe manner taking care that hands are dry etc.
8. Test the machine to ensure the battery has been connected properly and that no warning lights on the machine are alight
9. Prepare a bucket of water to place into the tank
10. Prepare the cleaning solution using the correct ratios and to manufacturer's directions, adding the cleaning agent to the water
11. Ensure the brush position, pressure and speed is correct in relation to soilage on the floor and according to the manufacturer's instructions (if applicable)
12. Consider the width of the turning radius in relation to the size of the machine being used, and the width of access points, corridors etc.

Cleaning of Area

1. Keep the machine under control at all times
2. Check the collection hopper regularly and empty as necessary
3. Sweep the area using a systematic overlapping pattern and change the brushes as necessary
4. Give proper attention to edges and around immovable objects, use alternative cleaning methods as required
5. Ensure you plan the route you will clean
6. Ensure the appearance of the floor and surrounding areas are satisfactory after completion of the task
7. Take care not to damage or risk to people, furniture or furnishings
8. Disconnect the battery from the machine and reconnect to the charger unit, ensuring the unit is switched off first
9. Check the battery liquid level before recharging, however if topping up is required, this should be done after charging, as the battery contents expand during the recharging process and leakage might occur
10. Check, clean and store equipment, materials and PPE correctly
11. Remove warning signs and close ventilation (as appropriate)

Method Statement Number: 05

Cleaning of Glass and Mirrors

To hand height only

Associated Risk Assessments

05: Cleaning of Glass and Mirrors

Associated Method Statements

None

Associated Toolbox Talks

1: Health and Safety for Everyone
2: COSHH / 12 Golden Rules
16: Colour Coding
8: PPE

Personal Protective and Safety Equipment Requirement

1. Powder free disposable gloves EN374-2/3



2. Warning Safety Sign



3. Goggles EN 166



Small Tools / Materials (Refer to folder as to what they need)

1. Colour Coded Cloths
2. Colour Coded Bucket

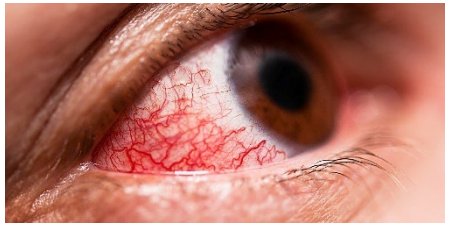
Machinery

None

Approved Chemicals

Chemical	Use	Hazardous Classifications	COSHH Assessment Number
Clean Line Glass and Stainless Steel Cleaner	Glass Cleaning	Not classified	132
2PURE Odorbac Tec 4	Multi Cleaner, Disinfectant	None – Product is not deemed to have any adverse effects on human health or the environment	89

Identified Risks and Safety Controls

Identified Risk	Mitigation
Awkward Posture (Reaching, Bending, Twisting)	
	• Rotation of jobs • Moving in various directions to spread out the workload to various muscles Use a light grip • Maintain neutral postures • Neck flexion and stretching in opposite directions
Contact with chemical via spills/splashes causing irritation of skin and respiratory problems	
	• Only use approved chemicals • Refer and follow required COSHH assessment on safe use of chemicals • Limit the time using chemical • Natural ventilation to be used prior to work commencing. • Instructions and training in the safe use of chemicals. • Appropriate PPE to be worn, first aid facilities to be known in case of emergency

Additional Safety Controls

Preparation

- Do not attempt to clean cracked or broken glass
- Ensure warning signs are displayed at all entrances
- Ensure that all staff have been issued with the correct PPE and that it is worn throughout the task
- Ensure staff carrying out the task have the correct training and that a record of their training is held on central system

Chemicals

- Do not splash chemical solutions
- Follow COSHH instructions on safe use of chemicals (Toolbox Talk 2: 12 Golden Rules)

Task Procedure

Preparation

1. Carry out a dynamic risk assessment on arrival at the work area – this means you are checking the area is free from immediate risks to ensure the area is safe to work in
2. Place warning signs correctly at each entrance/exit point to the area that you are cleaning
3. Complete the task following this method statement (all method statements can be accessed in the H&S Manual by scanning the QR code on the Guide to Using Chemicals Safely poster)
4. When using chemicals, you must follow the relevant COSHH Assessment which can be accessed in the H&S Manual as above which details PPE, and what to do in respect of a spillage and first aid requirements
5. Ventilate area (as appropriate)
6. Wash hands and check for any cuts and abrasions, (if any found, cover with waterproof dressing)
7. Select, check, and wear correct PPE

Cleaning the glass or window

1. Spray glass cleaner directly on to the cloth and do not use excessive cleaning solution
2. Clean the glass with the cloth, removing cleaning solution. Polish edges
3. Wipe sills and frames with dry cloth. Remove any splash marks and spillages from surrounding area
4. Ensure the appearance of the floor and surrounding areas are satisfactory after completion of the task
5. Complete the task without damage or risk to people, furniture, and fittings
6. Check, clean and store equipment, materials, and PPE correctly
7. Remove warning signs and close ventilation (as appropriate)
8. Wash and dry hands thoroughly after completing the task
9. Report any faults found to your line manager

Method Statement Number: 5a

Microfibre Glass and Window Cleaning

Associated Risk Assessments

05: Cleaning of Glass and Mirrors to Hand Height

Associated Method Statements

05: Cleaning of Glass and Mirrors to Hand Height

Associated Toolbox Talks

1: Health and Safety for Everyone
8: PPE
9: Manual Handling
11: Machinery – Maintenance

Personal Protective and Safety Equipment Requirement

1. Chemical Protection Gloves EN374-2/3



2. Warning/Safety Sign



Small Tools / Materials

1. Appropriate Access Equipment (e.g., Ladders should not be used unless trained)
2. Plastic Sheeting (if required)
3. Trolley or Holding Device
4. Colour Coded Microfibre Cloths (damp and dry)
5. Colour Coded Microfibre Glass/Polishing Cloths
6. Colour Coded Microfibre Internal Mop (if necessary)
7. Internal Mop Holder (if necessary)
8. Cloth Box or Lidded Container
9. Mop box or Lidded Container (if appropriate)
10. Laundry Bag
11. Net Laundry Bag with Impervious Outer
12. Plastic Scraper (if required)
13. Plastic Sack

Machinery

None

Approved Chemicals			
Chemical	Use	Hazardous Classifications	COSHH Assessment Number
N/A			

Identified Risks and Safety Controls	
Identified Risk	**Mitigation**
Contact with Broken Glass Resulting in Cuts and Lacerations	
	• No employee is to attempt to clean cracked or broken glass • Any broken glass found should immediately be reported to the supervisor
Unnecessary Obstructions Creating Unsafe Conditions and Resulting in Slips, Trips and Falls	
	• Nviro employees to ensure area is free from obstructions (removal/repositioning of objects/items if reasonable to do so • Never leave equipment unattended and remove equipment and return to store when completed • Nviro staff to be vigilant to contaminates which are substances such as water, oil and dust that cause a floor surface to become slippery • Carry out work when least amount of personnel around

Additional Safety Controls

Preparation

- Ensure warning signs are displayed at all entrances
- Ensure that all staff have been issued with the correct PPE and that it is worn throughout the task
- Ensure staff carrying out the task have the correct training and that a record of their training is held on central system

Safety

- Use colour coded microfibre cloths
- Launder cloths as per manufacturer's instructions

Chemicals

- During the task, no cleaning agents must be used on micro fibre materials

Task Procedure

Preparation

1. Select, check, and safely assemble correct equipment
2. Place warning signs correctly at each entrance/exit point to the area
3. Select, check, and wear personal protective equipment
4. Ventilate the area (where appropriate)
5. Ensure the window about to be cleaned is clear of any blinds, drapes etc. before cleaning starts
6. Add fresh clean water to Bucket and absorb your colour coded microfibre cloth

Cleaning of Area

1. Remove any solid soiling by using a plastic scraper (where necessary) ensuring not to 'dry scrape'

2. Fold the cloths in half and half again, to give eight separate cleaning surfaces
3. Clean the window without drips, smears, or marks by starting with the sides and top of frame, edges of pane, then, in a zigzag pattern, to the rest of the pane working from top to bottom
4. Allow to dry then buff using a polishing cloth
5. Ensure window surrounds are wiped and left to dry
6. Carry out task without damage or risk to people, surfaces being cleaned and surrounding area
7. Check, clean and store equipment, materials, and PPE
8. Place cloths appropriate laundry bags
9. Seal the laundry bag and take to the collection point for laundering
10. Remove warning signs and close ventilation (as appropriate)
11. Wash hands thoroughly, rinse and dry upon completion of task

Method Statement Number: 6

Damp Wiping and Metal Polishing

Associated Risk Assessments

2: Vacuuming Suction Cleaning

06: Damp Wiping and Polishing

Associated Method Statements

2. Vacuuming Suction Cleaning

Associated Toolbox Talks

1: Health and Safety for Everyone
8: PPE
11: Machinery – Maintenance
2: COSHH 12 Golden Rules
9: Manual Handling
15: Vacuuming

Personal Protective and Safety Equipment Requirement

1. Chemical Protection Gloves EN374-2/3
2. Warning/Safety Sign
3. Protective Goggles/Safety Glasses
4. Face Mask
5. Apron








Small Tools / Materials

1. Colour Coded Cloths
2. Colour Coded Buckets
3. Dusters colour coded if available
4. Colour coded trigger spray

Machinery

1. Vacuum Cleaner and floor tools

Approved Chemicals			
Chemical	Use	Hazardous Classifications	COSHH Assessment Number
Reckitt Benckiser - Brasso Metal Liquid Polish	Metal Polish	H226 Flammable liquid and vapour H304 Maybe fatal if swallowed and enters airways H314 Causes severe skin burns and eye damage H318 Causes serious eye damage H319 Causes serious eye irritation H335 May cause respiratory irritation (respiratory tract) H336 May cause dizziness or drowsiness H400 Very toxic to aquatic life	73
2 Pure – Odorbac Tec4 - liquid	Odour Eliminator and Cleaner	None Product is not deemed to have any adverse effects on human health or the environment	89
Premier Products Screen Liquid	Disinfectant	H226 Flammable liquid and vapour H302 Harmful if swallowed H304 May be fatal if swallowed and enters airways H314 Causes severe skin burns and eye damage H315 Causes skin irritation H318 Causes serious eye damage H319 Causes serious eye irritation H336 May cause drowsiness or dizziness H400 Very toxic to aquatic life H410 Very toxic to aquatic life with long lasting effects H411 Toxic to aquatic life with long lasting effects	62

Identified Risks and Safety Controls	
Identified Risk	**Mitigation**
Faulty cables/equipment (electrocution, electrical fires)	
	• Visual user check on equipment prior to use (sockets, plug, cables, Equipment) • Any faults found are reported immediately to the supervisor and not used • Any RCD used must be tested prior to use • No stretching of cables • Use appropriate cable covers on routing where necessary • Annual PA testing of all electrical appliances
Contact with chemical via spills/splashes causing irritation of skin and respiratory problems	
	• Only use approved and authorised chemicals • Refer and follow required COSHH assessment on safe use of chemicals • Limit the time using chemical • Mandatory wearing of gloves 'Rubber or Neoprene'. If there is insufficient ventilation wear suitable respiratory equipment 'Dust Mask' • Natural ventilation to be used prior to work commencing. Instructions and training in the safe use of chemicals. • Follow COSHH risk assessment on safe use of chemicals • Appropriate PPE to be worn, first aid facilities to be known in case of emergency

Identified Risks and Safety Controls

Identified Risk	Mitigation
Slips, Trips and Falls including wet floors and trailing cables	
	• Warning signs to be placed before work commences • Warning signs displayed in a suitable position to give other users sufficient time to absorb the information before entering hazard area • Signage displayed until floor dry and/or completed • Store signage away safely when completed • Appropriate footwear to be worn (good grip on soles) • All employees trained in safety procedure • Always mop up any lying pools of water as the work commences, never leave any pools of water on completion of work area • Nviro staff to be vigilant to contaminates which are substances such as water, oil and dust that cause a floor surface to become slippery especially in known hazard areas (i.e. kitchens, canteens/dining areas, changing rooms and washrooms
Manual Handling machines/loads and repetitive strain injuries	
	• All machinery/attachments/chemical containers weigh below 25 Kilos • Rotation of jobs (frequent breaks in pattern of work) • Specific Manual Handling training on Kinetic Lifting for all employees • Encourage the use of appropriate lifting equipment for awkward or heavy loads

Additional Safety Controls

Preparation

- Ensure warning signs are displayed at all entrances
- Ensure that all staff have been issued with the correct PPE and that it is worn throughout the task
- Ensure staff carrying out the task have the correct training and that a record of their training is held on central system

Additional Safety Controls

Machinery

- Do not plug in machinery until fully assembled
- Do not leave machinery unattended
- Avoid trailing cables across walkways
- Use cable covers or route cables safely away from pedestrian paths
- Cables should be kept behind machinery and away from water
- Do not allow the cable to become taut at ankle height
- When not in use machinery should be left in the correct position
- Check electrical equipment in particular plugs, exposed wiring, broken body, buttons, and cables to ensure they are safe and test TCD report any faults to be reported to a supervisor or manager
- Ensure signs are clearly visible and placed before work begins

Chemicals

- Do not splash chemical solutions
- Ensure chemicals are diluted correctly (See Toolbox Talk 3. Chemical- Safe Dilution)
- Follow COSHH instructions on safe use of chemicals (Toolbox Talk 2: 12 Golden Rules)

Task Procedure

Preparation

1. Carry out a dynamic risk assessment on arrival at the work area – this means you are checking the area is free from immediate risks to ensure the area is safe to work in
2. Place warning signs correctly at each entrance/exit point to the area that you are cleaning
3. Complete the task following this method statement (all method statements can be accessed in the H&S Manual by scanning the QR code on the Guide to Using Chemicals Safely poster)
4. When using chemicals, you must follow the relevant COSHH Assessment which can be accessed in the H&S Manual as above which details PPE, and what to do in respect of a spillage and first aid requirements
5. Ventilate area (as appropriate) to reduce exposure to vapours and improve air circulation

6. Wash hands and check for any cuts and abrasions, (if any found, cover with waterproof dressing)
7. Select, check, and wear correct PPE
8. Check PA test date
9. Thoroughly check all parts of the electrical equipment for wear, damage and that they work properly - Including plugs, pipes, wheels, and cables
10. If floor sockets are being used, put a warning sign over the floor socket that is being used
11. Prepare the cleaning chemical
12. Do not remove any items from desks, window ledges, cabinet tops

Cleaning of Area – Damp Wiping

1. Damp wiping using cleaning chemical diluted in water bucket - ensure the area to be cleaned is clear. Use the cloth to remove dirt by wiping the surface from top to bottom using smooth strokes with the damp cloth. Rinse the cloth and change the water frequently
2. Damp wiping use trigger spray, spray the cloth with cleaning chemical (do not spray chemical directly on to the surface)
3. Ensure the area has been completely wiped clean and all of the dirt/dust has been removed
4. Ensure the appearance of the areas are satisfactory after completion of the task
5. Complete the task without damage or risk to people, furniture, and fittings
6. Check, clean and store equipment, materials, and PPE correctly
7. Remove warning signs and close ventilation (as appropriate)
8. Wash and dry hands thoroughly after completing the task.

Cleaning of Area - Metal Polishing

1. Ensure the area has been completely wiped clean and all of the dirt/dust has been removed
2. Ensure the appearance of the areas are satisfactory after completion of the task
3. Complete the task without damage or risk to people, furniture, and fittings
4. Check, clean and store equipment, materials, and PPE correctly
5. Remove warning signs and close ventilation (as appropriate)
6. Wash and dry hands thoroughly after completing the task.

Waste Disposal

1. Dispose of used cloths or mop heads appropriately
2. Do not pour excess chemicals down sinks.
3. Odorbac: Return packaging to the supplier wherever possible for recycling or dispose of as normal waste.
4. Brasso Metal polishing: Dispose of empty containers in metal recycling. Always make sure container is empty.
5. Premier Products Screen Liquid disinfectant: Dispose in a safe manner in accordance with local/national regulations.

Method Statement Number: 6a

Microfibre Dry Dusting, Damp Wiping, Drying and Polishing and Buffing

Associated Risk Assessments

06A: Microfibre Dry Dusting, Damp Wiping, Drying and Polishing/Buffing

Associated Method Statements

06: Damp Wiping and Polishing

Associated Toolbox Talks

1: Health and Safety for Everyone 8: PPE 16: Colour Coding 17: General Cleaning

Personal Protective and Safety Equipment Requirement

1. Cut Resistant Gloves EN388 Level 3



2. Warning/Safety Signs



Small Tools / Materials (Refer to folder as to what they need)

1. Trolley or holding device
2. Protective covering (where required)
3. Colour coded microfibre cloths – Damp/dry
4. Colour coded polishing cloths
5. Cloth box or lidded container
6. Plastic sack
7. Handheld bucket

Machinery

None

Approved Chemicals

Chemical	Use	Hazardous Classifications	COSHH Assessment Number
None			

Identified Risks and Safety Controls

Identified Risk	Mitigation
Manual Handling machines/loads and repetitive strain injuries	
	• All machinery/attachments/chemical containers weigh below 25 Kilos • Rotation of jobs (frequent breaks in pattern of work) • Specific Manual Handling training on Kinetic Lifting for all employees

Additional Safety Controls

Preparation

- Use appropriate PPE
- Warning signs must be in place
- During the task, no cleaning agents must be used on micro fibre materials
- Ensure cloths are laundered in line with manufacturer's instructions

Task Procedure

Preparation

1. Carry out a dynamic risk assessment on arrival at the work area – this means you are checking the area is free from immediate risks to ensure the area is safe to work in.
2. Place warning signs correctly at each entrance/exit point to the area that you are cleaning
3. Complete the task following this method statement (all method statements can be accessed in the H&S Manual by scanning the QR code on the Guide to Using Chemicals Safely poster)
4. Ventilate area (as appropriate)
5. Wash hands and check for any cuts and abrasions, (if any found, cover with waterproof dressing)
6. Select, check, and wear correct PPE

Dry Dusting

1. Fold the cloth in half and half again to give eight separate dusting surfaces
2. Carry out dusting systematically (vertical surfaces) top to bottom and (horizontal surfaces) straight overlapping strokes.
3. Check the cloth and use a fresh side when necessary
4. Draw out dust from corners and away from the edges of horizontal surfaces
5. Replace cloth as necessary
6. Place used cloths in laundry bag

Damp Wiping

1. Prepare cloths allowing time for absorption
2. Fold the cloth in half and half again to give eight separate cleaning surfaces
3. Carry out the damp wiping from clean to dirty (where appropriate)
4. Check the cloth and use a fresh side when necessary
5. Place used cloths in laundry bag

Drying

1. Fold the drying cloth to give eight separate pieces
2. Check the cloth and use a fresh side when necessary
3. Thoroughly dry the surfaces and leave them streak free
4. Place used cloths in laundry bag

Polishing
1. Fold the polishing cloth to give eight separate polishing surfaces. 2. Use the polishing cloth on suitable surfaces for example glass, Perspex, mirrors, stainless steel, chrome etc. 3. Check the cloth and use a fresh side when necessary 4. Polish/buff the surfaces efficiently and thoroughly to give an even sheen 5. Complete the task without damage or risk to people, furniture, or furnishings 6. Place used cloths in laundry bag 7. Seal the laundry bag and take to the collection point for laundering 8. Check, clean and store equipment, materials, and PPE 9. Remove warning signs and close ventilation when completely dry (as appropriate) 10. Wash hands thoroughly, rinse and dry upon completion of task.

Method Statement Number: 07

Staircase Cleaning

Associated Risk Assessments

02: Vacuuming Suction Cleaning

06: Damp Dusting and Polishing

07: Staircase Cleaning

20: Damp Mopping

Associated Method Statements

02: Vacuuming Suction Cleaning

06: Damp Dusting and Polishing

20: Damp Mopping

Associated Toolbox Talks

1: Health and Safety for Everyone
2: COSHH 12 Golden Rules
6: Slips, Trips and Falls
7: Safety Signage
8: PPE
9: Manual Handling
11: Machinery – Maintenance
15: Vacuuming

Personal Protective and Safety Equipment Requirement

1. Chemical Protection Gloves EN374-2/3



2. Warning/Safety Sign



Small Tools / Materials

1. Colour Coded Cloths
2. Colour Coded Buckets
3. Colour Coded Mop
4. Scraper and Abrasive Pads

Machinery

1. Vacuum Cleaner, Vacuum Attachments and Floor Tools

Approved Chemicals			
Chemical	Use	Hazardous Classifications	COSHH Assessment Number
Cleanline Eco – Lemon Floor Gel	Floor Cleaner	H226: Flammable liquid and vapour H314: Causes severe skin burns and eye damage H315: Causes skin irritation H317: May cause an allergic skin reaction H318: Causes serious eye damage H400: Very toxic to aquatic life H410: Very toxic to aquatic life with long lasting effects H411: Toxic to aquatic life with long lasting effects H412: Harmful to aquatic life with long lasting effects	15
2 Pure – OdorBac Tec4 - liquid	Odour Eliminator and Cleaner	None Product is not deemed to have any adverse effects on human health or the environment	89

Identified Risks and Safety Controls	
Identified Risk	**Mitigation**
Contact with Chemical via Spills/Splashes Causing Irritation of Skin and Respiratory Problems	
	• Only use approved chemicals • Refer and follow required COSHH assessment on safe use of chemicals • Limit the time using chemical • Mandatory wearing of gloves ‘Rubber or Neoprene’ • If there is insufficient ventilation wear suitable respiratory equipment ‘Dust Mask’ • Natural ventilation to be used prior to work commencing • Instructions and training in the safe use of chemicals • Appropriate PPE to be worn and first aid facilities to be known in case of emergency • Continuation of identifying safest agents that can be used to reduce long term occupational safety to a minimum • No agents used recorded under the EH 40 list (work place exposure limits)

Identified Risks and Safety Controls	
Identified Risk	**Mitigation**
Slips, Trips and Falls Including Wet Floors, Trailing Cables and Uneven Floors (Steps at Different Heights)	
	• Warning signs to be placed before work commences • Warning sign placed over cable between machine and socket • Warning signs displayed in a suitable position to give other users sufficient time to absorb the information before entering hazard area (including at the top, bottom and entrances to staircase when relevant) • Signage displayed until floor dry and/or completed • Store signage away safely when completed • Appropriate footwear to be worn (good grip on soles) • All employees trained in safety procedure • Keep vacuum three stairs down at all times • Keep bucket on each landing/staircase along wall behind the line of work • Avoid using excess water and rinse out mop regularly • When working in a public area only mop half the staircase at a time to keep clear an obvious walkway • Always mop up any lying pools of water as the work commences, never leave any pools of water on completion of work area • Nviro staff to be vigilant to contaminates which are substances such as water, oil and dust that cause a floor surface to become slippery especially in known hazard areas (i.e., kitchens, canteens/dining areas, changing rooms and washrooms • Carry out work when least amount of personnel around when cleaning uneven floors (steps at different heights)

Identified Risks and Safety Controls

Identified Risk	Mitigation
Faulty Cables/Equipment (Electrocution, Electrical Fires)	
	• Visual user check on equipment prior to use (sockets, plug, cables, equipment) • Any faults found are reported immediately to the supervisor to attach red tag to prevent use • Extension lead tested prior to use • No stretching of cables • Annual PA testing of all electrical appliances
Manual Handling Machines/Loads and Repetitive Strain Injuries	
	• All machinery/attachments/chemical containers weigh below 25 Kilos • Rotation of jobs (frequent breaks in pattern of work) • Specific Manual Handling training on Kinetic Lifting for all employees • Use of Back-Pac vacuum where situation requires it

Additional Safety Controls

Preparation

- Ensure warning signs are displayed at all entrances in clear view
- Wear protective gloves
- Ensure that all staff have been issued with the correct PPE and that it is worn throughout the task
- Ensure staff carrying out the task have the correct training and that a record of their training is held on central system

Safety

- If mopping in a public area, only mop half the staircase at a time to keep clear an obvious walkway
- Do not over wet, or leave the area wet
- Do not over stretch or bend your back

Identified Risks and Safety Controls

Identified Risk	Mitigation

Machinery

- Do not plug in machinery until fully assembled or alternatively, consider using a battery powered vacuum
- Do not leave machinery unattended
- Cables should be kept behind machinery, and away from water
- Ensure no tangles or twists in the cable and that it is kept as straight as possible
- Do not allow the cable to become taut at ankle height
- When not in use machinery should be left in the correct position
- Check electrical equipment in particular plugs, exposed wiring, broken body, buttons, and cables to ensure they are safe and test TCD report any faults to be reported to a supervisor or manager

Chemicals

- Do not splash chemical solutions
- Ensure chemicals are diluted correctly (See Toolbox Talk 3. Chemical- Safe Dilution)
- Follow COSHH instructions on safe use of chemicals (Toolbox Talk 2: 12 Golden Rules)

Task Procedure

Preparation

1. Carry out a dynamic risk assessment on arrival at the work area – this means you are checking the area is free from immediate risks to ensure the area is safe to work in
2. Place warning signs correctly at each entrance/exit point to the area that you are cleaning
3. Complete the task following this method statement (all method statements can be accessed in the H&S Manual by scanning the QR code on the Guide to Using Chemicals Safely poster)

4. When using chemicals, you must follow the relevant COSHH Assessment which can be accessed in the H&S Manual as above which details PPE, and what to do in respect of a spillage and first aid requirements
5. Ventilate area (as appropriate)
6. Wash hands and check for any cuts and abrasions, (if any found, cover with waterproof dressing)
7. Select, check, and wear correct PPE
8. Check PA test date
9. Thoroughly check all parts of the electrical equipment for wear, damage and that they work properly - including plugs, pipes, wheels and cables
10. If floor sockets are being used, put a warning sign over the floor socket that is being used
11. Prepare the cleaning solution using the correct ratios and to manufacturer's directions, adding the cleaning agent to the water

Cleaning of Area

1. Begin vacuuming stairs work from bottom to top, ensuring the cable is always behind operative, not infront - keep vacuum cleaner 3 stairs down; keep flex behind operative and to the side of the staircase
2. Use a cross wise movement, use crevice tool to get into corners and around edges
3. When completed remove vacuum cleaner from staircase area
4. Prepare cleaning solution in bucket
5. If the stairs are hard flooring mop staircase from top to bottom, and if in a public area, leave obvious walkways. If he staircase is carpeted, proceed to step 9.
6. Keep bucket on each landing/staircase alongside wall behind line of work
7. Rinse mops out regularly, change water as required
8. Remove chewing gum with scraper and any stubborn marks with the abrasive pad
9. Wipe skirting/rails/rubber anti-slip strips with a damp cloth
10. Ensure the appearance of the floor and surrounding areas are satisfactory after completion of the task
11. Complete the task without damage or risk to people, furniture and fittings
12. Check, clean and store equipment, materials and PPE correctly
13. Remove warning signs and close ventilation (as appropriate) - do not remove warning signs until the staircase is completely dry
14. Wash and dry hands thoroughly after completing the task

Method Statement Number: 08

Buffing

Associated Risk Assessments

02: Vacuum Suction Cleaning
08: Cleaning of Floors and Other Areas by Floor Buffing
04: Cleaning of Floors and Other Areas by Use of a Scrubber Dryer

Associated Method Statements

02: Vacuum Suction Cleaning
04: Cleaning of Floors and Other Areas by Use of a Scrubber Dryer

Associated Toolbox Talks

1: Health and Safety for Everyone
8: PPE
11: Machinery – Maintenance
2: COSHH 12 Golden Rules
9: Manual Handling
15: Vacuuming

Personal Protective and Safety Equipment Requirement

1. Chemical Protection Gloves EN374-2/3



2. Warning/Safety Sign/Barrier Tape



3. Protective Goggles/Safety Glasses



Small Tools / Materials

1. Dust control mop
2. Warning signs
3. Abrasive pad
4. Scraper
5. Spray bottle labelled correctly

Machinery

1. Suitable speed rotary machine and suitable drive disc and buffing pad (check with your supervisor)
2. Mop sweeper and suction cleaner with hose or suction unit fitted to appropriate rotary floor machine

Approved Chemicals

Chemical	Use	Hazardous Classifications	COSHH Assessment Number
Clean Line Eco Floor Maintainer	Floor Cleaner	H319 – Causes serious eye irritation	145
Clover – UBIK 2000	Floor Cleaner	H302: Harmful if swallowed H314: Causes severe skin burns and eye damage H315: Causes skin irritation H318: Causes serious eye damage H319: Causes serious eye irritation	22

Identified Risks and Safety Controls

Identified Risk	Mitigation
Faulty Cables/Equipment (Electrocution, Electrical Fires)	
	• Visual user check on equipment prior to use (sockets, plug, cables, equipment) • Any faults found are reported immediately to the supervisor and not used • Red Tag any faulty equipment with the fault clearly described E.G – Broken Plug, cable wiring visible etc • Any RCD used to be tested prior to use • No stretching of cables • Annual PA testing of all electrical appliances

Identified Risks and Safety Controls

Identified Risk	Mitigation
Contact with Chemical via Spills/Splashes Causing Irritation of Skin and Respiratory Problems	
	• Only use approved chemicals • Refer and follow required COSHH assessment on safe use of waxes/chemicals and PPE • Appropriate PPE to be worn including mandatory wearing of gloves 'Rubber or Neoprene' • Natural ventilation to be used prior to work commencing • Instructions and training in the safe use of chemicals • First Aid Facilities to be known in case of emergency • Continuation of identifying safest agents that can be used to reduce long term occupational safety to a minimum • No agents used recorded under the EH 40 list 2007 (work place exposure limits)
Slips, Trips and Falls Including Uneven/Wet Floors and Trailing Cables	
	• Warning signs displayed in a suitable position to give other users sufficient time to absorb the information before entering hazard area • Signage displayed until floor dry and/or completed • Warning sign placed over cable between machine and socket • Store signage away safely when completed • Leads to be placed behind line of work • Appropriate footwear to be worn (good grip on soles) • All employees trained in safety procedure • Always mop up any lying pools of water as the work commences, never leave any pools of water on completion of work area • Carry out work when least amount of personnel around

Identified Risks and Safety Controls

Identified Risk	Mitigation
Manual Handling Machines/Loads and Repetitive Strain Injuries	
	• All machinery/attachments/chemical containers weigh below 25 Kilos • Specific Manual Handling training on Kinetic Lifting for all employees

Additional Safety Controls

Preparation

- Ensure warning signs are displayed at all entrances
- Ensure that all staff have been issued with the correct PPE and that it is worn throughout the task
- Ensure staff carrying out the task have the correct training and that a record of their training is held on central system

Machinery

- Check electrical equipment in particular plugs and cables to ensure they are safe and test RCD and report any faults to Supervisor/Manager
- Red Tag any faulty equipment with the fault clearly described E.G – Broken Plug, cable wiring visible etc
- Do not plug in machine until fully assembled using an RCD
- Do not leave equipment unattended
- Machine cable must be kept behind machines at all times to avoid being caught up in the machine or tripped over
- Do not allow cables to become taut at ankle level
- When not in use, leave the machine handle in the upright position

Chemicals

- Do not splash chemical solutions

- Ensure chemicals are diluted correctly (See Toolbox Talk 3. Chemical- Safe Dilution)
- Follow COSHH instructions on safe use of chemicals (Toolbox Talk 2: 12 Golden Rules)

Task Procedure

Preparation

1. Carry out a dynamic risk assessment on arrival at the work area – this means you are checking the area is free from immediate risks to ensure the area is safe to work in
2. Place warning signs correctly at each entrance/exit point to the area that you are cleaning
3. Complete the task following this method statement (all method statements can be accessed in the H&S Manual by scanning the QR code on the Guide to Using Chemicals Safely poster)
4. When using chemicals, you must follow the relevant COSHH Assessment which can be accessed in the H&S Manual as above which details PPE, and what to do in respect of a spillage and first aid requirements
5. Select, check and safely assemble the correct equipment, check the PA test date.
6. Ventilate area (as appropriate)
7. Wash hands and check for any cuts and abrasions, (if any found, cover with waterproof dressing)
8. Select, check and wear correct PPE
9. Check floors for any damaged areas and scuff marks etc. that will require removing by hand, deal with as necessary, using scraper, abrasive pad etc.
10. Check electrical equipment - including plugs and cables
11. Prepare solution in spray bottle according to manufacturers' instructions

Cleaning of Area

1. Spray a fine mist over an area of about 2m² taking care not to spray other surfaces
2. Pass the machine over the damp area and buff until dry and polished
3. Use overlapping passes to ensure an even finished appearance and avoid any loose floor tiles or ripped flooring
4. Spray clean area adjacent to skirting by "cutting in" parallel to the skirting
5. Wipe skirting with a cloth to remove splashes if necessary
6. Check the floor pad frequently and turn over, change it when necessary or clean by holding under a running tap, wring well and shake out surplus water

7. Repeat buffing and spraying until whole floor is clean
8. To ensure an even appearance, buff by moving the machine forwards and backwards and from side to side using overlapping passes
9. Check the brush/pad and turn or change as necessary
10. Keep the machine under control at all times
11. Position the cable behind the line of work so that tripping is less likely and the cable will not be caught up by the brush/pad
12. After buffing has been completed, safely remove the plug from the power socket and recoil the cable correctly
13. Dust control mop the floor to remove any loose dirt generated by the process

Method Statement Number: 09

High Level Cleaning

This Method Statement now includes considerations for the specific use of a Sky Vac

Associated Risk Assessments

02: Vacuuming Suction Cleaning
09: High Level Cleaning
50: Sky Vac – High Level Cleaning
06: Damp Dusting and Polishing of Multi Surfaces

Associated Method Statements

02: Vacuuming Suction Cleaning
06: Damp Dusting and Polishing of Multi Surfaces
50: Sky Vac – High Level Cleaning

Associated Toolbox Talks

1: Health and Safety for Everyone
8: PPE
11: Machinery – Maintenance
2: COSHH 12 Golden Rules
9: Manual Handling
15: Vacuuming

Personal Protective and Safety Equipment Requirement

1. Chemical Protection Gloves EN374-2/3



2. Warning/Safety Sign



3. Safety Goggles



4. Dust Mask



5. Hard Hat



6. High Visibility Vest/Jacket



7. Safety Shoes



Small Tools / Materials

1. Dusters, feather dusters or specialist tools with extension poles
2. Hand brush with handle loop
3. Measuring apparatus
4. Scraper with handle loop
5. Wire brush with handle loop
6. Relevant access equipment
7. Cloths
8. Buckets
9. Dust covers
10. Refuse sack
11. High level dusting tools and long reach cleaning equipment
12. Masking tape (to cover electrical sockets)
13. Abrasive pad

Machinery

1. 110 v step down and extension lead provided with unit
2. Generator if outside
3. Circuit breaker – if plugged into mains
4. Skyvac and indoor or outdoor poles kit
5. Skyvac inspection pole and Camera
6. Vacuum Cleaner and floor tools

Approved Chemicals

Chemical	Use	Hazardous Classifications	COSHH Assessment Number
2 Pure – OdorBac Tec4 - liquid	Odour Eliminator and Cleaner	None Product is not deemed to have any adverse effects on human health or the environment	89
Premiere Products - Screen	Disinfectant	H226: Flammable liquid and vapour H302: Harmful if swallowed H304: May be fatal if swallowed and enters airways H314: Causes severe skin burns and eye damage H315: Causes skin irritation H318: Causes serious eye damage H319: Causes serious eye irritation H336: May cause drowsiness or dizziness H400: Very toxic to aquatic life	62

		H410: Very toxic to aquatic life with long lasting effects H411: Toxic to aquatic life with long lasting effects	

Identified Risks and Safety Controls

Identified Risk	Mitigation
Contact with Chemical via Spills/Splashes Causing Irritation of Skin and Respiratory Problems	
	• Only use approved chemicals • Refer and follow required COSHH assessment on safe use of chemicals • Limit the time using chemical • Mandatory wearing of gloves 'Rubber or Neoprene' • If there is insufficient ventilation wear suitable respiratory equipment 'Dust Mask' • Natural ventilation to be used prior to work commencing • Instructions and training in the safe use of chemicals required • Follow COSHH risk assessment on safe use of chemicals • Appropriate PPE to be worn, first aid facilities to be known in case of emergency • First aid facilities to be known in case of emergency • Continuation of identifying safest agents that can be used to reduce long term occupational safety to a minimum • No agents used recorded under the EH 40 list (work place exposure limits)
Over Reaching Causing Musculo-skeletal Disorders/Sprains/Strains to Upper Limbs	
	• Mechanise the operation using extension pole for the higher areas • Specific manual handling training on kinetic lifting for all employees • No standing on furniture • Appropriate footwear to be worn (good grip on soles) • Restriction in duration of using extension pole at any given time (max 15 minutes) • Rotation of jobs

Dust and Liquids Entering Electrical Sockets Resulting in Electrical Fires	
	• Covering of surfaces beneath area being cleaned with dust covers/masking tape to protect electrical sockets • No overuse of water (do not over wet the walls) and clear away excess water immediately
Contact with Items Falling from Height	
	• Area should be safely cordoned off before operation commences preventing anyone but the operators from entering the area • Operations should be carried out in such a way that the operatives are not stranding directly under the immediate cleaning area • Hard hats, goggles, safety shoes and dust masks should be worn at all times • High visibility clothing must be worn • Second operative to check tools and camera are secure before each extension and prior to any changing of duties
Uneven Surfaces, Equipment, Cables or Machinery in the Area of Work or Wet/Dusty/Contaminated Surfaces Resulting in Slips, Trips and Falls	
	• Areas should be assessed and a walk through completed prior to operation • Areas should be closed off in maximum of 10 meters squared to assist with controlling access • All tools not in use should be contained within the appropriate bag and stores safely behind the work area • Slippery or wet floors should be dried before operation continues • Work should be carried out when least amount of personnel around
Burns and Associated Injuries with Electrocution Due to Contact with Exposed Cables, Faulty Machinery or Overloading of Equipment	
	• Areas should be assessed and a walk through completed prior to operation • Areas should be closed off in maximum of 10 meters squared to assist with controlling access • All tools not in use should be contained within the appropriate bag and stores safely behind the work area • Slippery or wet floors should be dried before operation continues • Work should be carried out when least amount of personnel around

Additional Safety Controls

Preparation

- Ensure warning signs are displayed
- Ensure that all staff have been issued with the correct PPE and that it is worn throughout the task
- Eye protection should be worn if there is a danger of small particles falling
- Ensure staff carrying out the task have the correct training and that a record of their training is held on central system
- Decide whether access equipment is appropriate or whether cleaning can be carried out from floor level using suitable extension equipment
- This task should be carried out from ground level, so ensure that you do not stand on furniture to reach above hand height and do not use ladders/step ladders unless you have received specific training
- Do not clean when other people are in the immediate vicinity
- Refer to the relevant risk assessment especially if using a generator.
- Do not clean items that you cannot or have not been able to see the surface, to prevent dislodging items or disturbing cables etc.

Machinery

- Do not plug in machinery until fully assembled
- Do not leave machinery unattended
- Do not plug in machinery until fully assembled using an RCD if required.
- Put any electrical socket covers back after completing work.
- Cables should be kept behind machinery and away from water
- Do not allow the cable to become taut at ankle height
- When not in use machinery should be left in the correct position
- Check electrical equipment in particular plugs, exposed wiring, broken body, buttons, and cables to ensure they are safe, protected and test TCD report any faults to be reported to a supervisor or manager

Chemicals

- Do not splash chemical solutions
- Ensure chemicals are diluted correctly (See Toolbox Talk 3. Chemical- Safe Dilution)
- Follow COSHH instructions on safe use of chemicals (Toolbox Talk 2: 12 Golden Rules)

Task Procedure

Preparation

1. Check PA test date
2. Thoroughly check all parts of the electrical equipment for wear, damage and that they work properly - including plugs, pipes, wheels and cables
3. Place warning signs correctly at each entrance/exit point to the area
4. If floor sockets are being used, put a warning sign over the floor socket that is being used
5. Select, check and wear correct PPE
6. Ventilate area (as appropriate)
7. Prepare the cleaning solution using the correct ratios and to manufacturer's directions, adding the cleaning agent to the water
8. Use dust covers to protect surfaces below high area (if appropriate)
9. Cover electrical services to prevent entry of water (if applicable)
10. Inspect the area, ledges and items to be cleaned must be inspected to ensure no previously unseen objects can be disturbed which may fall
11. Remove all breakable items from area, checking with a Supervisor/Manager before moving papers etc.

Preparation of Sky Vac Specifically

1. Carry out a dynamic risk assessment on arrival at the work area – this means you are checking the area is free from immediate risks to ensure the area is safe to work in
2. Cordon off any area of work and the area where the generator may be operational (follow RAMS for generator use).
3. Walk the area and assess the task.
4. Connect the inspection camera to the inspection pole and check for potential hazards and assess likely tools required.
5. Operations must not commence during inclement weather; stop work if conditions worsen.
6. If using an extension lead, ensure it is fully uncoiled and the correct 110V step-down box is in use.
7. Position cables behind line of work to reduce trip hazard and ensure they don't get caught or lie in water
8. Firmly connect poles to ensure height is reached; resting the head tool against the surface as pipes are added.
9. Second operative must provide inspection via camera; alternate roles regularly to avoid fatigue.
10. Ensure you are not directly below the cleaning area when adding poles.

Cleaning of Area

1. Carry out a dynamic risk assessment on arrival at the work area – this means you are checking the area is free from immediate risks to ensure the area is
   safe to work in
2. Place warning signs correctly at each entrance/exit point to the area that you are cleaning
3. Complete the task following this method statement (all method statements can be accessed in the H&S Manual by scanning the QR code on the Guide to

Using Chemicals Safely poster)
4. Ventilate area (as appropriate)
5. Wash hands and check for any cuts and abrasions, (if any found, cover with waterproof dressing)
6. Select, check, and wear correct PPE
7. Check PA test date on vacuum
8. Thoroughly check all parts of the electrical equipment for wear, damage and that they work properly - including plugs, pipes, wheels and cables
9. Check filters are in place and are clean, check the dust collection bag is clean and in place
10. If floor sockets are being used, put a warning sign over the floor socket that is being used
11. Cover electrical services to prevent entry of water (if applicable)
12. Use dust covers to protect surfaces below high area (if appropriate)
13. Inspect the area, ledges and items to be cleaned must be inspected to ensure no previously unseen objects can be disturbed which may fall
14. Remove all breakable items from area, checking with a Supervisor/Manager before moving papers etc.

Cleaning of Area – Sky Vac Specifically

1. Activate machine by turning on main motor before switching on secondary motors
2. Larger objects should be broken up in situ to allow machine to remove through pipes; where this is not possible the object may be lifted out of situ and safely lowered to ground level using the continuous suction of the machine to provide grip
3. If machine becomes blocked then it should be turned off and dismantled; blockages can be removed by hand with appropriate gloves and or by using the suction from another pole to release the blockage
4. Activity should be completed in one direction clearing and removing debris in a methodical line
5. Consider safety at all times when using the machines
6. Items and tools not in use should be placed back in their correct storage
7. Regularly empty and the machine/poles by disconnecting the machine, tipping out the lose debris into a bag and then vacuuming 10 litres of clean water from a bucket through the used equipment
8. A tub vacuum should be used to remove debris from the main filter
9. Remove plugs safely from the power sockets and recoil the cables correctly
10. If the floor requires cleaning afterwards due to the nature of the liquid being removed, please follow the method statement for damp mopping if you are trained to do so
11. Safely remove the plug from the power step down unit and recoil the cable safely
12. Ensure the appearance of the floor and surrounding areas are satisfactory after completion of the task and free from debris
13. As areas become completed the full process to this point should be repeated

14. Complete the task without damage or risk to people, furniture and fittings
15. Check, clean and store equipment, materials and PPE correctly
16. Remove warning signs and close ventilation (as appropriate), only removing signage and barriers when floor is completely dry and all equipment is away
17. Wash and dry hands thoroughly after completing the taskCheck, clean and store equipment, materials and PPE correctly
18. Remove warning signs and close ventilation (as appropriate)
19. Wash and dry hands thoroughly after completing the task

Method Statement Number: 10

Internal Waste Disposal

Associated Risk Assessments

10: Refuse Rubbish Collection – Internal
10a: Emptying Sanitary Waste Bins from Hygiene Areas (Chailey College)
38: Body Fluids Spillages and Contaminated Items

Associated Method Statements

38: Body Fluids Spillages and Contaminated Items
13: Sharps and Needle Stick Removal

Associated Toolbox Talks

1: Health and Safety for Everyone
2: COSHH / 12 Golden Rules
8: PPE
9: Manual Handling
16: Colour Coding
18: Bodily Fluids and Sharps/Hypodermic Needles

Personal Protective and Safety Equipment Requirement

1. Nitrile Gloves



2. Warning Safety Sign



3. Yellow Sharps Container



4. Litter Picker



5. Cut Resistant Gloves (if handling glass waste)



Small Tools / Materials

1. Broom
2. Colour Coded Cloths
3. Litter Picker
4. Dustpan and Brush
5. Scraper – Long handle/handheld
6. Plastic sacks – Colour coded as necessary
7. Wheeled Refuse Bin
8. Colour coded trigger spray
9. Trolleys

Machinery

None

Approved Chemicals			
Chemical	Use	Hazardous Classifications	COSHH Assessment Number
2PURE Odorbac Tec 4	Multi Cleaner, Disinfectant	None – Product is not deemed to have any adverse effects on human health or the environment	89

Identified Risks and Safety Controls	
Identified Risk	**Mitigation**
Awkward Posture (Reaching, Bending, Twisting)	
	• Rotation of jobs • Moving in various directions to spread out the workload to various muscles Use a light grip • Maintain neutral postures • Neck flexion and stretching in opposite directions
Contact with chemical via spills/splashes causing irritation of skin and respiratory problems	
	• Only use approved chemicals • Refer and follow required COSHH assessment on safe use of chemicals • Limit the time using chemical • Natural ventilation to be used prior to work commencing. Instructions and training in the safe use of chemicals. Follow COSHH risk assessment on safe use of chemicals Appropriate PPE to be worn, first aid facilities to be known in case of emergency

Identified Risks and Safety Controls	
Identified Risk	**Mitigation**
Sharps and Hypodermic Needles	
	• Only handle if you have had training to do so and you have the correct equipment • Always wear appropriate PPE • Dispose of all sharps and needles in a Sharps Bin • An assessment of the area must take place before work commences, this will include checking with the customer on site and the Service Manager
Manual Handling machines/loads and repetitive strain injuries	
	• All machinery/attachments/chemical containers weigh below 25 Kilos • Rotation of jobs (frequent breaks in pattern of work) • Specific Manual Handling training on Kinetic Lifting for all employees
Bodily Fluids	
	• Body Fluids must only be handled by trained staff using body fluid disposal kits • Always wear appropriate PPE • Any bodily fluid such as blood or vomit should be treated as potential infections

Slips, Trips, Falls	
	• Exit routes to be checked by cleaner to ascertain any obstructions, hazards or unsafe conditions from door to bin area. • Hazards to be reported to Line Manager

Additional Safety Controls

Preparation

- Ensure warning signs are displayed at all entrances
- Ensure that all staff have been issued with the correct PPE and that it is worn throughout the task
- Ensure staff carrying out the task have the correct training and that a record of their training is held on central system

Chemicals

- Do not splash chemical solutions
- Ensure chemicals are diluted correctly (See Toolbox Talk 3. Chemical- Safe Dilution)
- Follow COSHH instructions on safe use of chemicals (Toolbox Talk 2: 12 Golden Rules)

Task Procedure

Preparation

1. Carry out a dynamic risk assessment on arrival at the work area – this means you are checking the area is free from immediate risks to ensure the area is safe to work in
2. Place warning signs correctly at each entrance/exit point to the area that you are cleaning
3. Complete the task following this method statement (all method statements can be accessed in the H&S Manual by scanning the QR code on the Guide to Using Chemicals Safely poster)
4. When using chemicals, you must follow the relevant COSHH Assessment which can be accessed in the H&S Manual as above which details PPE, and what to do in respect of a spillage and first aid requirements
5. Ventilate area (as appropriate)
6. Wash hands and check for any cuts and abrasions, (if any found, cover with waterproof dressing)
7. Select, check, and wear correct PPE
8. Identify wastes correctly

Disposal of the internal waste

1. Inspect inside bin for anything likely to cause harm such as sharps, glass or jagged metal.
2. Tie the bin liner to secure contents and remove from the bin, if the bin liner is thought to be heavy, test it by gently trying to move the bin, seek assistance for heavy loads.
3. Place the bin liner and contents in a black bin liner for general waste and a yellow bin liner for clinical waste, follow the requirements for your site in relation to dry recyclable waste, food waste and glass waste.
4. Put a clean bin liner in the bin (a black liner for general waste and yellow line for clinical waste) ensuring it is secure over the edge of the bin, follow the requirements for your site in relation to dry recyclable waste, food waste and glass waste.
5. Repeat this for several bins until each liner is full
6. Tie a knot in the liner once it is full and carry the bags away from the legs and body and in case of a large amount of waste, use a trolley to take to the designated area for disposal
7. Dirty or soiled bins should be cleaned by scraping debris from the inside, spraying with detergent, disinfectant solution and wiping with a cloth
8. Remove large items of litter from all surfaces prior to sweeping if necessary and safely place collected dust and debris in the appropriate sack and tie securely
9. Dispose of collected waste plastic sacks to the appropriate external bin
10. Wash hands thoroughly, rinse and dry upon completion of task

Method Statement Number: 11

External Waste Management, Fly Tip Removal and Bin Cleaning Activities

Associated Risk Assessments

11: Refuse Collection, Emptying Bins and Fly Tip Removal – Outside Buildings
12: Litter Picking
33: Use of Hand Tools
69: Bin Shed Cleaning

Associated Method Statements

33: Use of Hand Tools
13: Sharps and Needle Stick Removal

Associated Toolbox Talks

1: Health and Safety for Everyone
8: PPE
11: Machinery – Maintenance
2: COSHH 12 Golden Rules
9: Manual Handling
18: Bodily Fluids and Sharps – Hypodermic Needles

Personal Protective and Safety Equipment Requirement

1. Chemical Protection Gloves EN374-2/3 or Suitable Gloves)



2. Warning/Safety Sign



3. Outdoor Clothing as Required



4. Safety Shoes



5. Safety Goggles/Glasses



6. Face Mask



7. Cut Resistant L5 Gloves



8. Sharps Box



9. Handwipes



Small Tools / Materials

1. Broom
2. Colour Coded Cloths
3. Litter Picker
4. Dustpan and Brush
5. Scraper (long handle/handheld)
6. Plastic Refuse/Compactor Sacks (colour coded if necessary)
7. Wheeled Refuse Bin
8. Hammer
9. Screwdriver
10. Shovel
11. Stanley Knife
12. Handwipes

Machinery

None

Approved Chemicals

Chemical	Use	Hazardous Classifications	COSHH Assessment Number
Jeyes LTD – Jeyes Fluid	Disinfectant	H225: Highly flammable liquid and vapour H302: Harmful if swallowed H312: Harmful in contact with skin H317: May cause an allergic skin reaction H318: Causes serious eye damage H319: Causes serious eye irritation H336: May cause drowsiness or dizziness H400: Very toxic to aquatic life	33
Screen Virucidal disinfectant	Disinfectant	H315: Causes skin irritation. H318: Causes serious eye damage. H410: Very toxic to aquatic life with long lasting effects	62

Identified Risks and Safety Controls	
Identified Risk	Mitigation
Manual Handling of Refuse Sacks Resulting in Strains/Sprains to Back, Legs, Arms and Fingers	
	• Follow manual handling guidelines as part of health and safety induction training • Assistance to be obtained if items are heavy or awkward • Two people required to lift bulky/heavy items • Regular emptying eliminating over filling of refuse sacks reducing overall weight • Mechanised operations as much as is reasonable
Contact with Foreign Objects such as Glass/Sharps (Metal) etc. Resulting in Cuts/Infection (Hepatitis)	
	• Wear Cut Resistant (L3-L5)/Rubber Gloves • Hold/carry bags away from legs and torso • Use clear refuse sacks so waste items are visible • Look for any protruding items • Specific training on Nviro sharps/needle procedure • If found, report immediately to a supervisor
Rats and other wildlife	
	• Safety shoes to be worn at all times • Before removing waste, probe area around bins with broom handle
Exposed to Outdoor Weather Conditions Resulting in Hypothermia/Heatstroke/Dehydration/Cold Weather Injuries	
	• Mandatory wearing of appropriate personnel protective equipment (wet weather gear, thermal clothing, and High Visibility Jacket) • Operatives to be regularly monitored during extreme weather conditions

Collision with Other Personnel and/or Vehicle Movement Resulting in Being Struck by Vehicles Moving Around Site	
	• Nviro employees to be aware of traffic routes
Use of Stanley Knife Resulting in Cuts/Lacerations to Body, Arms and Face	
	• Segregate the area from the public • Cut Resistant L3-L5 Gloves to be worn • Cut movements are to be made directing away from the body • Operatives to be trained and competent
Hazardous Chemicals/Items Resulting in Irritation of Skin and Respiratory Problems	
	• Thorough check of site before commencing task to look for any dangerous materials • Anything found that is of concern, to be reported to client and left alone
Contact with Cleaning Chemical Resulting in Irritation of Skin and Respiratory Problems	
	• Natural ventilation to be used prior to work commencing • Instructions and training in the safe use of chemicals; follow COSHH risk assessment on safe use of chemicals • Appropriate PPE worn • First aid facilities to be known in case of emergency • Continuation of identifying safest agents that can be used to reduce long term occupational safety to a minimum • No agents used recorded under the EH 40 list (workplace exposure limits)

Falling items Resulting in Crush Injuries to Feet	
	• Safety shoes with steel toe caps must be worn by all operatives on task
Awkward Posture (Reaching, Bending, Twisting)	
	• Rotation of jobs • Moving in various directions to spread out the workload to various muscles Use a light grip • Maintain neutral postures • Neck flexion and stretching in opposite directions
Slips, Trips, Falls	
	• Exit routes to be checked by cleaner to ascertain any obstructions, hazards or unsafe conditions from door to bin area. • Hazards to be reported to Line Manager
Brush and Wiping Movement causing Musculo-skeletal Disorders	
	• Specific Manual Handling training on Kinetic Lifting for all employees • Restriction in duration of using brush at any given time and ensuring a rotation of jobs

Movement of Wheelie Bins from Area Resulting in Sprains/Strains to Upper Limbs and Crush Injuries	
	• Two people required for movement of bin to outside area and ensuring the path is clear • Apply brake to bin to ensure no movement

Additional Safety Controls

Preparation

- Gloves should be worn
- Ensure warning signs are displayed at all entrance/exit points to the area
- Ensure that all staff have been issued with the correct PPE for weather conditions and that it is worn throughout the task
- Ensure staff carrying out the task have the correct training and that a record of their training is held on central system
- Litter picker for stubborn waste inside bins
- Treat bodily fluids (blood/vomit) as potentially infectious

Safety

- Follow manual handling procedures, assistance must be found for heavy or awkward items
- Be aware of weather conditions (hot, cold, and wet) and pay attention to traffic and pedestrians
- Be aware of roads, curbs, pavements, uneven surfaces, and other outdoor hazards and ensure warning/traffic cones are on clear display
- Further advice must be sought for hazardous or unknown items (paying particular attention to chemicals)
- Should ensure keen observation of area to make sure that there aren't any sharps, however if sharps are found it should be reported to a line manager straight away to arrange for removal
- Ensure any fridge/freezers are completely empty of food waste and/or bagged separately

Chemicals

- Do not splash chemical solutions
- Ensure chemicals are diluted correctly (See Toolbox Talk 3. Chemical- Safe Dilution)
- Follow COSHH instructions on safe use of chemicals (Toolbox Talk 2: 12 Golden Rules)

Task Procedure

Preparation

1. Collect all the required items of equipment
2. Place warning signs and cones correctly at each entrance/exit point to the area as appropriate
3. Select, check, and wear correct PPE
4. Identify wastes correctly
5. Ensure a thorough visual inspection of all fly tip items to ensure there's no hidden risks i.e., no needles or sharps hidden in mattresses etc.
6. Prepare cleaning solution according to manufacturer directions
7. Remove large items of litter before sweeping

Cleaning of Area

1. If collecting fly tip items, remove all items as directed to the disposal point
2. Where collecting wastes from bins, do this safely, place in correct plastic sacks, avoid spillage and tie off
3. Remove the bin liner and contents from the bin, if the bin is thought to be heavy, test it by gently trying to move the bin, seek assistance for heavy loads
4. Place the liner and contents in a black bin liner
5. Put a clean liner in the bin ensuring it is secure over the edge of the bin
6. Repeat this for several bins until the liner is full
7. Tie a knot in the liner and take it to the designated area (carry the bags away from the legs and body)
8. Dirty or soiled bins should be removed to the wash area and cleaned by scraping debris from the inside, spraying with detergent disinfectant solution, and wiping with a cloth
9. Remove large items of litter from all surfaces prior to sweeping
10. Check the floor for chewing gum
11. Start the sweeping in correct position i.e., at point furthest from entrance
12. Give attention to corners and edges as appropriate
13. Carry out sweeping systematically using overlapping passes as appropriate
14. Safely place collected dust and debris in the appropriate sack and tie securely
15. Safely remove all refuse to the correct point
16. Reposition bins correctly
17. Ensure the surrounding areas are satisfactory after completion of the task
18. Complete the task without damage to the area
19. Check, clean and store equipment, materials, and PPE correctly
20. Remove warning signs and close ventilation (as appropriate)
21. Ensure company vehicle is clean and tidy following task

22. Wash and dry hands thoroughly after completing the task
23. Report damaged bins
24. Report evidence of infestation or damage to your line manager

Cleaning of Area – Bin Shed Cleaning

1. Start the sweeping in correct position i.e., at furthest point
2. Safely place collected dust and debris in the appropriate sack and tie securely
3. Using the cleaning solution, use the broom to brush wash the area, again starting from the furthest point
4. Repeat until the area is clean and there is no standing water in the area
5. Ensure the appearance of the surrounding areas are satisfactory after completion of the task
6. Complete the task without damage or risk to people or property
7. Check, clean and store equipment, materials and PPE correctly
8. Remove warning signs and close ventilation (as appropriate)
9. Wash and dry hands thoroughly after completing the task
10. Report evidence of infestation or damage to your line manager

Cleaning of area – wheelie bin cleaning

1. Create a Cleaning Solution: Mix a bucket of warm water with cleaning agent. (Screen)
2. Only trained staff to tackle body spills cleaning.
3. Ensure chemicals are diluted correctly (See Toolbox Talk 3. Chemical- Safe Dilution)
4. Follow COSHH instructions on safe use of chemicals (Toolbox Talk 2: 12 Golden Rules)
5. Scrub the Inside: Use a long-handled brush or broom to thoroughly scrub the inside of the bin, paying attention to corners and ridges.
6. Scrub the Outside: Clean the outside of the bin with the same solution and a cloth or sponge.
7. Lay the bin on its side to empty any remaining liquid, making sure the lid is on the side as to avoid injury.
8. Do not splash chemical solutions.
9. Rinse Thoroughly: Rinse the bin inside and out with clean water to remove all detergent residue.

Disinfection (Optional and Drying)

1. Disinfect: Apply a disinfectant spray (Screen) to both inside and out.
2. Allow to Dry: Let the bin air dry completely before use.

Optional: Place the bin in direct sunlight to help kill bacteria and mold and dry off.

Method Statement Number: 12

Litter Picking

Associated Risk Assessment

12: Litter Picking

Associated Method Statement

13. Sharps and Needle Stick Removal

Associated Toolbox Talks

1: Health and Safety for Everyone
8: PPE
17: General Cleaning
18: Bodily Fluids and Sharps/Hypodermic Needles

Personal Protective and Safety Equipment Requirement

1. Cut Resistant Gloves EN388 Level 3
2. Warning/Safety Signs
3. Disposable Mask
4. Sharps Container
5. Litter Picker
6. Poop Scoop









Small Tools / Materials

1. Litter gripper/picker
2. Litter spike
3. Long handled brush and pan
4. Plastic refuse sacks
5. Sharps container
6. Markers to identify contaminated waste
7. Tweezers

Machinery

None

Approved Chemicals

Chemical	Use	Hazardous Classifications	COSHH Assessment Number
None			

Identified Risks and Safety Controls

Identified Risk	Mitigation
Manual Handling machines/loads and repetitive strain injuries	
	• Rotation of jobs (frequent breaks in pattern of work) • Specific Manual Handling training on Kinetic Lifting for all employees
Biohazard possible infections such as HIV/Hepatitis	
	• Only handle if you have had training to do so and you have the correct equipment • Always wear appropriate PPE • Dispose of all sharps and needles in a Sharps Bin • An assessment of the area must take place before work commences, this will include checking with the customer on site and the Service Manager
Slips, Trips and Falls including wet floors and trailing cables	
	• Warning signs to be placed before work commences • Warning signs displayed in a suitable position to give other users sufficient time to absorb the information before entering hazard area • Signage displayed until floor dry and/or completed • Store signage away safely when completed • Appropriate footwear to be worn (good grip on soles) • All employees trained in safety procedure • Always mop up any lying pools of water as the work commences, never leave any pools of water on completion of work area

Cross contamination/exposure to blood borne pathogens	
	• Body fluids must only be handled by trained staff using body fluid disposal kits • Always wear appropriate PPE • Any bodily fluid such as blood or vomit should be treated as potential infections
Exposure to Dog faeces	
	• Gloves must be worn together with use of poop scoop to bag dog faeces.

Additional Safety Controls

- Ensure that you don't handle contaminated waste
- Only place one foot in the hedgerow when clearing them
- Staff must be suitably trained or supervised
- Only handle sharps if trained to do so
- Refer to relevant method statement for sharps collection
- Wash hands asap after handling dog waste.

Task Procedure

Preparation

1. Thoroughly check all parts of the equipment for wear, damage and that they work properly
2. Place warning signs correctly at each entrance/exit point to the area (as appropriate)
3. Select, check, and wear correct PPE
4. Mark any contaminated waste and report it

Procedure

1. Carry out a dynamic risk assessment on arrival at the work area – this means you are checking the area is free from immediate risks to ensure the area is safe to work in
2. Place warning signs correctly at each entrance/exit point to the area that you are cleaning
3. Complete the task following this method statement (all method statements can be accessed in the H&S Manual by scanning the QR code on the Guide to Using Chemicals Safely poster)
4. Ventilate area (as appropriate)
5. Wash hands and check for any cuts and abrasions, (if any found, cover with waterproof dressing)
6. Select, check, and wear correct PPE
7. Mark any contaminated waste and report it

Method Statement Number: 13

Sharps and Needle Stick Removal

Associated Risk Assessment

13: Sharps and Needle Stick Removal

Associated Method Statements

N/A

Associated Toolbox Talks

1: Health and Safety for Everyone
8: PPE
18: Bodily Fluids and Sharps/Hypodermic Needles

Personal Protective and Safety Equipment Requirement

1. Needle Proof Gloves



2. Warning/Safety Signs



3. Disposable Mask



4. Yellow Sharps Container



5. Littler Picker



6. Safety Shoes



7. Coveralls



Small Tools / Materials (Refer to folder as to what they need)

1. Sharps box/container
2. Sharps picker
3. Litter picker/tweezers (for non-needle stick items)
4. Suitable container (for non-needle stick items)

Machinery

None

Approved Chemicals

Chemical	Use	Hazardous Classifications	COSHH Assessment Number
N/A			

Identified Risks and Safety Controls

Identified Risk	Mitigation
Manual Handling machines/loads and repetitive strain injuries	
	• All machinery/attachments/chemical containers weigh below 25 Kilos • Rotation of jobs (frequent breaks in pattern of work) • Specific Manual Handling training on Kinetic Lifting for all employees

Identified Risks and Safety Controls	
Identified Risk	**Mitigation**
Biohazard possible infections such as HIV/Hepatitis	
	• Only handle if you have had training to do so and you have the correct equipment • Always wear appropriate PPE • Dispose of all sharps and needles in a Sharps Bin • An assessment of the area must take place before work commences, this will include checking with the customer on site and the Service Manager
Slips, Trips and Falls including wet floors and trailing cables	
	• Warning signs to be placed before work commences • Warning signs displayed in a suitable position to give other users sufficient time to absorb the information before entering hazard area • Signage displayed until floor dry and/or completed • Store signage away safely when completed • Appropriate footwear to be worn (good grip on soles) • All employees trained in safety procedure • Always mop up any lying pools of water as the work commences, never leave any pools of water on completion of work area
Cross contamination/exposure to blood borne pathogens	
	• Body fluids must only be handled by trained staff using body fluid disposal kits • Always wear appropriate PPE • Any bodily fluid such as blood or vomit should be treated as potential infections

Additional Safety Controls

- What is considered a sharps item:
- Rusty nails
- Hypodermic needles/syringes
- Glass, cans, bottles etc.
- Thorns and thistles in vegetation
- Sharp wood fragments: may leave splinters in the skin
- The toolbox talks for blood borne pathogens should be carried out as part of this training
- Staff must be suitably trained or supervised

Task Procedure

Preparation

1. Carry out a dynamic risk assessment on arrival at the work area – this means you are checking the area is free from immediate risks to ensure the area is safe to work in
2. Place warning signs in a safe place (you cannot place warning signs at each entrance/exit of a needle sweep as you cannot walk through the work site before it deemed safe
3. Complete the task following this method statement (all method statements can be accessed in the H&S Manual by scanning the QR code on the Guide to Using Chemicals Safely poster)
4. Ventilate area (as appropriate)
5. Wash hands and check for any cuts and abrasions, (if any found, cover with waterproof dressing)
6. Select, check, and wear correct PPE

Procedure

1. Identify the items
2. Using one handed collection method, remove sharps items to the waste bag or box
3. Check coveralls for any tears or holes that may have happened during the works
4. Remove all disposable protective equipment correctly and place in a waste bag/box
5. Check skin for new scratches, cuts etc
6. Remove all disposable protective equipment correctly and place in a waste bag/box
7. Seal and tag the bags/boxes and remove to a designated area for disposal
8. Ensure the appearance of the surrounding areas are satisfactory after completion of the task
9. Complete the task without damage or risk to people, furniture, and fittings
10. Check, clean and store equipment, materials, and PPE correctly
11. Remove warning signs and close ventilation (as appropriate)
12. Wash and dry hands thoroughly after completing the task.

Method Statement Number: 14

Pressure Washing – Electric

Associated Risk Assessments

14: Use of Petrol Electric Jet or Propane Pressure Washer

Associated Method Statements

14A: Pressure Washing – Petrol and Propane

Associated Toolbox Talks

1: Health and Safety for Everyone
8: PPE
9: Manual Handling
11: Machinery – Maintenance

Personal Protective and Safety Equipment Requirement

1. Gloves
2. Warning Signs
3. Safety Goggles
4. Protective Coveralls
5. Wellington Boots
6 Soft Face Mask









Small Tools / Materials

1. Measuring apparatus
2. Circuit breaker as required
3. Protective covers
4. Hand Wipes

Machinery

1. Pressure Washer and Required Wands, Hoses and Attachments
2. Wet Suction Machine

Approved Chemicals			
Chemical	Use	Hazardous Classifications	COSHH Assessment Number
N/A	N/A	N/A	N/A

Identified Risks and Safety Controls

Identified Risk	Mitigation
Faulty Cables/Equipment (Electrocution, Electrical Fires)	
	• Visual user check on equipment prior to use (sockets, plug, cables, Equipment) • Any faults found are reported immediately to the supervisor and not used • Any RCD used to be tested prior to use • No stretching of cables • Annual PA testing of all electrical appliances • Cables must be kept away from standing water/puddles created by the cleaning process.
Exposed to Outside Weather Conditions	
	• Mandatory wearing of appropriate personnel protective equipment (wet weather gear, thermal clothing High Vis Jacket) • Operatives to be regularly monitored during extreme weather conditions
Collision with Other Personnel and/or Vehicle Movement	
	• Nviro employees to be aware of traffic routes • High Visibility signs to be always used before work commences, positioned so information can easily be understood in advance of approaching the working area • Mandatory wearing of appropriate PPE (wet weather gear, High Vis Jacket)

Identified Risks and Safety Controls	
Identified Risk	**Mitigation**
Contact with Water Jet	
	• Mandatory wearing of appropriate personnel protective equipment (protective coveralls, Wellington boots, safety goggles) • Ensure that the jet washer wand is not pointed towards anyone
Water Egress onto Electrics	
	• Ensure that the water jet is not in contact with any electrical equipment • Any exposed plug sockets must be covered to prevent water penetrating • Residual current device to be used
Manual Handling of Machines and Use of Wand Resulting in Musculoskeletal Disorders	
	• All machinery/attachments/ • containers weigh below 25 Kilos • Rotation of jobs (frequent breaks in pattern of work) • Specific Manual Handling training on Kinetic Lifting for all employees • Ensure suitable grip is engaged on wand in order that it does not slip out of hand whilst in use

Identified Risks and Safety Controls

Identified Risk	Mitigation
Uneven/Wet Floors, Slipping on Pockets of Water and Tripping Over Jet Hose	
	• Cordoned off area, warning signs to be placed before work commences, warning signs displayed in a suitable position to give other users sufficient time to absorb the information before entering hazard area • Signage displayed until floor dry and/or completed • Leads to be placed behind line of work • Keep trailing cables to a minimum • Appropriate footwear to be worn (good grip on soles) • All employees trained in safety procedure • Carry out work when least amount of personnel around

Additional Safety Controls

Preparation

- Ensure warning signs are displayed at all entrances
- Ensure that all staff have been issued with the correct PPE and that it is worn throughout the task
- Ensure staff carrying out the task have the correct training and that a record of their training is held on central system
- Carry out a check of the area before work commences to ensure that hazards are identified and fittings are protected such as light fittings and electrical points Do not leave machinery/equipment unattended

Machinery

- Do not leave machinery/equipment unattended
- Do not plug in until fully assembled
- Do not allow cable to become taut at ankle height
- If an extension lead is used, ensure that it's placed far away from the pressure washer and ensure that water doesn't reach it
- Check electrical equipment in particular plugs and cables to ensure they are safe and report any faults to the Supervisor/Manager
- Put any electrical socket covers back

Identified Risks and Safety Controls

Identified Risk	Mitigation
Chemicals	
• N/A	

Task Procedure

Preparation

1. Carry out a dynamic risk assessment on arrival at the work area – this means you are checking the area is free from immediate risks to ensure the area is safe to work in
2. Place warning signs correctly at each entrance/exit point to the area that you are cleaning
3. Complete the task following this method statement (all method statements can be accessed in the H&S Manual by scanning the QR code on the Guide to
    a. Using Chemicals Safely poster)
4. Ventilate area (as appropriate)
5. Wash hands and check for any cuts and abrasions, (if any found, cover with waterproof dressing)
6. Select, check, and wear correct PPE
7. Check PA test date
8. Thoroughly check all parts of the electrical equipment for wear, damage and that they work properly - including plugs, pipes, wheels and cables
9. Check all filters are in place and are clean.
10. If floor sockets are being used, put a warning sign over the floor socket that is being used
11. Cover electrical services to prevent entry of water (if applicable)
12. Clear area of unnecessary obstructions and trip hazards
13. Select an appropriate temperature for the task
14. Direct nozzle in a low and safe position during switch-on procedure

Cleaning of Area

1. Start cleaning at furthest point from the door
2. Keep flex away from traffic areas changing sockets as you go
3. Clean the floor area using systematic overlapping passes, on second stage cleaning work right angles to original direction
4. Maintain optimum distance from the spray nozzle
5. Pay particular attention to heavily soiled areas
6. On completion, unplug machine, dispose of dirty water (as per machine instructions)
7. Remove excess water using an appropriate method to leave the floor as dry as possible
8. Carry out electrical and equipment safety checks. Remove masking tape from electrical services
9. Safely remove the plug from the power socket and recoil the cable safely
10. Ensure the appearance of the floor and surrounding areas are satisfactory after completion of the task

11. Complete the task without damage or risk to people, furniture and fittings
12. Check, clean and store equipment, materials and PPE correctly
13. Remove warning signs and close ventilation (as appropriate)
14. Wash and dry hands thoroughly after completing the task (or use hand wipes)

Method Statement Number: 15

Strip and Seal

Associated Risk Assessments

02: Vacuum Suction Cleaning
08: Cleaning of Floors and Other Areas by Floor Buffing
44: Wet Pick-Up Machine
15: Floor Sealing – Strip, Dry, Re-apply and Polish
20: Damp Mopping

Associated Method Statements

08: Cleaning of Floors and Other Areas by Floor Buffing
02: Vacuum Suction Cleaning
20: Damp Mopping
44: Wet Pick-Up Machine

Associated Toolbox Talks

1: Health and Safety for Everyone
8: PPE
2: COSHH 12 Golden Rules
11: Machinery – Maintenance
7: Safety Signage
6: Slips, Trips and Falls
9: Manual Handling
15: Vacuuming

Personal Protective and Safety Equipment Requirement

1. Safety Shoes 2. Chemical Protection Gloves EN374-2/3 3. Protective Goggles/Safety Glasses 4. Warning Signs 5. Face Mask FFP3








Small Tools / Materials

1. Colour coded bucket and cloths
2. Hand or long handled edging tool and abrasive pad
3. Buffing pad or brush (where applicable)
4. Two mopping units and two mops
5. Dust control mop
6. Circuit breaker
7. Plastic protective square
8. Measuring apparatus
9. Clean Dust Bag and Filters
10. 16in Mesh Disks
11. Brown or Black Stripping Floor Pad
12. Scraper (for corners and edges)
13. Lamb's wool applicator Metal Tray

Machinery

1. Rotary floor machine with anti-splash skirt
2. 15in Standard Speed Rotary and Solution Tank (if available)
3. Drive disc and relevant floor pads
4. Wet suction machine

Approved Chemicals

Chemical	Use	Hazardous Classifications	COSHH Assessment Number
Diversey LTD - Bourne Seal	Floor Polish	H226: Flammable liquid and vapour H304: May be fatal if swallowed and enters airways H312: Harmful in contact with skin H315: Causes skin irritation H317: May cause an allergic skin reaction H318: Causes serious eye damage H332: Harmful if inhaled H336: May cause drowsiness or dizziness H351: Suspected of causing cancer H361: Suspected of damaging fertility or the unborn child H400: Very toxic to aquatic life H410: Very toxic to aquatic life with long lasting effects H411: Toxic to aquatic life with long lasting effects	24

Diversey LTD – Carefree Shine and Care	Floor Polish	H302: Harmful if swallowed H312: Harmful in contact with skin H314: Causes severe skin burns and eye damage H315: Causes skin irritation H319: Causes serious eye irritation H332: Harmful if inhaled H335: May cause respiratory irritation	26
Diversey LTD – Carefree Speed Stripper	Floor Stripper	H314 - Causes severe skin burns and eye damage.	27

Identified Risks and Safety Controls

Identified Risk	Mitigation
Faulty Cables/Equipment (Electrocution, Electrical Fires)	
	• Visual user check on equipment prior to use (sockets, plug and entire cable) • Extension lead RCD tested prior to use • Any faults found reported immediately to the supervisor to attach Red Tag to prevent use • No stretching of cable • Annual PA testing of all electrical appliances
Contact with Waxes/Chemical via Spills/Splashes Causing Irritation of Skin and Respiratory Problems	
	• Natural ventilation to be used prior to work commencing • Instructions and training in the safe use of chemicals, follow COSHH risk assessment on safe use of waxes and chemicals • Appropriate PPE to be worn • First aid facilities to be known in case of emergency • Continuation of identifying safest agents that can be used to reduce long term occupational safety to a minimum • No agents used recorded under the EH 40 list (work place exposure limits)

Contact with Dust Particles when Replacing or Checking Filters Resulting in Inhalation	
	• Clean/Replace filters in a well-ventilated area • Dust mask to be worn if employee wishes • Disposal of filters and bags in correct disposal container • Carry out work when least amount of personnel around
Slips, Trips and Falls Including Uneven/Wet Floors and Trailing Cables/oils	
	• Warning signs to be placed before work commences and in a suitable position to give other users sufficient time to absorb the information before entering hazard area • Warning sign placed over cable between machine and socket • Signage displayed until floor dry and/or completed. • Appropriate footwear to be worn (good grip on soles) • All employees trained in safety procedure • Carry out work when least amount of personnel around • Ensure area being oiled is cordoned off in agreement with the client
Use of Machinery, Vibration, Noise/Manual Handling/Awkward Posture (Reaching, Bending and Twisting) Musculo-skeletal Disorders	
	• All machinery/attachments/chemical containers to weigh below 25 Kilos • Specific Manual Handling training on Kinetic Lifting for all employees • Rotation of jobs (moving in various directions to spread out the workload to various muscles, use a light grip and maintain neutral postures • It is important to continue to plan how and when work is conducted, e.g., shorter periods of stripping and sealing are preferred; intersperse tasks to provide for task variety and a change in posture and muscular effort if available

Contact with Oil via Spills/Splashes Causing Irritation of Skin	
	• Gloves to be worn • Natural ventilation to be used prior to work commencing, **external windows and doors must be opened** • Instructions and training in the safe use of chemicals, follow COSHH risk assessment on safe use of oil • When tipping oil into mop bucket, pour slowly and avoid stooping over the mop bucket • First aid facilities to be known in case of emergency

Additional Safety Controls

Preparation

- Ensure warning signs are displayed at all entrances
- Ensure that all staff have been issued with the correct PPE and that it is worn throughout the task
- Ensure staff carrying out the task have the correct training and that a record of their training is held on central system
- Refer to relevant method statements

Machinery

- Do not leave machinery/equipment unattended
- Do not allow the cable to become taut at ankle height
- When not in use, leave machine handle in upright position
- Put any electrical socket covers back
- Do not plug in until fully assembled
- Check electrical equipment in particular plugs and cables to ensure they are safe and report any faults to the Supervisor/Manager

Chemicals

- Do not splash chemical solutions, however in in the event of this, remove any splashes that occur immediately
- Wear rubber gloves for dispensing chemicals, removing splashes and cleaning equipment
- Ensure chemicals are diluted correctly (See Toolbox Talk 3. Chemical- Safe Dilution)
- Follow COSHH instructions on safe use of chemicals (Toolbox Talk 2: 12 Golden Rules)

Task Procedure

Preparation

1. Carry out a dynamic risk assessment on arrival at the work area – this means you are checking the area is free from immediate risks to ensure the area is safe to work in
2. Place warning signs correctly at each entrance/exit point to the area that you are cleaning
3. Complete the task following this method statement (all method statements can be accessed in the H&S Manual by scanning the QR code on the Guide to Using Chemicals Safely poster)
4. When using chemicals, you must follow the relevant COSHH Assessment which can be accessed in the H&S Manual as above which details PPE, and what to do in respect of a spillage and first aid requirements
5. Ventilate area (as appropriate)
6. Wash hands and check for any cuts and abrasions, (if any found, cover with waterproof dressing)
7. Select, check, and wear correct PPE
8. Check PA test date
9. Thoroughly check all parts of the electrical equipment for wear, damage and that they work properly - including plugs, pipes, wheels and cables
10. If floor sockets are being used, put a warning sign over the floor socket that is being used
11. Prepare stripping solution using the correct ratios and to manufacturer's directions, adding the cleaning agent to the water
12. Ensure floor is prepared, all old polish removed and free of any dirt, dust, and debris

Cleaning of Area

1. Start on the edges, ensuring enough stripping solution is applied to the floor and use the edging tool as required
2. Allow contact time as per manufactures instructions
3. Position bucket behind line of work
4. Fit splash skirt and start machine in correct position away from the door
5. Protect all electrical services and surrounding areas from water where possible
6. Position cable behind line of work to reduce trip hazard and ensure it doesn't get caught up in brush/pad or lie in water
7. Use a systematic overlapping pattern to strip the floor, check/turn the pad as necessary
8. Remove any splashes
9. Connect suction machine and start in correct position on a dry area before moving onto a wet area
10. Use wet suction cleaner on the floor before it starts to dry
11. Consider safety at all times when using the machines
12. Remove plugs safely from the power sockets and recoil the cables correctly
13. Rinse floor after stripping (if applicable) using a fresh mopping unit and long strand mop
14. Rinse the floor again (if necessary, make sure all polish is removed)
15. Check the floor for dryness and evenness of appearance before applying the first coat of polish
16. Do not go closer than six inches to the walls and fitted furniture
17. Apply the polish evenly to within 100mm of the skirting
18. Ensure the first coat of polish is dry before applying the second coat
19. Apply the second coat at right angles to the first coat
20. Apply the polish evenly taking it up to the skirting
21. Carry out buffing in between coats (if applicable) – refer to separate method statement
22. Buff floor methodically to ensure no patches are missed
23. Safely remove the plugs from the power sockets and recoil the cables correctly
24. Carry out dust control mopping after buffing (if applicable)
25. Remove masking tape from electrical services
26. Ensure the appearance of the floor and surrounding areas are satisfactory after completion of the task
27. Complete the task without damage or risk to people, furniture and fittings
28. Check, clean and store equipment, materials and PPE correctly
29. Remove warning signs and close ventilation (as appropriate)
30. Wash and dry hands thoroughly after completing the task

Cleaning of Area – Wooden floors specifically

1. Remove dust from floor using dust control mop and vacuum cleaner, pay special attention to the corners and edges (refer to relevant method statement for these tasks)

   Option 1: To prepare stripping solution, strictly following the manufacturer's recommendation
   Option 2: Skim off wooden floor using a mesh disk paying special attention to corners and edges

2. If wet stripping, once the stripping of the area has been completed, then rinse the area with clear water
3. Allow the floor to dry completely
4. If using a mesh disk method, vacuum the floor to ensure all dust has been removed
5. Prepare the Bourne seal solution by pouring into a metal trough container, ensuring no spillage
6. Assemble the lamb's wool applicator and carefully apply a thin coat line to the floor, starting furthest from the door using overlapping pattern on single strips or sections within the room (however if a section is missed, do not go back over the wet floor – this will need to wait for the second coat)
7. Once the area has been completely covered, leave for 24hrs before applying the second coat
8. Then repeat the same process again
9. Once completed, leave for 48hrs for the floor to harden
10. Then give the floor two coats of water-based floor polish emulsion
11. Remove splashes from walls and skirting as they occur with a damp cloth
12. Ensure the appearance of the floor and surrounding areas are satisfactory after completion of the task
13. Complete the task without damage or risk to people, furniture, and fittings
14. Check, clean and store equipment, materials, and PPE correctly (lamb's wool to be discarded)
15. Remove warning signs and close ventilation (as appropriate); signage should only be removed once the floor is completely dry
16. Wash and dry hands thoroughly after completing the task
17. Advise the client that the work is completed

Method Statement Number: 16

Telephone and Personal Computer Cleaning

Associated Risk Assessments

2: Vacuuming Suction Cleaning
06A: Microfibre Dry Dusting, Damp Wiping, Drying and Polishing Buffing
76: Covid-19 Touchpoint Cleaning
06: Damp dusting and Polishing
16: Cleaning Personal Computers and Telephones

Associated Method Statements

2. Vacuuming Suction Cleaning
06A: Microfibre Dry Dusting, Damp Wiping, Drying and Polishing Buffing
06: Damp dusting and Polishing
76: Covid-19 Touchpoint Cleaning

Associated Toolbox Talks

1: Health and Safety for Everyone
8: PPE
11: Machinery – Maintenance
2: COSHH 12 Golden Rules
9: Manual Handling
15: Vacuuming

Personal Protective and Safety Equipment Requirement

1. Chemical Protection Gloves EN374-2/3



2. Warning/Safety Sign



Small Tools / Materials

1. Non Linting Cloths
2. Colour Coded Buckets
3. Telephone Wipes
4. Telephone Sanitizer
5. Cotton Buds
6. Paper Towels
7. Waste Bin or Bag
8. Compressed Air/Spray Duster/Clean Brush
9. Proprietary foam cleaner/cleaning wipes/cleaning solution

Machinery

1. Vacuum Cleaner and attachments/Mini-Vac

Approved Chemicals

Chemical	Use	Hazardous Classifications	COSHH Assessment Number
Premier Workstation Cleaner	Glass Cleaner	None Product is not deemed to have any adverse effects on human health or the environment	120
2 Pure – OdorBac Tec4 - liquid	Odour Eliminator and Cleaner	None Product is not deemed to have any adverse effects on human health or the environment	89

Identified Risks and Safety Controls

Identified Risk	Mitigation
Faulty cables/equipment (electrocution, electrical fires)	
	• Visual user check on equipment prior to use (sockets, plug, cables, Equipment) • Any faults found are reported immediately to the supervisor and not used • Any RCD used to be tested prior to use • No stretching of cables • Annual PA testing of all electrical appliances
Contact with chemical via spills/splashes causing irritation of skin and respiratory problems	

Identified Risks and Safety Controls	
Identified Risk	**Mitigation**
	• Only use approved chemicals • Refer and follow required COSHH assessment on safe use of chemicals • Limit the time using chemical • Mandatory wearing of gloves 'Rubber or Neoprene'. If there is insufficient ventilation wear suitable respiratory equipment 'Dust Mask' • Natural ventilation to be used prior to work commencing. Instructions and training in the safe use of chemicals. • Follow COSHH risk assessment on safe use of chemicals • Appropriate PPE to be worn, first aid facilities to be known in case of emergency
Slips, Trips and Falls including wet floors and trailing cables	
	• Warning signs to be placed before work commences • Warning signs displayed in a suitable position to give other users sufficient time to absorb the information before entering hazard area • Signage displayed until floor dry and/or completed • Store signage away safely when completed • Appropriate footwear to be worn (good grip on soles) • All employees trained in safety procedure • Always mop up any lying pools of water as the work commences, never leave any pools of water on completion of work area • Nviro staff to be vigilant to contaminates which are substances such as water, oil and dust that cause a floor surface to become slippery especially in known hazard areas (i.e., kitchens, canteens/dining areas, changing rooms and washrooms

Manual Handling machines/loads and repetitive strain injuries	
	• All machinery/attachments/chemical containers weigh below 25 Kilos • Rotation of jobs (frequent breaks in pattern of work) • Specific Manual Handling training on Kinetic Lifting for all employees

Additional Safety Controls

Preparation

- Ensure warning signs are displayed at all entrances
- Ensure that all staff have been issued with the correct PPE and that it is worn throughout the task
- Ensure staff carrying out the task have the correct training and that a record of their training is held on central system
- Do not stand on furniture to reach above hand height
- Protect electrical points
- Inform the operator (if applicable) that the telephone is being cleaned
- Use the minimum amount of cleaning agent or sanitiser in order to protect the telephone mechanism
- Areas close to telephone sockets and mains must NOT be cleaned

Machinery

- Do not plug in machinery until fully assembled
- Do not leave machinery unattended
- Cables should be kept behind machinery and away from water
- Do not allow the cable to become taut at ankle height
- When not in use machinery should be left in the correct position
- Check electrical equipment in particular plugs, exposed wiring, broken body, buttons, and cables to ensure they are safe and test TCD report any faults to be reported to a supervisor or manager

Chemicals

- Do not splash chemical solutions
- Ensure chemicals are diluted correctly (See Toolbox Talk 3. Chemical- Safe Dilution)
- Follow COSHH instructions on safe use of chemicals (Toolbox Talk 2: 12 Golden Rules)

Task Procedure

Preparation

1. Carry out a dynamic risk assessment on arrival at the work area – this means you are checking the area is free from immediate risks to ensure the area is safe to work in
2. Place warning signs correctly at each entrance/exit point to the area that you are cleaning
3. Complete the task following this method statement (all method statements can be accessed in the H&S Manual by scanning the QR code on the Guide to Using Chemicals Safely poster)
4. When using chemicals, you must follow the relevant COSHH Assessment which can be accessed in the H&S Manual as above which details PPE, and what to do in respect of a spillage and first aid requirements
5. Ventilate area (as appropriate)
6. Wash hands and check for any cuts and abrasions, (if any found, cover with waterproof dressing)
7. Select, check, and wear correct PPE
8. Check PA test date
9. If floor sockets are being used, put a warning sign over the floor socket that is being used
10. Check with the client regarding availability of equipment for cleaning
11. For computers, ensure both the PC (personal computer) and VDU (visual display unit) are switched off (by the client) at the mains and unplugged before starting the cleaning operation. A live computer should not be tampered with 12.Ensure the client removes any discs in the area of cleaning prior to commencement of the cleaning task
12. Thoroughly check all parts of the electrical equipment for wear, damage and that they work properly - Including plugs, pipes, wheels and cables
13. Detach anti-glare mesh (if fitted) before cleaning the screen. Speak to the client before removing any items Place warning signs correctly at each entrance/exit point to the area
14. Remove any chewing gum, sweet wrappers etc. before cleaning

Cleaning of Area
1. Remove loose non-adherent dust from the keyboard, screen and PC with the Mini-vac/air spray/brush or non-linting cloth 2. Apply proprietary cleaning solution to the cloth 3. Carry out damp cleaning in a controlled manner 4. Ensure the VDU surround, keyboard surround and other visible surfaces are cleaned to a satisfactory standard and no debris is left 5. Clean the screen systematically, edges first then horizontally in over-lapping strokes. 6. Ensure the screen is free from all visible smears and residues 7. Clean the top of keys and spaces between and around each key using a cotton bud. 8. Ensure cleaning processes are completed without endangering the computer 9. For telephones, be aware that the equipment may be connected to a microphone, switchboard or emergency services; know the appropriate action to take 10. Remove any debris/waste from the area before cleaning 11. Apply the appropriate cleaning/sanitising agent to the cloth (chemicals must not be sprayed directly on the item you are cleaning) 12. Pay particular attention to the telephone ear and mouthpieces 13. Clean the handset, cradle, and button and dial effectively 14. Wipe and dry the flex, untwisting as necessary 15. Damp wipe the base and surround with an appropriate cleaning/sanitising agent and dry (if applicable) 16. Carry out the task systematically, ensuring all areas are cleaned to the required standard 17. Check, clean and store equipment, materials and PPE correctly 18. Remove warning signs and close ventilation (as appropriate) 19. Wash and dry hands thoroughly after completing the task

Method Statement Number: 17

External Brush Sweeping/Footpaths and Roadways

Associated Risk Assessments

12: Litter Picking

17: External Brush Sweeping Footpaths and Roadways

Associated Method Statements

12: Litter Picking

Associated Toolbox Talks

1: Health and Safety for Everyone

8: PPE

11: Machinery – Maintenance

9: Manual Handling

Personal Protective and Safety Equipment Requirement

1. Gloves **2.** Gauntlet Gloves **3.** Warning/Safety Sign **4.** Sharps Box **5.** Outdoor Clothing as Required 6. Goggles 7. Mask 8. Safety Shoes











Small Tools / Materials

1. Stiff Yard Brush
2. Bucket
3. Litter Picker
4. Plastic Refuse Sacks (Colour Coded if Necessary)
5. Dustpan and brush (for collecting smaller debris after sweeping

Machinery

None

Approved Chemicals

Chemical	Use	Hazardous Classifications	COSHH Assessment Number
None			

Identified Risks and Safety Controls

Identified Risk	Mitigation
Brush and Wiping Movement causing Musculo-skeletal Disorders	
	• Specific Manual Handling training on Kinetic Lifting for all employees • Restriction in duration of using brush at any given time and ensuring a rotation of jobs • Mechanise the operation with the use of a mobile sweeper
Exposed to Outside Weather Conditions	
	• Mandatory wearing of appropriate personnel protective equipment (wet weather gear, thermal clothing High Vis Jacket) • Operatives to be regularly monitored during extreme weather conditions
Collision with Other Personnel and/or Vehicle Movement	
	• Nviro employees to be aware of traffic routes

Additional Safety Controls

Preparation

- Ensure warning signs are displayed at all entrance/exit points to the area
- Ensure that all staff have been issued with the correct PPE for weather conditions and that it is worn throughout the task
- Gloves should be worn
- Ensure staff carrying out the task have the correct training and that a record of their training is held on central system
- Dry sweeping dust and other building debris can produce high levels of dust, the risk will depend on how much material you are removing and what it contains, so prepare beforehand

Safety

- Follow manual handling procedures, assistance must be found for heavy or awkward items
- Further advice must be sought for hazardous or unknown items
- Be aware of weather conditions
- Be aware of roads, curbs, and other outdoor hazards
- Respiratory Protective Equipment (RPE) may be required depending on the location, duration, and type of work you are doing (e.g., FFP3 disposable mask or half mask with a P3 filter)
- Fit testing is needed for tight fitting masks where required

Chemicals

- N/A

Task Procedure

Preparation

1. Carry out a dynamic risk assessment on arrival at the work area – this means you are checking the area is free from immediate risks to ensure the area is safe to work in
2. Place warning signs correctly at each entrance/exit point to the area that you are cleaning

3. Complete the task following this method statement (all method statements can be accessed in the H&S Manual by scanning the QR code on the Guide to Using Chemicals Safely poster)
4. When using chemicals, you must follow the relevant COSHH Assessment which can be accessed in the H&S Manual as above which details PPE, and what to do in respect of a spillage and first aid requirements
5. Ventilate area (as appropriate)
6. Wash hands and check for any cuts and abrasions, (if any found, cover with waterproof dressing)
7. Select, check, and wear correct PPE
8. Collect all the required items of equipment
9. Remove large items of litter from all surfaces prior to sweeping

Cleaning of Area

1. Start the sweeping in correct position i.e., at point furthest
2. Safely place collected dust and debris in the appropriate sack and tie securely
3. Repeat until the area is clean and there is no standing water in the area
4. Ensure the appearance of the surrounding areas are satisfactory after completion of the task
5. Complete the task without damage or risk to people or property
6. Check, clean and store equipment, materials, and PPE correctly
7. Remove warning signs and close ventilation (as appropriate)
8. Wash and dry hands thoroughly after completing the task
9. Report evidence of infestation or damage to your line manager

Method Statement Number: 18a

Machine Sweeping

Associated Risk Assessments

18: Use of a Road Sweeper (Ride On)

Associated Method Statements

Associated Toolbox Talks

1: Health and Safety for Everyone
8: PPE
11: Machinery – Maintenance
9: Manual Handling

Personal Protective and Safety Equipment Requirement

1. Safety Gloves **2.** Warning/Safety Cone **3.** Protective Goggles/Safety Glasses 4. Safety Shoes 5. Ear Defenders










Small Tools / Materials

1. Battery Top-Up Dispenser

Machinery

1. Battery Powered Machine Sweeper and Machine Sweeping Brushes

Approved Chemicals

Chemical	Use	Hazardous Classifications	COSHH Assessment Number
N/A	N/A	N/A	N/A

Identified Risks and Safety Controls	
Identified Risk	**Mitigation**
Equipment use Machinery Hazards (Entrapment, Injection, Shear Point, Pinch Point etc.), Vibration and Noise	
	• Visual user check prior to work commence check that all guarding is in place • Mandatory checking of lights, indicators, horn and brakes • Use of lap belt and ear defenders when in use • Vehicle fitted with shock and vibration absorbent seats • Full machinery assessment to be completed • Pre-Planned Maintenance Regime as per manufacturer requirement
Collision with Other Personnel and/or Vehicle Movement Resulting in Impact from Road Sweeper Vehicle	
	• Clear coloured conspicuous work wear with reflective strips to be provided • Clear coloured rainwear with reflective strips to be provided • Nviro employees to be aware of traffic routes • Additional mirrors to the truck so that the driver has no blind spots • Orange flashing beacons to be placed on the truck (ideally front and rear)
Exposed to Outside Weather Conditions Resulting in Hypothermia/Heat Stroke/Dehydration/Cold Weather Injuries	
	• Mandatory wearing of appropriate personnel protective equipment (wet weather gear, thermal clothing and high visibility jacket) • Operatives to be regularly monitored during extreme weather conditions

Identified Risks and Safety Controls

Identified Risk	Mitigation
Awkward Posture (Reaching, Bending and Twisting) Musculo-skeletal Disorders Resulting in Strains/Sprains to Back, Legs, Arms, Neck and Fingers	
	• Rotation of positions (neck flexion may be static for viewing road area so counter with stretching in opposite direction) • Mechanise operated unloading so far as is reasonable • Containers requiring to be lifted to have handles fitted • Specific manual handling training on Kinetic Lifting for all employees • Use sweeper with a low-capacity container
Electric Shock during charging	
	• PAT test chargers annually. • Train staff not to touch connectors with wet hands. • Ensure charging cables are undamaged. • Use RCD-protected sockets.

Additional Safety Controls

Preparation

- Ensure warning signs are displayed at all entrances
- Ensure that all staff have been issued with the correct PPE and that it is worn throughout the task
- Ensure staff carrying out the task have the correct training and that a record of their training is held on central system
- Thermal runaway / overheating (Li-ion batteries) Only use manufacturer-approved chargers and batteries.

- Do not overcharge or leave charging unattended overnight.
- Regular inspection of batteries for swelling/damage.
- Store and charge in a well-ventilated area away from heat sources.

Machinery

- Do not leave equipment unattended
- Put any electrical socket covers back
- Explosive gases can occur whilst a battery is being recharged; ensure staff know the correct health and safety procedures
- There are different types and voltage of batteries used with sweepers; the correct recharging units are to be used according to the manufacturer's instructions e.g., batteries sealed or unsealed, 6V, 12V or 24V

Chemicals

- N/A

Task Procedure

Preparation

1. Select, check and assemble correct equipment
2. Place warning signs correctly
3. Select, check and wear correct PPE
4. Ventilate area (where appropriate)
5. Switch off battery charger before the machine is disconnected from the charger
6. Be aware of the type of battery being used and the potential hazards that can occur
7. Connect the battery to the machine in a safe manner taking care that hands are dry etc.
8. Test the machine to ensure the battery has been connected properly and that no warning lights on the machine are alight
9. Ensure the brush position, pressure and speed is correct in relation to soilage on the floor and according to the manufacturer's instructions (if applicable)
10. Consider the width of the turning radius in relation to the size of the machine being used, and the width of access points, corridors etc.

Cleaning of Area

1. Keep the machine under control at all times
2. Check the collection hopper regularly and empty as necessary
3. Sweep the area using a systematic overlapping pattern and change the brushes as necessary
4. Give proper attention to edges and around immovable objects, use alternative cleaning methods as required
5. Ensure you plan the route you will clean
6. Ensure the appearance of the floor and surrounding areas are satisfactory after completion of the task
7. Take care not to damage or risk to people, furniture or furnishings
8. Disconnect the battery from the machine and reconnect to the charger unit, ensuring the unit is switched off first
9. Check the battery liquid level before recharging, however if topping up is required, this should be done after charging, as the battery contents expand during the recharging process and leakage might occur
10. Check, clean and store equipment, materials and PPE correctly
11. Remove warning signs and close ventilation (as appropriate)

Method Statement Number: 19

Window Cleaning by Water Fed Pole

Associated Risk Assessments

None

Associated Method Statements

None

Associated Toolbox Talks

1: Health and Safety for Everyone
2: COSHH / 12 Golden Rules
16: Colour Coding
8: PPE

Personal Protective and Safety Equipment Requirement

1. Disposable Gloves 
2. Overalls 
3. Safety Footwear 
4. Goggles 
5. Warning Safety Sign 

6. Head Protection (falling debris) 

Small Tools / Materials (Refer to folder as to what they need)

1. Application Heads
2. Mobile ionised water pumping system
3. 1 x Mop and bucket to mop up any spills
4. Aluminium poles of various lengths

Machinery

None

Approved Chemicals

Chemical	Use	Hazardous Classifications	COSHH Assessment Number
Stingray Glass Cleaner	Glass cleaning at height	P101 If medical advice is needed, have product container or label at hand. P102 Keep out of reach of children. P305 + P351 + P338 IF IN EYES: Rinse cautiously with water for several minutes. Remove contact lenses, if present and easy to do. Continue rinsing. P337 + P313 If eye irritation persists: Get medical advice/attention. Ingredients according to the Regulation on Detergents 648/2004: less than 5% anionic surfactants, non-ionic surfactants, perfume.	82

Identified Risks and Safety Controls

Identified Risk	Mitigation
Awkward Posture (Reaching, Bending, Twisting)	
	• Rotation of jobs • Moving in various directions to spread out the workload to various muscles Use a light grip • Maintain neutral postures • Neck flexion and stretching in opposite directions •
Contact with chemical via spills/splashes causing irritation of skin and respiratory problems	
	• Only use approved chemicals • Refer and follow required COSHH assessment on safe use of chemicals • Instructions and training in the safe use of chemicals. • Appropriate PPE to be worn, first aid facilities to be known in case of emergency

Identified Risks and Safety Controls	
Identified Risk	**Mitigation**
Falling Objects	
	• Carry out a visual check of the work area before starting, including window frames, ledges, signage, loose materials and any items that could be dislodged. • Set up warning signs and keep pedestrians, vehicles and building users clear of the work area as far as reasonably practicable. • Do not work directly above entrances, exits or busy pedestrian routes unless the area has been suitably controlled. • Keep tools, poles and equipment under control at all times and do not leave equipment unattended where it may fall or be knocked over. • Stop work and report any loose, damaged or unsafe building materials to your line manager before continuing.
Overhead Cables	
	• Check the work area for overhead cables, electrical services, lighting, signage and other overhead hazards before extending any pole. • Do not use water-fed poles, aluminium poles or other conductive equipment near overhead power lines or exposed electrical services. • Maintain a safe distance from all overhead cables and stop work immediately if the required clearance cannot be maintained. • Never direct water spray towards electrical equipment, overhead cables, external sockets, lighting units or damaged electrical fittings. If cables or electrical hazards are identified, escalate to your line manager and do not continue until the work can be completed safely.

Additional Safety Controls

Preparation

- Ensure that all staff have been issued with the correct PPE and that it is worn throughout the task
- Ensure staff carrying out the task have the correct training and that a record of their training is held on central system
- **Follow COSHH instructions on safe use of chemicals**
- **Do not leave equipment unattended**
- **Protect electrical points**

Chemicals

- Do not splash chemical solutions
- Follow COSHH instructions on safe use of chemicals (Toolbox Talk 2: 12 Golden Rules)

Task Procedure

Preparation

1. Carry out a dynamic risk assessment on arrival at the work area – this means you are checking the area is free from immediate risks to ensure the area is safe to work in
2. On arrival check weather conditions at site – if conditions are poor – such as if winds are blustery, rain is affecting visibility, or if lightning is a possibility,
   do not continue
3. Place warning signs correctly at each entrance/exit point to the area that you are cleaning
4. Complete the task following this method statement (all method statements can be accessed in the H&S Manual by scanning the QR code on the Guide to Using Chemicals Safely poster)
5. When using chemicals, you must follow the relevant COSHH Assessment which can be accessed in the H&S Manual as above which details PPE, and what to do in respect of a spillage and first aid requirements
6. Wash hands and check for any cuts and abrasions, (if any found, cover with waterproof dressing)
7. Select, check, and wear correct PPE

Cleaning the glass or window (manually)

1. Spray glass cleaner directly on to the cloth and do not use excessive cleaning solution
2. Clean the glass with the cloth, removing cleaning solution. Polish edges
3. Wipe sills and frames with dry cloth. Remove any splash marks and spillages from surrounding area
4. Ensure the appearance of the floor and surrounding areas are satisfactory after completion of the task
5. Complete the task without damage or risk to people, furniture, and fittings
6. Check, clean and store equipment, materials, and PPE correctly
7. Remove warning signs and close ventilation (as appropriate)
8. Wash and dry hands thoroughly after completing the task

   Report any faults found to your line manager

Cleaning the glass or window using a water-fed pole

1. Check the water-fed pole, brush head, hose connections, pumping system and purified water supply before use. Do not use damaged equipment and report faults to your line manager.
2. Set up the work area so hoses are routed safely, warning signs are displayed, and pedestrians, vehicles and building users are kept clear of the operating area as far as reasonably practicable.
3. Check for overhead hazards before extending the pole, including power cables, lighting, trees, signage, canopies, loose building materials and open windows.
4. Presoak areas with approved chemicals if excessive soiling present.
5. Extend the pole only to the length required for the window being cleaned and maintain a stable footing at ground level. Do not overreach, lean backwards excessively or use the pole in unsuitable weather conditions.
6. Turn on the water flow and rinse the frame and top edge of the glass first to remove loose dirt and prevent dirty water running back over cleaned glass.
7. Clean the glass using controlled brush movements, working from the top of the pane downwards and using whole-body movement where possible rather than relying only on arms and shoulders.
8. Keep hands below shoulder height where practicable, keep elbows close to the body, alternate hands where possible and take short breaks during prolonged or high-level pole work.
9. Rinse the glass thoroughly with purified water from the top down, ensuring all dirt and residue is removed. Allow the glass to air dry naturally.
10. Control water run-off where practicable and mop up any excess water that may create a slip hazard, especially near entrances, walkways and hard flooring.
11. On completion, retract the pole carefully, turn off the water supply, coil hoses safely, remove warning signs when the area is safe, and check, clean and store equipment, materials and PPE correctly.
12. Wash and dry hands thoroughly after completing the task and report any faults, damage, near misses or access issues to your line manager.

Method Statement Number: 20

Damp Mopping

Associated Risk Assessments

20: Damp Mopping

Associated Method Statements

None

Associated Toolbox Talks

1: Health and Safety for Everyone
2: COSHH 12 Golden Rules
6: Slips, Trips and Falls
3: Chemical Safe Dilution
8: PPE
9: Manual Handling
16: Colour Coding

Personal Protective and Safety Equipment Requirement

1. Chemical Protection Gloves EN374-2/3



2. Disposable Mask



3. Eye Protection EN166



4. Warning / Safety Sign



Small Tools / Materials (Refer to folder as to what they need)

1. Colour Coded Mop and Bucket
2. Colour Coded Cloths
3. Scraper
4. Abrasive pad
5. Broom/Dustpan and Brush

Machinery

None

Approved Chemicals			
Chemical	Use	Hazardous Classifications	COSHH Assessment Number
Cleanline Eco Lemon Gel	Floor Cleaner	H226 Flammable liquid and vapour H314 Causes severe skin burns and eye damage H315 Causes skin irritation H317 May cause an allergic skin reaction H318 Causes serious eye damage H400 Very toxic to aquatic life H410 Very toxic to aquatic life with long lasting effects H411 Toxic to aquatic life with long lasting effects H412 Harmful to aquatic life with long lasting effects	15
Clover UBIK 2000	Floor Cleaner	H302 Harmful if swallowed H314 Causes severe skin burns and eye damage H315 Causes skin irritation H318 Causes serious eye damage H319 Causes serious eye irritation	22
Diversey LTD - Carefree Stride 1000	Hard Floor Detergent	H302 Harmful if swallowed H315 Causes skin irritation H317 May cause an allergic skin reaction H318 Causes serious eye damage H319 Causes serious eye irritation H400 Very toxic to aquatic life H412 Harmful to aquatic life with long lasting effects	28
2PURE Odorbac Tec 4	Multi Cleaner, Disinfectant	None – Product is not deemed to have any adverse effects on human health or the environment	89

Identified Risks and Safety Controls

Identified Risk	Mitigation
Awkward Posture (Reaching, Bending, Twisting)	
	• Rotation of jobs • Moving in various directions to spread out the workload to various muscles. Use a light grip • Maintain neutral postures • Neck flexion and stretching in opposite directions
Contact with chemical via spills/splashes causing irritation of skin and respiratory problems	
	• Only use approved chemicals • Refer and follow required COSHH assessment on safe use of chemicals • Limit the time using chemical • Natural ventilation to be used prior to work commencing. Instructions and training in the safe use of chemicals. Follow COSHH risk assessment on safe use of chemicals Appropriate PPE to be worn, first aid facilities to be known in case of emergency
Slips, Trips and Falls including wet floors and trailing cables	
	• Warning signs to be placed before work commences • Warning signs displayed in a suitable position to give other users sufficient time to absorb the information before entering hazard area • Signage displayed until floor dry and/or completed • Store signage away safely when completed • Appropriate footwear to be worn (good grip on soles) • All employees trained in safety procedure • Always mop up any lying pools of water as the work commences, never leave any pools of water on completion of work area

Identified Risks and Safety Controls

Identified Risk	Mitigation
Manual Handling machines/loads and repetitive strain injuries	
	• Rotation of jobs (frequent breaks in pattern of work) • Specific Manual Handling training on Kinetic Lifting for all employees

Task Procedure

Preparation

1. Carry out a dynamic risk assessment on arrival at the work area – this means you are checking the area is free from immediate risks to ensure the area is safe to work in
2. Place warning signs correctly at each entrance/exit point to the area that you are cleaning
3. Complete the task following this method statement (all method statements can be accessed in the H&S Manual by scanning the QR code on the Guide to Using Chemicals Safely poster)
4. When using chemicals, you must follow the relevant COSHH Assessment which can be accessed in the H&S Manual as above which details PPE, and what to do in respect of a spillage and first aid requirements
5. Ventilate area (as appropriate)
6. Wash hands and check for any cuts and abrasions, (if any found, cover with waterproof dressing)
7. Select, check, and wear correct PPE
8. Thoroughly check all parts of equipment for wear, damage and that they work properly, pipes and wheels
9. Prepare the cleaning solution using the correct ratios and to manufacturer's directions, adding the cleaning agent to the water
10. Sweep up any loose debris
11. Remove chewing gum with scraper

Cleaning of Area

1. Begin mopping at furthest point from door
2. Start around edges working around the skirting board
3. Mop the floor using a figure of eight or overlapping line movement
4. Ensure buckets are always kept behind the line of work
5. Rinse mop out regularly
6. Change cleaning solution when required
7. Wipe skirting with clean damp cloth if necessary

8. Ensure the appearance of the floor and surrounding areas are satisfactory after completion of the task
9. Complete the task without damage or risk to people, furniture, and fittings
10. Check, clean and store equipment, materials, and PPE correctly
11. Wash mop heads and hang out to dry as required
12. Remove warning signs once the floor is completely dry and close ventilation (as appropriate)
13. Wash and dry hands thoroughly after completing the task

Method Statement Number: 20a

Microfibre Damp Flat Mopping

Associated Risk Assessments

20: Damp Mopping

Associated Method Statements

20: Damp Mopping

Associated Toolbox Talks

1: Health and Safety for Everyone
2: COSHH 12 Golden Rules
6: Slips, Trips and Falls
7: Safety Signage
8: PPE
9: Manual Handling
11: Machinery – Maintenance

Personal Protective and Safety Equipment Requirement

1. Chemical Protection Gloves EN374-2/3



2. Warning/Safety Sign



Small Tools / Materials

1. Trolley or Holding Device
2. Colour Coded Microfibre Damp Mops (sufficient for area)
3. Scrub Mop or Abrasive Pad (if necessary)
4. Colour Coded Microfibre Cloths – damp and dry (if necessary)
5. Colour Coded Mop Handle
6. Colour Coded Mop Frame
- Mop Box or Lidded Container
7. Plastic Sack
8. Scraper

Machinery

None

Identified Risks and Safety Controls	
Identified Risk	**Mitigation**
Failure to Adhere to Colour Coding Resulting in Cross Contamination	
	• Employees to use the correct colour coding for materials used in the area to carry out the task • ID Lanyards have colour coding info for reference
Contact with Chemical via Spills/Splashes Causing Irritation of Skin and Respiratory Problems	
	• Natural ventilation to be used prior to work commencing • Instructions and training in the safe use of chemicals; follow COSHH risk assessment on safe use of chemicals • Appropriate PPE to be worn • First aid facilities to be known in case of emergency • Continuation of identifying safest agents that can be used to reduce long term occupational safety to a minimum • No agents used recorded under the EH 40 list 2007 (work place exposure limits)
Slips, Trips and Falls Including Wet and Uneven Floors	
	• Warning signs to be placed before work commences • Warning signs displayed in a suitable position to give other users sufficient time to absorb the information before entering hazard area • Signage displayed until floor dry and/or task completed • Mop to be thoroughly wrung out • Appropriate footwear to be worn (good grip on soles) • All employees trained in safety procedure • Carry out work when least amount of personnel around

Identified Risks and Safety Controls

Identified Risk	Mitigation
	• Always mop up any laying pools of water as the work commences, never leave any pools of water on completion of work area
Manual Handling/Awkward Posture (Reaching, Bending and Twisting) Resulting in Musculo-skeletal Disorders	
	• Rotation of jobs (moving in various directions to spread out the workload to various muscles, use a light grip and maintain neutral postures) • Specific Manual Handling training on Kinetic Lifting for all employees • Neck flexion may be static for viewing flooring area, counter with stretching in opposite direction

Additional Safety Controls

Preparation

- Ensure warning signs are displayed at all entrances
- Ensure that all staff have been issued with the correct PPE and that it is worn throughout the task
- Ensure staff carrying out the task have the correct training and that a record of their training is held on central system
- Ensure mop heads are laundered in line with manufacturer's instructions

Chemicals

- None

Task Procedure

Preparation

1. Carry out a dynamic risk assessment on arrival at the work area – this means you are checking the area is free from immediate risks to ensure the area is
2. Place warning signs correctly at each entrance/exit point to the area that you are cleaning
3. Complete the task following this method statement (all method statements can be accessed in the H&S Manual by scanning the QR code on the Guide to Using Chemicals Safely poster
4. Ventilate area (as appropriate)
5. Wash hands and check for any cuts and abrasions, (if any found, cover with waterproof dressing)
6. Select, check and wear correct PPE
7. Select, check and safely assemble correct equipment
8. Adjust the mop handle where necessary to suit your height

Cleaning of Area

1. Clean edges first
2. Working backwards, mop using systematic overlapping passes
3. Use scrub mop or abrasive pad where necessary
4. Check damp mop and change (if necessary) to maintain effective cleaning
5. Carry out task systematically to ensure all areas are cleaned effectively and efficiently
6. Remove chewing gum with scraper (when wet)
7. Ensure the area being cleaned is of a manageable size, so that you remain in full control without over stretching
8. Ensure appearance of the floor and surrounding area is satisfactory after completion of the task
9. Complete the task without damage or risk to people, furniture or furnishings
10. Remove the mop head safely from the mop frame and place in the laundry bag
11. Seal the laundry bags and take to the collection point
12. Ensure the appearance of the floor and surrounding areas are satisfactory after completion of the task
13. Check, clean and store equipment, materials and PPE correctly
14. When floor is completely dry, remove warning signs and close ventilation (as appropriate)
15. Wash hands thoroughly, rinse and dry upon completion of task

Method Statement Number: 22

Bonnet Mopping

Associated Risk Assessments

22: Bonnet Mopping

Associated Method Statements

MS02 Suction cleaning/vacuuming to be carried out prior, when cleaning carpets.
MS46 Dust mopping to be carried out prior, if buffing a large hall with wooden floors.
MS20 Damp mopping to prep the area prior.

Associated Toolbox Talks

1: Health and Safety for Everyone
2: COSHH 12 Golden Rules
6: Slips, Trips and Falls
7: Safety Signage
8: PPE
9: Manual Handling
11: Machinery – Maintenance

Personal Protective and Safety Equipment Requirement

1. Chemical Protection Gloves EN374-2/3 2. Warning/Safety Sign 3. Protective Goggles / Safety Glasses 4. Face Mask 5. Safety Shoes








Small Tools / Materials

1. Bonnet mops
2. Drive disc
3. Bucket
4. Abrasive pad
5. Colour coded cloths
6. Measuring apparatus

Machinery

1. Appropriate rotary floor machine with tank suitable for bonnet mopping
2. Gear press unit or hand sprayer (if machine doesn't have a tank)

Approved Chemicals

Chemical	Use	Hazardous Classifications	COSHH Assessment Number
Premiere Products - Release	Carpet Shampoo	H319: Causes serious eye irritation	61
Prochem - Multipro	Carpet Pre-spray (Wet Extraction Machine)	H290: May be corrosive to metals H302: Harmful if swallowed H314: Causes severe skin burns and eye damage H315: Causes skin irritation H318: Causes serious eye damage H319: Causes serious eye irritation H335: May cause respiratory irritation	70
Prochem - Procaps	Carpet Cleaner	H315: Causes skin irritation H318: Causes serious eye damage H319: Causes serious eye irritation	71
Prochem – Extraction Plus - Liquid	Carpet Cleaner	H319: Causes serious eye irritation	93
2 Pure – OdorBac Tec4 - liquid	Odour Eliminator and Cleaner	None: Product is not deemed to have any adverse effects on human health or the environment	89
Clean Line Eco Floor Maintainer	Bonnet mopping wooden floors	H319 – Causes serious eye irritation	145

Identified Risks and Safety Controls

Identified Risk	Mitigation
Faulty Cables/Equipment (Electrocution, Electrical Fires)	

Identified Risks and Safety Controls	
Identified Risk	**Mitigation**
	• Visual user check on equipment prior to use (sockets, plug, cables, Equipment) • Any faults found are reported immediately to the supervisor to attach Red Tag to prevent use • Any RCD used to be tested prior to use • No stretching of cables • Annual PA testing of all electrical appliances

Identified Risks and Safety Controls	
Identified Risk	**Mitigation**
Contact with Chemical via Spills/Splashes Causing Irritation of Skin and Respiratory Problems	
	• Natural ventilation to be used prior to work commencing • Instructions and training in the safe use of chemicals; follow COSHH risk assessment on safe use of chemicals and appropriate PPE worn • First aid facilities to be known in case of emergency • Continuation of identifying safest agents that can be used to reduce long term occupational safety to a minimum • No agents used recorded under the EH 40 list 2007 (work place exposure limits)
Slips, Trips and Falls Including Wet Floors, Trailing Cables and Uneven Floors	

	• Warning signs to be placed before work commences • Warning sign placed over cable between machine and socket • Warning signs displayed in a suitable position to give other users sufficient time to absorb the information before entering hazard area (including at the top, bottom and entrances to staircase when relevant) • Signage displayed until floor dry and/or completed • Store signage away safely when completed • Appropriate footwear to be worn (good grip on soles) • All employees trained in safety procedure • Always mop up any lying pools of water as the work commences, never leave any pools of water on completion of work area • Nviro staff to be vigilant to contaminates which are substances such as water, oil and dust that cause a floor surface to become slippery especially in known hazard areas (i.e., kitchens, canteens/dining areas, changing rooms and washrooms • Carry out work when least amount of personnel around when cleaning uneven floors (steps at different heights)

Identified Risks and Safety Controls

Identified Risk	Mitigation
Manual Handling Machines/Loads and Repetitive Strain Injuries	
	• All machinery/attachments/chemical containers weigh below 25 Kilos • Rotation of jobs (frequent breaks in pattern of work) • Specific Manual Handling training on Kinetic Lifting for all employees
Vibration Resulting in Damage to Hands, Wrists and Arms	

	• Check the handle prior to use, ensure it's insulated, and if not then wear thick suitable gloves for duration of task • Rotation of jobs (frequent breaks in pattern of work)

Additional Safety Controls

Preparation

- Ensure warning signs are displayed at all entrances
- Ensure that all staff have been issued with the correct PPE and that it is worn throughout the task
- Ensure staff carrying out the task have the correct training and that a record of their training is held on central system

Machinery

- Check electrical equipment in particular plugs and cables to ensure they are safe and test RCD report any faults to Supervisor/Manager
- Do not plug in machinery until fully assembled using an RCD
- Do not leave machinery unattended
- Cables should be kept behind machinery and out of the way
- Do not allow the cable to become taut at ankle height
- When not in use machinery should be left in the correct position

Chemicals

- Do not splash chemical solutions
- Ensure chemicals are diluted correctly (See Toolbox Talk 3. Chemical- Safe Dilution)

- Follow COSHH instructions on safe use of chemicals (Toolbox Talk 2: 12 Golden Rules)

Task Procedure

Preparation

1. Carry out a dynamic risk assessment on arrival at the work area – this means you are checking the area is free from immediate risks to ensure the area is
   safe to work in
2. Place warning signs correctly at each entrance/exit point to the area that you are cleaning
3. Complete the task following this method statement (all method statements can be accessed in the H&S Manual by scanning the QR code on the Guide to
   Using Chemicals Safely poster)
4. When using chemicals, you must follow the relevant COSHH Assessment which can be accessed in the H&S Manual as above which details PPE, and what
   to do in respect of a spillage and first aid requirements
5. Ventilate area (as appropriate)
6. Wash hands and check for any cuts and abrasions, (if any found, cover with waterproof dressing)
7. Select, check, and wear correct PPE
8. Select , check, equipment for , damage and that they work properly - including plugs, pipes, wheels, and cables
9. Check PA test date
10. If floor sockets are being used, put a warning sign over the floor socket that is being used

Cleaning of Area

1. Pre spray any heavy stains to allow contact time
2. Fill tank correctly so that no splashing occurs (if appropriate)
3. Remove marks from floor surface; use cloth(s) and abrasive pad to clean corners before bonnet mopping is started
4. Be careful not to over wet the floor
5. Start the operation at the correct point e.g., furthest from the door
6. Clean the area of floor adjacent to skirting by ‘cutting in’ parallel to the skirting board

7. Carry out mopping systematically using overlapping passes and covering all parts of the floor, keeping the machine under control at all times
8. Take care to ensure the cable is always behind the line of work
9. Check the condition of bonnet, turning/changing/washing as necessary
10. Safely remove the plug from the power socket and recoil the cable safely
11. Ensure the appearance of the floor and surrounding areas are satisfactory after completion of the task
12. Complete the task without damage or risk to people, furniture and fittings
13. Check, clean and store equipment, materials and PPE correctly
14. Remove warning signs and close ventilation (as appropriate)
15. Wash and dry hands thoroughly after completing the task

Method Statement Number: 27

Use of Step Ladders

Associated Risk Assessments

27: Use of Step Ladders

Associated Method Statements

None

Personal Protective and Safety Equipment Requirement

1.Warning/Safety Sign 2.Safety Shoes 3. Hard Hat






Small Tools / Materials

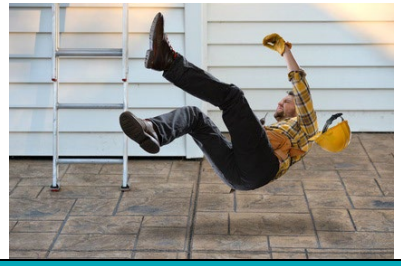
1. Step Ladder



Machinery

None

Approved Chemicals			
Chemical	Use	Hazardous Classifications	COSHH Assessment Number
None			

Identified Risks and Safety Controls	
Identified Risk	**Mitigation**
Injuries Caused by Use of Step Ladders in Populated Areas Resulting in Falls from Heights, Fatalaties, Broken Bones or Bruising	
	• Cordon off area in which the step ladder is being used • Warning signs to be placed before work commences • Training in correct use of ladder/step ladder and working at height • Undertake the tasks involved in using step ladders when least amount of personnel are around
Falls from Step Ladders Resulting in Fatalities, Broken Bones or Bruising	
	• Training in correct use of ladder/step ladder and working at height • Check step ladder thoroughly before use • Spread the step ladder to its fullest extent, and ensure that all four stiles are on firm, level ground • Must have a secure handhold not less than 1.06m above the highest level reached by your feet • Lone workers must have check in procedure with manager before and end of task.
Manual Handling of Step Ladder Resulting in Strains/Sprains to Back, Legs, Arms and Fingers	
	• Following Manual handling training as per health and safety induction training • Two people are required to carry from storage to work area

Additional Safety Controls

Preparation

- Ensure staff refer to the relevant risk assessment and safety check for the task
- Ensure warning signs are displayed at all entrances
- Ensure staff carrying out the task have the correct training and that a record of their training is held on central system
- Ensure suitable footwear is worn

Safety

- Report any defective step ladder immediately and prevent its use by others - if it's defective it's illegal; must have all four rubber feet attached to the bottom and stiles, hinges, brackets and runs must be in good working order
- Step ladder must be placed on non-slip and flat flooring
- Never stand on the top level of the step ladder
- Step ladders are an extremely convenient way of accessing work which is out of reach, however familiarity can lead to carelessness; falling off of a step ladder is no less serious than off an ordinary ladder so equal care is required
- Step ladders are covered by the same regulations as ordinary ladders regarding construction and materials and this is even more critical because of the extra parts required to make them foldable; refer to Construction/Working Places Regulations and Work Equipment Regulations

Chemicals

- None

Task Procedure

Preparation

1. Visual inspection of the step ladder for defects before use to ensure it is in good condition:

    - Stiles, feet, runs
    - Check anti-spread device (cords, clips brackets etc.)

- Check folding mechanism (hinges, pin, rivets, etc.)

2. Always spread the ladder to its fullest extent, so that it can't suddenly jerk while you are on it
3. Ensure that all four stiles are on firm, level ground (use of an unsteady step ladder is an offence)
4. Place warning signs correctly at each entrance/exit point to the area
5. Where reasonably practicable, position it close to a suitable wall or other fixed structure to reduce unnecessary exposure to a fall.
6. Contact manager before start of task and when ending task.

Cleaning of Area

1. Place the step ladder at right angles to the work so that twisting the body is not necessary; try to visualise where the centre of gravity of you, any tools or materials, and the ladder, lies so that it stays within the base area of the step ladder
2. Ensure 3 points of contact when climbing up or down the ladder (2 hands, 1 foot or 2 feet and 1 hand)
3. You must always have a secure handhold; your knees are not allowed above the top step unless there is some other handhold e.g., an extension
4. Do not overreach
5. Carry out the required task, referring the relevant method statement
6. Complete the task without damage or risk to people, furniture and fittings
7. Check, clean and store equipment, materials and PPE correctly
8. Remove warning signs and close ventilation (as appropriate)

Method Statement Number: 28

Cell Cleaning and Custody Areas

Associated Risk Assessments

02: Vacuuming Suction Cleaning
28: Cell Cleaning and Custody Areas
41: Infection Control and Decontamination Cleaning
20: Damp Mopping
38: Body Fluid Spillages and Contaminated Items Risk Assessment

Associated Method Statements

02: Vacuuming Suction Cleaning
38: Body Fluid Spillages and Contaminated Items Risk Assessment
20: Damp Mopping
41: Infection Control and Decontamination Cleaning

Associated Toolbox Talks

1: Health and Safety for Everyone
8: PPE
11: Machinery – Maintenance
18: Bodily Fluids and Sharps – Hypodermic Needles
2: COSHH 12 Golden Rules
9: Manual Handling
15: Vacuuming

Personal Protective and Safety Equipment Requirement

1. Chemical Protection Gloves EN374-2/3



2. Warning/Safety Sign and Barriers



3. Face Mask FFP2



4. Over Suit/Coveralls



5. Safety Goggles / Glasses



6. Over Shoes



Small Tools / Materials

1. Sharps Box with Gripper
2. Clinical Waste Bags
3. Body Fluid Spillage Kit or Relevant Components (Absorbent Granules or Disinfectant)
4. Cloths
5. Scraper
6. Mop Bucket and Mop (Colour Coded)
7. Tweezers
8. Broom and Dustpan/Brush (if not using a Vacuum)

Machinery

1. Vacuum Cleaner and Attachments

Approved Chemicals

Chemical	Use	Hazardous Classifications	COSHH Assessment Number
Chemgene Medlab Multi-Surface Disinfectant	Disinfectant	H302: Harmful if swallowed H314: Causes severe skin burns and eye damage H318: Causes serious eye damage H373: May cause damage to organs through prolonged or repeated exposure H400: Very toxic to aquatic life H410: Very toxic to aquatic life with long lasting effects H412: Harmful to aquatic life with long lasting effects	155
2 Pure – OdorBac Tec4 - liquid	Odour Eliminator and Cleaner	None: Product is not deemed to have any adverse effects on human health or the environment	89

Chemical	Use	Hazardous Classificatons	COSHH Assessment Number
Ubik 2000	Floor Cleaner	H314: Causes severe skin burns and eye damage P102: Keep out of reach of children. P264 - Wash hands thoroughly after handling P280: Wear eye protection, protective gloves, protective clothing P305: P351:P338: IF IN EYES: Rinse cautiously with water for several minutes Remove contact lenses, if present and easy to do. Continue rinsing P337: P313: If eye irritation persists: Get medical advice/attention P303: P361:P353: IF ON SKIN (or hair): Take off immediately all contaminated clothing. Rinse skin with water or shower P332:P313:If skin irritation occurs: Get medical advice/attention	22

Identified Risks and Safety Controls

Identified Risk	Mitigation
Brush and Wiping Movement causing Musculo-skeletal Disorders	
	• Restriction in duration at any given time (max 15 minutes) • Rotation of jobs as much as possible within the restraints of method statement/procedure • Intersperse tasks to provide variety and a change in posture and muscular effort if available
Contact with Sharps and Razors Causing Puncture Wound Resulting in Possible Infections Such as HIV/Hepatitis	
	• Visually check area prior to commence of cleaning, particular care taken in areas of low light, non-physical contact with items by using picker tweezers • Place in UN approved Sharps container, inform custody suite or office/officer on scene • If needle stick injury occurs allow puncture to bleed, wash area with warm water and attend the nearest A&E department at hospital • In the event of an injury, employee to undergo health surveillance

Identified Risks and Safety Controls

Identified Risk	Mitigation
Contact with Chemical via Spills/Splashes Causing Irritation of Skin and Respiratory Problems	
	• Only use approved chemicals • Refer and follow required COSHH assessment on safe use of chemicals • Limit the time using chemical • Mandatory wearing of gloves 'Rubber or Neoprene' • If there is insufficient ventilation wear suitable respiratory equipment 'Dust Mask' • Natural ventilation to be used prior to work commencing (keeping the door open) • Instructions and training in the safe use of chemicals • Follow COSHH risk assessment on safe use of chemicals • Appropriate PPE to be worn including overalls, disposable FF2 mask and glasses/goggles • First aid facilities to be known in case of emergency • Continuation of identifying safest agents that can be used to reduce long term occupational safety to a minimum - no agents used recorded under the EH 40 list 2007 (work place exposure limits)
Wet Floors Caused by Damp Mopping Resulting in Slips, Trips and Falls	
	• Appropriate footwear required (good grip on soles – flat, closed in footwear) • Warning signs to be placed before work commences • Warning signs displayed in a suitable position to give other users sufficient time to absorb the information before entering hazardous area • Signage displayed until surface of the floor is dry • Carry out work when least amount of personnel around • Always mop up any laying pools of water as the work commences, never leave any pools of water on completion of work area

Additional Safety Controls

Preparation

- Gloves must be worn
- Ensure warning signs are displayed at all entrances
- Ensure that all staff have been issued with the correct PPE and that it is worn throughout the task
- Body fluids include: blood, urine, vomit, faeces, saliva, semen etc.
- Contaminated items include: unsecured nappies, sanitary towels, contraceptives, clothing, wound dressings, needles etc.
- Spillages should be reported to the appropriate person and only cleared by trained personnel
- Ensure staff carrying out the task have the correct training and that a record of their training is held on central system or they are supervised – carry out relevant toolbox talks as part of training
- Please refer to other relevant risk assessments and method statements for related tasks such as vacuuming/mopping etc.
- If the signage is left out due to the floor not being dry enough, please advise the custody sergeant

Machinery

- Equipment used for body fluid spillages should not be used for any other task
- Do not plug in machinery until fully assembled
- Do not leave machinery unattended
- When not in use machinery should be left in the correct position

Chemicals

- Do not splash chemical solutions
- Ensure chemicals are diluted correctly (See Toolbox Talk 3. Chemical- Safe Dilution)
- Follow COSHH instructions on safe use of chemicals (Toolbox Talk 2: 12 Golden Rules)

Task Procedure

Preparation

1. Identify cell to be cleaned
2. Select, check and safely assemble the correct equipment, correctly diluting the disinfecting chemical according to manufacturer's instructions
3. Lock the cleaning cupboard and ensure the cleaning cupboard keys are in possession at all times, never leaving the cupboard unlocked or the keys unattended
4. Place warning signs correctly at each entrance/exit to the area
5. Select, check and wear correct PPE
6. Ventilate area (where appropriate)
7. Work into the room logically to avoid any cross contamination

Cleaning of Area

1. Collect any debris and vacuum/sweep the floor as required
2. If body fluids are found, apply appropriate disinfectant to the spillage/item and allow sufficient contact time
3. Remove contaminated items and put in the waste bag or box
4. Remove as much spillage as possible by absorption, wiping, scraping, scooping etc. and place in a waste bag
5. Apply additional cleaning agent as required until the spillage is completely removed
6. Clean the ceiling using a figure of 8 motion using flat mop system leaving the floor as dry as possible
7. Clean the walls by cleaning up and finishing downwards
8. Clean all furniture/items in the cell as applicable: camera, vents, mirror, toilet etc.
9. Clean the bed frame and all six sides of the mattress
10. Clean the floor to a satisfactory standard and allow to dry
11. Remove all disposable protective equipment correctly and place in a waste bag/box
12. Seal and tag the bags/boxes and move to a designated area for disposal
13. Check, clean and store equipment, materials and PPE correctly
14. Remove warning signs (only if the floor is dry) and close ventilation (as appropriate)
15. Wash and dry hands thoroughly after completing the task

Method Statement Number: 29

Scenes of Crime (SOC) Laboratory – Forensic Cleaning Procedures

Associated Risk Assessments

02: Vacuuming Suction Cleaning
41: Infection Control and Decontamination Cleaning
38: Body Fluid Spillages and Contaminated Items
29: Scenes of a Crime (SOC) Laboratory - Forensic Cleaning Procedures

Associated Method Statements

02: Vacuuming Suction Cleaning
38: Body Fluid Spillages and Contaminated Items
41: Infection Control and Decontamination Cleaning

Associated Toolbox Talks

1: Health and Safety for Everyone
8: PPE
11: Machinery – Maintenance
18: Bodily Fluids and Sharps – Hypodermic Needles
2: COSHH 12 Golden Rules
9: Manual Handling
15: Vacuuming
23: Nviro Cleaning for Sites with Suspected or Covid Case

Personal Protective and Safety Equipment Requirement

1. Chemical Protection Gloves EN374-2/3
Take a minimum of 3 extra pairs
(replaced between different cleaning processes)



2. Warning/Safety Sign



3. Face Mask FFP2



4. Over Shoes



5. Eye Protection (When using Air Spray)



6. Coveralls



7. Hair Net



8. Lab Coat



Small Tools / Materials

1. Mop and Bucket
2. Bucket for diluted chemical
3. Colour coded clothes
4. Dustpan and Soft Brush
5. Long Handled Dust Control Sweeper
6. Telescopic Access Cleaners
7. Green Pad
8. Yellow Biohazard Bags

Machinery

1. Vacuum Cleaner and Attachments
2. Orbis Compact 12in floor scrubber

Approved Chemicals

Chemical	Use	Hazardous Classifications	COSHH Assessment Number
RBS T 105	Disinfectant	H302: Harmful if swallowed H314: Causes severe skin burns and eye damage H315: Causes skin irritation H319: Causes serious eye irritation H400: Very toxic to aquatic life	116

Identified Risks and Safety Controls

Identified Risk	Mitigation
Brush and Wiping Movement causing Musculo-skeletal Disorders	
	• Restriction in duration at any given time (max 15 minutes) • Rotation of jobs as much as possible within the restraints of method statement/procedure • Intersperse tasks to provide variety and a change in posture and muscular effort if available
Contact with Chemical via Spills/Splashes Causing Irritation of Skin and Respiratory Problems	
	• Only use approved chemicals • Refer and follow required COSHH assessment on safe use of chemicals • Mandatory wearing of gloves 'Rubber or Neoprene' • If there is insufficient ventilation wear suitable respiratory equipment 'Dust Mask' • Natural ventilation to be used prior to work commencing • Instructions and training in the safe use of chemicals • Follow COSHH risk assessment on safe use of chemicals • Appropriate PPE to be worn, first aid facilities to be known in case of emergency • First aid facilities to be known in case of emergency • Continuation of identifying safest agents that can be used to reduce long term occupational safety to a minimum, no agents used recorded under the EH 40 list 2007 (workplace exposure limits)
Faulty Cables/Equipment Resulting in Electrocution and Electrical Fires	
	• Visual user check on equipment prior to use (sockets, plug, cables, Equipment) • Any faults found are reported immediately to the supervisor and attach red tag to prevent use • Any RCD used to be tested prior to use • No stretching of cables • Annual PA testing of all electrical appliances

Identified Risks and Safety Controls	
Identified Risk	**Mitigation**
Over Reaching Causing Musculo-skeletal Disorders/Sprains/Strains to Upper Limbs	
	• Mechanise the operation using extension pole for the higher areas • Specific manual handling training on kinetic lifting for all employees • No standing on furniture • Appropriate footwear to be worn (good grip on soles) • Restriction in duration of using extension pole at any given time (max 15 minutes) • Rotation of jobs
Manual Handling (Movement of General Items) Causing Sprains/Strains to Arms and Backs	
	• Only move items that you are comfortable and able to move safely • Break downloads for ease of movement where applicable • Specific Manual Handling training on Kinetic Lifting for all employees
Contact with Sharps and Razors Causing Puncture Wound/Biohazard Possible Infections Such as HIV/Hepatitis	
	• Visually check area prior to commence of cleaning, particular care taken in areas of low light, non-physical contact with items by using picker tweezers • Place in UN approved Sharps container, inform Police on scene • If needle stick injury occurs allow puncture to bleed, wash area with warm water and attend the nearest A&E department at hospital • In the event of an injury, employee to undergo health surveillance

Additional Safety Controls

Purpose

- Standard cleaning procedures for the SOC laboratories are essential to ensure a forensically clean environment, reducing the risks of contamination from accelerants or D.N.A.; all vertical and horizontal surfaces must be cleaned together with the exterior surfaces of all fixed and mobile equipment and the monthly cleaning dates and times for all SOC labs shall be scheduled for the year by agreement with the SOC Office Managers

Preparation

- Arrange access times in advance of cleaning with SOC office manager
- All cleaning will be undertaken under the supervision of a SOC/Authorised Officer
- Ensure warning signs are displayed at all entrances
- Ensure that all staff have been issued with the correct PPE and that it is worn throughout the task
- Ensure staff carrying out the task have the correct training and that a record of their training is held on central system

Machinery

- Equipment used for decontamination cleaning should not be used for any other task
- Do not plug in machinery until fully assembled, do not leave machinery unattended and when not in use it should be left in the correct position
- Cables should be kept behind machinery, away from water, and do not allow the cable to become taut at ankle height
- Check electrical equipment in particular plugs, exposed wiring, broken body, buttons, and cables to ensure they are safe and test TCD report any faults to be reported to a supervisor or manager

Chemicals

- Do not splash chemical solutions
- Ensure chemicals are diluted correctly (See Toolbox Talk 3. Chemical- Safe Dilution)
- Follow COSHH instructions on safe use of chemicals (Toolbox Talk 2: 12 Golden Rules)
- Use standard cleaning products appropriate to their use, followed by wiping/spraying with RBS (or other equivalent product as agreed by Authorised Officers in writing)

Task Procedure

Preparation

1. Arrange access times in advance of cleaning with SOC office manager
2. All cleaning will only be carried out whilst Constabulary staff are present
3. The cleaner must put on full personal protective equipment (PPE) before entering the room
4. Cover computers (where applicable)

Cleaning of Area --Daily

1. Remove large litter / debris and place in appropriate waste bin
2. Then remove waste bags from both contaminated waste bin and general waste bin
3. Vacuum / sweep floor and mop

Cleaning of Area – Monthly

1. Check before starting clean that the laboratory has been left clear of items on workbenches and sink areas – if area is not clear speak to the person in charge of the laboratory
2. Remove large litter / debris and place in appropriate waste bin
3. Then remove waste bags from both contaminated waste bin and general waste bin
4. Clean both bins and replace both waste bags
5. Clean benches, sink unit and exterior of storage cabinets
6. Clean all doors and light switches and areas frequently handled
7. Vacuum / sweep floor
8. Scrub hard floor
9. Issue a certificate in the agreed format, stating the name of cleaner and confirming the date and time the clean was undertaken
10. Ask a SOC/Authorised Officer to sign the worksheet confirming the task has been completed satisfactorily

Method Statement Number: 30

Forensic Cleaning Procedure Medical Room and Forensic POD in Treetops SARC

Associated Risk Assessments

30. Forensic Cleaning Procedure Medical Room and Forensic POD in Treetops SARC

Associated Method Statements

Associated Toolbox Talks

1: Health and Safety for Everyone
8: PPE
11: Machinery – Maintenance
2: COSHH 12 Golden Rules
9: Manual Handling

Personal Protective and Safety Equipment Requirement

1. Chemical Protection Gloves EN374-2/3



2. Mop Cap



3. Face Mask FFP2



4. Over Shoes



6. Eye Protection with Side Shields



7. Coverals



Small Tools / Materials

1. Disposable Cloths
2. Bin Liners
3. White Roll/Tissue
4. Disposable Mop Head (new one for each clean)
5. Mop Body and Bucket (to be held at the SARC and only used for the cleaning medical room)
6. Brown Paper Sheeting (provided by SOC, to be used as a sheet to stand on outside the medical room)

Machinery

None

Approved Chemicals			
Chemical	Use	Hazardous Classifications	COSHH Assessment Number
Cleanline - Sulphamic Acid Toilet Descaler	Toilet Descaler	H315: Causes skin irritation H317: May cause an allergic skin reaction H318: Causes serious eye damage H319: Causes serious eye irritation H361: Suspected of damaging fertility or the unborn child H411: Toxic to aquatic life with long lasting effects H412: Harmful to aquatic life with long lasting effects	11
Ecolab - Actichlor	Disinfectant	H319: Causes serious eye irritation H335: May cause respiratory irritation H410: Very toxic to aquatic life with long lasting effects	112

Identified Risks and Safety Controls	
Identified Risk	**Mitigation**
Brush and Wiping Movement causing Musculo-skeletal Disorders	
	• Restriction in duration at any given time (max 15 minutes) • Rotation of jobs as much as possible within the restraints of method statement/procedure • Intersperse tasks to provide variety and a change in posture and muscular effort if available
Contact with Chemical via Spills/Splashes Causing Irritation of Skin and Respiratory Problems	
	• Appropriate PPE to be worn - mandatory wearing of gloves 'Rubber or Neoprene' • Natural ventilation to be used prior to work commencing • If there is insufficient ventilation wear suitable respiratory equipment 'Dust Mask' • Only use approved chemicals, follow instructions and training in the safe use of chemicals • Follow COSHH risk assessment on safe use of chemicals • First aid facilities to be known in case of emergency • Continuation of identifying safest agents that can be used to reduce long term occupational safety to a minimum, no agents used recorded under the EH 40 list 2007 (work place exposure limits)
Egress of Cleaning Agent into Electrical Components (Medical Examination Lamp, Light Switches etc.) Resulting in Electrocution and Electrical Fires	
	• Ensure electrical equipment is turned off before cleaning starts • Use a cloth with cleaning agent sprayed onto the cloth (NEVER directly onto electrical equipment) • Visual user check on equipment prior to clean (exposed electrical circuits/wiring, body of equipment intact) • Any faults found to be reported immediately to the Constabulary or Supervisor and cleaning suspended until fixed • Use a soft brush only

Identified Risks and Safety Controls	
Identified Risk	**Mitigation**
Over Reaching Causing Musculo-skeletal Disorders/Sprains/Strains to Upper Limbs	
	• Mechanise the operation using extension pole for the higher areas • Specific manual handling training on kinetic lifting for all employees • No standing on furniture • Appropriate footwear to be worn (good grip on soles) • Restriction in duration of using extension pole at any given time (max 15 minutes) • Rotation of jobs
Manual Handling (Movement of General Items) Causing Sprains/Strains to Arms and Backs	
	• Only move items that you are comfortable and able to move safely • Break down loads for ease of movement where applicable • Specific Manual Handling training on Kinetic Lifting for all employees
Contact with Sharps and Razors Causing Puncture Wound/Biohazard Possible Infections Such as HIV/Hepatitis	
	• Visually check area prior to commence of cleaning, particular care taken in areas of low light, non-physical contact with items by using picker tweezers • Place in UN approved Sharps container, inform Police or Supervisor on scene • If needle stick injury occurs allow puncture to bleed, wash area with warm water and attend the nearest A&E department at hospital • In the event of an injury, employee to undergo health surveillance

Additional Safety Controls

Preparation

- Ensure that all staff have been issued with the correct PPE and that it is worn throughout the task
- Eye protection should be cleaned with detergent and water

Safety

- Avoid touching surfaces such as glasses, face, door handles as transference of DNA is likely
- Ensure top set of gloves are changed regularly to minimise this risk
- Any equipment to be used in the medical room should be retained at the SARC solely for use within the medical room

Chemicals

- Do not splash chemical solutions
- Actichlor is supplied by the customer at this site
- Ensure chemicals are diluted correctly (See Toolbox Talk 3. Chemical- Safe Dilution)
- Follow COSHH instructions on safe use of chemicals (Toolbox Talk 2: 12 Golden Rules)

Task Procedure

Cleaning of Area

Tier 1 (Standard Clean – by Crisis Worker (Usually) or Forensic Cleaning Contractor)

1. A forensic clean will be required after the medical examination room or forensic pod is used
2. The following cleaning will take place
3. Place a floor standing sheet on the floor outside the entrance to the medical room to act as a floor mat
    - Wash hands
4. The cleaner must then put on the following PPE in the following order whilst standing on the sheet:
    - Mop Cap
    - Soft face mask
    - Gloves (First pair before entering the room)
    - Overshoes
    - Eye Protection with side shields (personal issue clean with detergent and water)
    - White Suit
5. Remove old tape from door and clean the stainless-steel entrance door plates
6. Enter medical room and put on second pair of gloves
7. The shower room should be cleaned first, including the toilet and seat
8. All contact surfaces are to be cleaned with the approved forensic cleaning agent including:
    - Examination couch
    - Colposcope – handle, keyboard and mouse. Plastic sleeve to be placed over the key areas of use only. Do not touch anything under the plastic Colposcope cover and do not place any fluids or spray in areas of camera, buttons and screen. Do not wipe or spray the bottom shelf of the trolley as this contains the connections and software for the system. The Colposcope camera sits on the Colposcope stand, the screen and keyboard sit on the Colposcope trolley which contains the software and all connections for the system. This must not be unplugged/switched off.
    - Door handles
    - Exhibits table and all other work surfaces
    - Mobile metal trolley
    - Sink and taps
    - Contact surfaces of the medical screens and frame (if used)
    - Bins emptied and bin liners replaced
    - Floor requires cleaning once a week or if there are visible spillages and the floor must not be left with puddles of fluid

9. Crisis Workers must place the clinical waste in the designated bin located in the clinical waste store outside of the SARC
10. The Forensic Cleaning Contractor must follow their Clinical Waste protocol
11. Laundry must be placed in the laundry bins in the Cleaners Cupboard
12. Replacement comfort items such as bath towel, bath robe, toiletries bag, couch cover etc. are to be left in the room
13. The door to the examination room is to be closed and a security seal applied, if this seal is broken before staff involved in the examination enter the room, this will bring into question the integrity of any forensic samples taken, so the above cleaning must be undertaken again
14. The relevant paperwork must be completed:
    - The cleaning log
    - Individual Forensic Cleaning Certificate

Tier 2 (Deep Clean – by Forensic Cleaning Contractor)

1. Every month the forensic cleaning contractor, in consultation with the SARC, will complete a Tier 2 deep clean of the medical room using the approved Forensic cleaning agent
2. Prior to entering the medical room:
    - Place a floor standing sheet on the floor outside the entrance to the medical room to act as a floor mat
3. The cleaner must put on PPE whilst standing on the plastic mat
4. The cleaner must then put on the following PPE in the following order whilst standing on the sheet:
    - Soft face mask
    - Mop cap
    - Gloves (first pair before entering the room)
    - Overshoes
    - Eye Protection with side shields (personal issue clean with detergent and water)
    - Protective disposable white suit
5. Note: when putting items outside the medical room during the clean, DO NOT step outside the room anywhere other than on the mat
6. Remove old tape from door and clean the stainless-steel entrance door plates
7. Enter medical room and put on second pair of gloves (double gloves)
8. Wipe down gloves with approved forensic cleaning agent
9. When changing between areas of heavy use in the medical room to clean, gloves should be wiped down with approved forensic cleaning agent or changed
10. Cleaning cloths should also be changed between heavily used areas in the medical room
11. Heavy use areas are:
    - Medical Couch

- Medical Trolley
- Screen
- Work bench

12. Areas for deep clean:
    - Medical Couch
    - Screen
    - Work bench
    - Note: Actichlor only should be used for these locations

Bathroom

1. Clean door handles on way in to bathroom, and grab handle on door
2. Remove all debris and place in bin
3. Remove waste bin liner and contents and fit a replacement bin liner
4. Clean down
5. De-scale sink, shower and toilet as necessary with de-scaling product
6. Clean washbasin and shower including all fixtures and fittings within the bathroom with approved forensic cleaning agent, the shower head is to be run for ¼ hour and the floor drain unscrewed, remove the pot inside, clean, disinfect and replace
7. Tiles within shower area to be cleaned
8. Clean toilet bowl with toilet cleaner
9. Clean all other surfaces of the toilet with approved forensic cleaning agent (e.g., flush handle, toilet seat etc.)
10. Wash floor with approved forensic cleaning agent ensuring it is not left with puddles of fluid
11. On completion of the bathroom, change gloves and use fresh cleaning cloths

Medical Room

1. Notify SARC Manager of anything which may have been left by mistake and should be retained
2. Check sharps bin – if full then seal it closed and remove it from the room and place it outside the door
3. Notify SARC manager this has been removed once clean is complete
4. Remove waste bin liner and contents and fit a replacement bin liner
5. De-scale sink if required
6. Change gloves and wipe new gloves down with approved forensic cleaning agent

7. Clean sink with and all surfaces which may have received hand contact using approved forensic cleaning agent, this includes:
    - Door handles and surrounds
    - Sink taps
    - Soap dispensers
    - Glove boxes and holders
    - Scales
    - Medical examination light (ensure light is switched OFF first)
    - All work surfaces and cupboard doors/handles
8. Change cloth for cleaning of work bench
9. Clean all surfaces of the mobile metal trolley, changing cloth for cleaning of metal trolley
10. Clean medical screen and frame, changing cloth for cleaning of screen and frame
11. Change gloves
12. Using approved forensic cleaning agent and a new cloth, clean all surfaces of the examination couch
13. Change gloves
14. Colposcope – handle, keyboard and mouse Plastic sleeve to be placed over the key areas of use only. Do not touch anything under the plastic Colposcope cover and do not place any fluids or spray in areas of camera, buttons and screen. Do not wipe or spray the bottom shelf of the trolley as this contains the connections and software for the system. The Colposcope camera sits on the Colposcope stand; the screen and keyboard sit on the Colposcope trolley which contains the software and all connections for the system. This must not be unplugged/switched off.
15. Ensure windows are locked and lights are off
16. Wash floor with approved forensic cleaning agent
17. Wipe down door handle inside main door on exiting
18. Security seal room on leaving and lock door

Clearing up

1. Place all waste in rubbish bag and follow clinical waste disposal protocol
2. Remove PPE and place in the rubbish bag
3. Wash hands
4. Pick up plastic mat and place in rubbish bag
5. Remove rubbish bag and place in vehicle
6. Place laundry in the laundry basket in the cleaner's cupboard
7. Wash hands

Cleaning Records

1. Complete records held at the site with details of clean i.e., date, time and cleaner's name, and complete the forensic cleaning certificate which is then to be placed in the folder in the SARC
2. Note – Netley VES
3. The bathroom is accessed via the medical room
4. Ensure that the outside of the toilet door to the landing area also has a tamper proof seal on it
5. The bathroom must be cleaned first, followed by the medical room

Environmental Sampling

1. Environmental sampling is to be carried out on a monthly basis and is to be done immediately after a Tier 2 clean
2. The SOC Supervisor is to make arrangements for a mutually agreed date and time with the Manager of the SARC
3. The Manager of the SARC will then make arrangements with Nviro
4. A CSI nominated by the Cosham SOC Supervisor will attend the SARC at the agreed date and time and sample the medical room as per kit instructions
5. Full PPE is to be worn during sampling
6. The CSI will follow Scientific Services Department internal procedure CSI 42 Environmental Sampling – SARC and paediatric suites
7. The results will be notified to the SARC Manager by Hampshire Constabulary
8. Should there be concerns over the results of the Environmental Monitoring these will be discussed with the forensic provider
9. The cleaning protocol will be reviewed and follow up environmental monitoring of the areas of concern will take place

Method Statement Number: 32

Carpet Extraction Cleaning

Associated Risk Assessments

32: Carpet Extraction Cleaning

45: Upholstery Cleaning

Associated Method Statements

45: Upholstery Cleaning

Associated Toolbox Talks

1: Health and Safety for Everyone
8: PPE
11: Machinery – Maintenance
2: COSHH 12 Golden Rules
9: Manual Handling
15: Vacuuming

Personal Protective and Safety Equipment Requirement

1. Chemical Protection Gloves EN374-2/3
2. Warning / Safety Sign
3. Protective Glasses / Goggles
4. Face Mask
5. Hearing Protection
6. Safety Shoes













Small Tools / Materials

1. Floor Scraper (for gum removal)
2. RCD (Residual Current Device) where required

Machinery

1. Carpet Shampooing Machine with Appropriate Tools
2. Suction Cleaner with Appropriate Tools

Approved Chemicals			
Chemical	Use	Hazardous Classifications	COSHH Assessment Number
Premiere Products - Release	Carpet Shampoo	H319: Causes serious eye irritation	61
Prochem - Multipro	Carpet Pre-spray (Wet Extraction Machine)	H290: May be corrosive to metals H302: Harmful if swallowed H314: Causes severe skin burns and eye damage H315: Causes skin irritation H318: Causes serious eye damage H319: Causes serious eye irritation H335: May cause respiratory irritation	70
Prochem - Procaps	Carpet Cleaner	H315: Causes skin irritation H318: Causes serious eye damage H319: Causes serious eye irritation	71
Prochem – Extraction Plus - Liquid	Carpet Cleaner	H319: Causes serious eye irritation	93

Identified Risks and Safety Controls	
Identified Risk	**Mitigation**
Faulty Cables/Equipment (Electrocution, Electrical Fires)	
	• Visual user check on equipment prior to use (sockets, plug, cables, equipment) • Any faults found are reported immediately to the supervisor and not used • Any RCD used to be tested prior to use • No stretching of cables • Annual PA testing of all electrical appliances
Contact with Chemical via Spills/Splashes Causing Irritation of Skin and Respiratory Problems	
	• Only use approved chemicals • Refer and follow required COSHH assessment on safe use of waxes/chemicals and PPE • Appropriate PPE to be worn including mandatory wearing of gloves 'Rubber or Neoprene' • Natural ventilation to be used prior to work commencing • Instructions and training in the safe use of chemicals • First Aid Facilities to be known in case of emergency • Continuation of identifying safest agents that can be used to reduce long term occupational safety to a minimum • No agents used recorded under the EH 40 list 2007 (work place exposure limits)

Slips, Trips and Falls Including Uneven/Wet Floors and Trailing Cables/Jet Hose	
	• Cordon off the area with warning signs to be placed before work commences • Warning signs displayed in a suitable position to give other users sufficient time to absorb the information before entering hazard area • Signage displayed until floor dry and/or completed • Store signage away safely when completed • Leads to be placed behind line of work • Appropriate footwear to be worn (good grip on soles) • All employees trained in safety procedure • Always mop up any lying pools of water as the work commences, never leave any pools of water on completion of work area • Carry out work when least amount of personnel around
Manual Handling Machines/Loads and Repetitive Strain Injuries	
	• All machinery/attachments/chemical containers weigh below 25 Kilos • Specific Manual Handling training on Kinetic Lifting for all employees

Additional Safety Controls

Preparation

- Ensure warning signs are displayed at all entrances
- Ensure that all staff have been issued with the correct PPE and that it is worn throughout the task
- Ensure staff carrying out the task have the correct training and that a record of their training is held on central system

Machinery

- Do not plug in machinery until fully assembled using an RCD
- Do not leave machinery unattended
- Cables should be kept behind machinery and away from water
- Do not allow the cable to become taut at ankle height and do not stretch cable
- When not in use machinery should be left in the correct position
- Check electrical equipment in particular plugs, exposed wiring, broken body, buttons, and cables to ensure they are safe and test RCD report any faults to be reported to a supervisor or manager
- Annual PA Testing for all electrical appliances

Chemicals

- Do not splash chemical solutions
- Ensure chemicals are diluted correctly (See Toolbox Talk 3. Chemical- Safe Dilution)
- Follow COSHH instructions on safe use of chemicals (Toolbox Talk 2: 12 Golden Rules)

Task Procedure

Preparation

1. Carry out a dynamic risk assessment on arrival at the work area – this means you are checking the area is free from immediate risks to ensure the are is safe to work in
2. Place warning signs correctly at each entrance/exit point to the area that you are cleaning
3. Complete the task following this method statement (all method statements can be accessed in the H&S Manual by scanning the QR code on the Guide to Using Chemicals Safely poster)
4. When using chemicals, you must follow the relevant COSHH Assessment which can be accessed in the H&S Manual as above which details PPE, and what to do in respect of a spillage and first aid requirements
5. Ventilate area (as appropriate)
6. Wash hands and check for any cuts and abrasions, (if any found, cover with waterproof dressing)
7. Select, check, and wear correct PPE
8. Check PA test date
9. Thoroughly check all parts of the electrical equipment for wear, damage and that they work properly - including plugs, pipes, wheels and cables
10. If floor sockets are being used, put a warning sign over the floor socket that is being used
11. Check carpet for any signs of damage, wear etc. (report damage before you start work)

Cleaning of Area

1. Remove dirt and debris using suction cleaner and appropriate tool
2. Remove any chewing gum with scraper or appropriate cleaning product
3. Check colour fastness of carpet using neat cleaning agent on cloth in an inconspicuous place (see supervisor first)
4. Prepare cleaning solution according to manufacturer's instructions
5. Pre-treat heavily soiled areas or stains
6. Using machine with appropriate tool work from furthest point from the door
7. Clean thoroughly and do not over wet
8. Carry out the task systematically using overlapping passes and covering all parts of the carpet, keeping the machine under control at all times
9. Ensure the appearance of the carpet and surrounding areas are satisfactory after completion of the task
10. Ensure carpet is left as dry as possible after cleaning
11. Check, clean and store equipment, materials and PPE correctly
12. Remove warning signs (once the area is safe) and close ventilation (as appropriate)
13. Wash and dry hands thoroughly after completing the task

Method Statement Number: 32a

Carpet Cleaning with a Cimex Machine

Associated Risk Assessments

02: Vacuum Suction Cleaning
8A: Carpet Cleaning with a Cimex Machine
42: Graffiti and Chewing Gum Remover
43: Stain Removal

Associated Method Statements

02: Vacuum Suction Cleaning
32: Carpet Extraction Cleaning
42: Graffiti and Chewing Gum Remover
43: Stain Removal

Associated Toolbox Talks

1: Health and Safety for Everyone
8: PPE
11: Machinery – Maintenance
2: COSHH 12 Golden Rules
9: Manual Handling
15: Vacuuming

Personal Protective and Safety Equipment Requirement

1. Chemical Protection Gloves EN374-2/3
2. Warning/Safety Sign/Barrier Tap
3. Protective Goggles/Safety Glasses
4. Safety Shoes







Small Tools / Materials

1. Litter Grab
2. Waste Sack
3. Soft Broom/Hand Brush
4. Measuring Jug and a Bucket

Machinery

1. CRS 38 Rotary Scrubbing Machine, Disc Drive and Appropriate Brushes
2. Rotary Brush Head Vacuum or Attachment

Approved Chemicals			
Chemical	Use	Hazardous Classifications	COSHH Assessment Number
Prochem – Procaps- This is the main chemical for this machine, other chemicals listed below may used in accordance with this as required	Carpet Cleaner	H315: Causes skin irritation H318: Causes serious eye damage H319: Causes serious eye irritation	71
Premiere Products - Release	Carpet Shampoo	H319: Causes serious eye irritation	61
Prochem - Multipro	Carpet Pre-spray (Wet Extraction Machine)	H290: May be corrosive to metals H302: Harmful if swallowed H314: Causes severe skin burns and eye damage H315: Causes skin irritation H318: Causes serious eye damage H319: Causes serious eye irritation H335: May cause respiratory irritation	70
Prochem – Extraction Plus - Liquid	Carpet Cleaner	H319: Causes serious eye irritation	93
Prochem Pre-Spotter	Carpet Cleaner	H319: Causes serious eye irritation	136

Identified Risks and Safety Controls	
Identified Risk	**Mitigation**
Faulty Cables/Equipment (Electrocution, Electrical Fires)	
	• Visual user check on equipment prior to use (sockets, plug, cables, equipment) • Any faults found are reported immediately to the supervisor and not used • Any RCD used to be tested prior to use • No stretching of cables • Annual PA testing of all electrical appliances
Contact with Chemical via Spills/Splashes Causing Irritation of Skin and Respiratory Problems	
	• Only use approved chemicals • Refer and follow required COSHH assessment on safe use of waxes/chemicals and PPE • Appropriate PPE to be worn including mandatory wearing of gloves 'Rubber or Neoprene' • Natural ventilation to be used prior to work commencing • Instructions and training in the safe use of chemicals • First Aid Facilities to be known in case of emergency • Continuation of identifying safest agents that can be used to reduce long term occupational safety to a minimum • No agents used recorded under the EH 40 list 2007 (work place exposure limits)

Identified Risks and Safety Controls

Identified Risk	Mitigation
Slips, Trips and Falls Including Uneven/Wet Floors and Trailing Cables	
	• Warning signs displayed in a suitable position to give other users sufficient time to absorb the information before entering hazard area • Signage displayed until floor dry and/or completed • Warning sign placed over cable between machine and socket • Store signage away safely when completed • Leads to be placed behind line of work • Appropriate footwear to be worn (good grip on soles) • All employees trained in safety procedure • Always mop up any lying pools of water as the work commences, never leave any pools of water on completion of work area • Carry out work when least amount of personnel around
Manual Handling Machines/Loads and Repetitive Strain Injuries	
	• All machinery/attachments/chemical containers weigh below 25 Kilos • Specific Manual Handling training on Kinetic Lifting for all employees • If a mobile cleaner is working alone, then extra care to lift in and out of the van is needed.

Additional Safety Controls

Preparation

- Ensure warning signs are displayed at all entrances
- Ensure that all staff have been issued with the correct PPE and that it is worn throughout the task
- Ensure staff carrying out the task have the correct training and that a record of their training is held on central system - trained personnel ONLY to operate Multi Wash Machine
- Refer to relevant method statements

Safety

- Check CRS 38 Rotary Machine, before, during and after use paying attention to plugs, cables, disc drive, brushes and machinery body
- Do not wedge open fire doors
- Ensure plug sockets are in the 'off' position before inserting or removing plug
- Do not insert/remove plugs with wet hands
- Do not move heavy furniture/items alone, seek assistance

Machinery

- Do not plug in machinery until fully assembled using an RCD
- Do not leave machinery unattended
- Cables should be kept behind machinery and away from water
- Do not allow the cable to become taut at ankle height
- Check electrical equipment in particular plugs, exposed wiring, broken body, buttons, and cables to ensure they are safe and test RCD report any faults to be reported to a supervisor or manager - if machine becomes unserviceable, unplug and report to Supervisor
- When not in use, leave rotary machine hand and drive plate in upright position

Chemicals

- Do not splash chemical solutions
- Ensure chemicals are diluted correctly (See Toolbox Talk 3. Chemical- Safe Dilution)
- Follow COSHH instructions on safe use of chemicals (Toolbox Talk 2: 12 Golden Rules)

Task Procedure

Preparation

1. Carry out a dynamic risk assessment on arrival at the work area – this means you are checking the area is free from immediate risks to ensure the area is safe to work in
2. Place warning signs correctly at each entrance/exit point to the area that you are cleaning
3. Complete the task following this method statement (all method statements can be accessed in the H&S Manual by scanning the QR code on the Guide to Using Chemicals Safely poster)
4. When using chemicals, you must follow the relevant COSHH Assessment which can be accessed in the H&S Manual as above which details PPE, and what to do in respect of a spillage and first aid requirements
5. Ventilate area (as appropriate)
6. Wash hands and check for any cuts and abrasions, (if any found, cover with waterproof dressing)
7. Select, check, and wear correct PPE
8. Check PA test date
9. Thoroughly check all parts of the electrical equipment for wear, damage and that they work properly - including plugs, pipes, wheels and cables
10. Fill tank correctly so that no splashing occurs (if appropriate)

Cleaning of Area

1. Pre-spray any heavy stains (to allow contact time)
2. Test small area of surface for colour fastness BEFORE using cleaning chemical
3. Using the Sebo Vacuum carpet thoroughly – refer to separate method statement
4. Treat any stains and remove chewing gum – refer to separate method statement
5. Spray all edges and corners as well as any difficult to reach areas of the carpet, agitate with the soft brush
6. With the machine running, apply solution to the carpet working in straight lines; do not over wet
7. Repeat pass without applying solution, to work the foam into the carpet
8. Repeat 14 and 15 with overlapping passes
9. Pre-spray any heavy stains (to allow contact time)

10. Test small area of surface for colour fastness BEFORE using cleaning chemical
11. Using the Sebo Vacuum carpet thoroughly – refer to separate method statement
12. Pre-spray any heavy stains (to allow contact time)
13. Test small area of surface for colour fastness BEFORE using cleaning chemical
14. Using the Sebo Vacuum carpet thoroughly – refer to separate method statement
15. Treat any stains and remove chewing gum – refer to separate method statement
16. Spray all edges and corners as well as any difficult to reach areas of the carpet, agitate with the soft brush
17. With the machine running, apply solution to the carpet working in straight lines; do not over wet
18. Repeat pass without applying solution, to work the foam into the carpet
19. Repeat 14 and 15 with overlapping passes
20. Allow carpet to dry thoroughly to 'encapsulate' the soilage (24 hours)
21. Complete the task without damage or risk to people, furniture and fittings
22. Clean and return all equipment to storage, ensuring brushes are rinsed in fresh warm water and allowed to dry, and that drive plate is left in the upright position
23. Remove warning signs and close ventilation (as appropriate)
24. Wash and dry hands thoroughly after completing the task
25. After 24 hours thoroughly, using the Sebo vacuum carpet
26. Note: Regular vacuuming will continue to remove soilage

Method Statement Number: 33

Use of Hand Tools

Associated Risk Assessments

02: Vacuuming Suction Cleaning
20: Damp Mopping
06: Damp Dusting and Polishing of Multi Surfaces
33: Use of Hand Tools

Associated Method Statements

02: Vacuuming Suction Cleaning
20: Damp Mopping
06: Damp Dusting and Polishing of Multi Surfaces

Associated Toolbox Talks

1: Health and Safety for Everyone
8: PPE
9: Manual Handling
11 Machinery Maintenance
15: Vaccuuming

Personal Protective and Safety Equipment Requirement

1. Chemical Gloves EN374-2/3



2. Warning/Safety Sign



3. Protective Footwear



4. Cut Resistant Gloves



5. Dust Mask



6. Safety Goggles/Glasses



Small Tools / Materials

1. Hammer
2. Drill
3. Saw
4. Spanners
5. Allen or Hex Keys
6. Stanley Knife
7. Kneeling Pad
8. Colour Coded Cloths
9. Colour Coded Buckets
10. Colour Coded Trigger Spray
11. Dusters Colour Coded if Available

Machinery

1. Vacuum Cleaner and Floor Tools

Approved Chemicals

Chemical	Use	Hazardous Classifications	COSHH Assessment Number
NONE			

Identified Risks and Safety Controls

Identified Risk	Mitigation
Faulty Cables/Equipment (Electrocution, Electrical Fires)	
	• Visual user check on equipment prior to use (sockets, plug, cables and equipment) • Any faults found are reported immediately to the supervisor and not used • Any RCD used to be tested prior to use • No stretching of cables • Annual PA testing of all electrical appliances

Identified Risks and Safety Controls	
Identified Risk	**Mitigation**
Asbestos Exposure when Using Drill	
	• Site asbestos register should be consulted before drilling internal walls of buildings • Dust mask to be worn when drilling at all times
Slips, Trips and Falls Including Wet Floors and Trailing Cables	
	• Warning signs to be placed before work commences • Warning signs displayed in a suitable position to give other users sufficient time to absorb the information before entering hazard area • Signage displayed until floor dry and/or completed • Store signage away safely when completed • Appropriate footwear to be worn (good grip on soles) • All employees trained in safety procedure • Always mop up any lying pools of water as the work commences, never leave any pools of water on completion of work area • Nviro staff to be vigilant to contaminates which are substances such as water, oil and dust that cause a floor surface to become slippery especially in known hazard areas (i.e., kitchens, canteens/dining areas, changing rooms and washrooms)
Use of Hand Tools – Saw/Drill/Screwdriver/Hammer etc.	
	• Select the correct hand tool for the task • Tools to be suitably maintained and visually check equipment for signs of damage before operation and after use • Allow drill bit to cool down prior to handling • Beware of blades/drill bits which can catch causing them to kick violently (adjust torque according to the density of the surfaces) • Do not operate equipment out of its design parameters • Ensure enough room in all directions to swing tool (i.e., hammer) and that no one is in the vicinity of the swing arc

Identified Risks and Safety Controls	
Identified Risk	**Mitigation**
	• Eye wash bottle to be available on site • Operative to be trained and competent, ensure all guards and handles are in correct positions, loose clothing to be tucked in, long hair tied back, and gloves to be worn
Use of Stanley Knife	
	• Segregate the area from the public • Cut resistant L5 gloves to be worn, operative to position his/her work in a safe manner • Cuts are to be kept away from the operative • Operatives to be trained and competent
Repetitive Cutting Movement and Awkward Working Position (Kneeling/Bending Over)	
	• Restriction in duration at any given time (max 15 minutes) • Rotation of jobs as much as possible within the restraints of method statement/ • procedure
Manual Handling Machines/Loads and Repetitive Strain Injuries	
	• All machinery/attachments/containers weigh below 25 Kilos • Rotation of jobs (frequent breaks in pattern of work) • Specific Manual Handling training on Kinetic Lifting for all employees

Additional Safety Controls

Preparation

- Ensure warning signs are displayed at all entrances
- Ensure that all staff have been issued with the correct PPE and that it is worn throughout the task
- Ensure staff carrying out the task have the correct training and that a record of their training is held on central system
- Ensure all guards and handles are in correct positions, loose clothing to be tucked in, long hair tied back, and gloves to be worn

Machinery

- Do not plug in machinery until fully assembled
- Do not leave machinery unattended
- Cables should be kept behind machinery and away from water
- Do not allow the cable to become taut at ankle height
- When not in use machinery should be left in the correct position
- Check electrical equipment in particular plugs, exposed wiring, broken body, buttons, and cables to ensure they are safe and test TCD report any faults to be reported to a supervisor or manager
- Report any defective equipment immediately and prevent its use by others

Chemicals

- NONE

Task Procedure

Preparation

1. Visual inspection of the equipment before use to ensure it is in good condition
2. Check for rust, corrosion, dents, loose mechanisms, general damage
3. Specific visual check of blades on Stanley knives or saws to ensure not blunt and no snapped teeth or tips.
4. Check the area is safe before setting up to use, and segregate from other users/public
5. Place safety signage as required at each entrance/exit point to the area
6. Ventilate the area where required/possible
7. Plan how the work is going to be carried out
8. Work on level ground where possible

Cleaning of Area

1. Use correct manual handing technique (refer to manual handing guidance/toolbox talk)
2. Intersperse tasks to provide variety and a change in posture and muscular effort if possible
3. When using saws/knives be aware of your positioning and cut at angles away from the body - be aware of slipping and making sure the item you are working on is sturdy
4. When using drill, check for embedded cables and pipework before drilling into walls or floors and allow drill bit to cool down prior to handling; beware of blades/drill bits which can catch causing them to kick violently (adjust torque according to the density of the surfaces)
5. When using a hammer, it should be used as an extension of the elbow rather than placing the effort on the wrist and make sure you have enough room to swing the hammer
6. Be aware of other people in the area and your work colleagues
7. Be aware of any dust created from sawing, drilling, or cutting fabrics and wear a dust mask as required
8. Do not overreach
9. Clean the area as required after task has been completed, for example mopping/vacuuming and refer to the relevant method statement for each task
10. Check, clean and store equipment, materials and PPE correctly
11. Remove warning signs and close ventilation (as appropriate)
12. Wash and dry hands thoroughly after completing the task

Method Statement Number: 34

Forensic Tent Cleaning

Associated Risk Assessment

34: Forensic Tent Cleaning
41: Infection Control and Decontamination Cleaning
38: Body Fluid Spillages and Contaminated Items Risk Assessment

Associated Method Statements

38: Body Fluid Spillages and Contaminated Items Risk Assessment
41: Infection Control and Decontamination Cleaning

Associated Toolbox Talks

1: Health and Safety for Everyone
8: PPE
11: Machinery – Maintenance
2: COSHH 12 Golden Rules
9: Manual Handling
18: Bodily Fluids and Sharps – Hypodermic Needles

Personal Protective and Safety Equipment Requirement

1. Chemical Protection Gloves EN374-2/3



2. Warning/Safety Sign/Biohazard Tape



3. Face Mask FFP2



4. Category 3 Coveralls



5. Category 3 Over Shoes



6. Safety Glasses/Goggles



Small Tools / Materials

1. Disposable Colour Coded Cloths
2. Green Pad
3. Blue Centre Feed Roll/Disposable Tissue
4.
5. Yellow Bags

Machinery

1. None

Approved Chemicals			
Chemical	Use	Hazardous Classifications	COSHH Assessment Number
Chemgene Medlab Multi-Surface Disinfectant	Disinfectant	H302: Harmful if swallowed H314: Causes severe skin burns and eye damage H318: Causes serious eye damage H373: May cause damage to organs through prolonged or repeated exposure H400: Very toxic to aquatic life H410: Very toxic to aquatic life with long lasting effects H412: Harmful to aquatic life with long lasting effects	155
2 Pure – OdorBac Tec4 - liquid	Odour Eliminator and Cleaner	None: Product is not deemed to have any adverse effects on human health or the environment	89
RBS T 105	Disinfectant	H302: Harmful if swallowed H314: Causes severe skin burns and eye damage H315: Causes skin irritation H319: Causes serious eye irritation H400: Very toxic to aquatic life	116

Identified Risks and Safety Controls	
Identified Risk	**Mitigation**
Contact with Chemical via Spills/Splashes Causing Irritation of Skin and Respiratory Problems	
	• Only use approved chemicals • Refer and follow required COSHH assessment on safe use of chemicals • Limit the time using chemical • Mandatory wearing of gloves 'Rubber or Neoprene' • If there is insufficient ventilation wear suitable respiratory equipment 'Dust Mask' • Natural ventilation to be used prior to work commencing • Instructions and training in the safe use of chemicals • Follow COSHH risk assessment on safe use of chemicals • Appropriate PPE to be worn, first aid facilities to be known in case of emergency • First aid facilities to be known in case of emergency
Slips, Trips and Falls Including Wet Floors and Trailing Cables	
	• Warning signs to be placed before work commences • Warning signs displayed in a suitable position to give other users sufficient time to absorb the information before entering hazard area • Signage displayed until floor dry and/or completed • Store signage away safely when completed • Appropriate footwear to be worn (good grip on soles, closed in footwear) • All employees trained in safety procedure • Always mop up any lying pools of water as the work commences, never leave any pools of water on completion of work area • Nviro staff to be vigilant to contaminates which are substances such as water, oil and dust that cause a floor surface to become slippery especially in known hazard areas (i.e., kitchens, canteens/dining areas, changing rooms and washrooms • If required to wear disposable overshoes – be aware of the increased risk • If wearing overshoes, work methodically into the area to avoid cross contamination and to decrease the risk of slipping over and walking over wet/damp floors

Identified Risks and Safety Controls	
Identified Risk	**Mitigation**
Manual Handling (Movement of General Items) Causing Musculo-Skeletal Disorders	
	• Only move items that you are comfortable and able to move safely • Break downloads for ease of movement where applicable • Specific Manual Handling training on Kinetic Lifting for all employees Use two people when folding or moving the tent
Exposed to Outside Weather Conditions/Hypothermia/Heat Stroke/Dehydration/Cold Weather Injuries	
	• Mandatory wearing of appropriate personnel protective equipment (wet weather gear, thermal clothing High Vis Jacket) • Operatives to be regularly monitored during extreme weather conditions
Collision with Other Personnel and/or Vehicle Movement/Struck by Vehicles Moving Around Site	
	• Nviro employees to be aware of traffic routes • High Visibility signs to be always used before work commences, positioned so information can easily be understood in advance of approaching the working area • Mandatory wearing of appropriate PPE (wet weather gear, High Vis Jacket)
Brush and Wiping Movement causing Musculo-skeletal Disorders	
	• Restriction in duration at any given time (max 15 minutes) • Rotation of jobs as much as possible within the restraints of method statement/procedure • Intersperse tasks to provide variety and a change in posture and muscular effort if available

Additional Safety Controls

Preparation

- Ensure warning signs are displayed at all entrances
- Ensure that all staff have been issued with the correct PPE and that it is worn throughout the task
- Ensure staff carrying out the task have the correct training and that a record of their training is held on central system
- Gloves and mask must be worn
- Refer to relevant risk assessments
- Carry out in dry weather as the tent need to be left dry

Machinery

- Equipment used for decontamination cleaning should not be used for any other task

Chemicals

- Do not splash chemical solutions
- Ensure chemicals are diluted correctly (See Toolbox Talk 3. Chemical- Safe Dilution)
- Follow COSHH instructions on safe use of chemicals (Toolbox Talk 2: 12 Golden Rules)

Task Procedure

Preparation

1. Thoroughly check all parts of the equipment for wear, damage and that they work properly
2. Select, check, and wear correct PPE
3. Ventilate area (as appropriate)
4. Prepare the cleaning solution using the correct ratios and to manufacturer's directions, adding the cleaning agent to the water
5. Check the site for any potential hazards, ensure you are familiar with the risk assessment
6. Wash hands and put on required PPE
7. Display the warning signs in the area, ensuring all signs are visible, close off area if not already done so with Biohazard tape
8. Move tent to hard floor area before cleaning if possible

Cleaning of Area

1. Spray/wipe surfaces with sanitiser in a methodical way to ensure no areas are missed
2. Remove any staining using hard surface cleaner and disposable micro cloth
3. Place all contaminated wipes and absorbent in double yellow biohazard bagging and remove to appropriate container for disposal
4. Check all surfaces to ensure all traces have been removed and re-clean as required
5. Dry all the panels

6. Remove PPE and place into yellow bags
7. Complete a waste transfer notice if removing waste
8. Complete a work completion notice and get signed off by officer in charge
9. Return the tent to the requested location
10. Complete the task without damage or risk to people or surroundings
11. Check, clean and store equipment, materials, and PPE correctly
12. Remove warning signs and close ventilation (as appropriate)
13. Wash and dry hands thoroughly after completing the task

Method Statement Number: 35

Sanitising and Cleaning a Contaminate Vehicle

Associated Risk Assessments

02: Vacuuming Suction Cleaning
38: Body Fluid Spillages and Contaminated Items Risk Assessment
45: Upholstery Cleaning
77: Covid-19 Enhanced Precautions Risk Assessment v11
35: Sanitising and Cleaning a Contaminated Vehicle
41: Infection Control and Decontamination Cleaning
76: Covid-19 Generic Risk Assessment v11

Associated Method Statements

02: Vacuuming Suction Cleaning
41: Infection Control and Decontamination Cleaning
76: Covid-19 Generic Risk Assessment v11
38: Body Fluid Spillages and Contaminated Items Risk Assessment
45: Upholstery Cleaning
77: Covid-19 Enhanced Precautions Risk Assessment v11

Associated Toolbox Talks

1: Health and Safety for Everyone
8: PPE
11: Machinery – Maintenance
18: Bodily Fluids and Sharps – Hypodermic Needles
2: COSHH 12 Golden Rules
9: Manual Handling
15: Vacuuming
23: Nviro Cleaning for Sites with Suspected or Covid Case

Personal Protective and Safety Equipment Requirement

1. Face Mask FFP2



2. Signage



3. Coveralls



4. Over Shoes



5. Chemical Protection Gloves EN374-2/3



6. Needle Proof Gloves



7. Sharps Box



8. Picker



9. Eye Protection



Small Tools / Materials

1. Colour Coded Cloths
2. Absorbent Powder
3. Yellow Biohazard Bags
4. Sharps Box and Needle Picker
5. Deodoriser
6. Dustpan and Brush

Machinery

1. Vacuum Cleaner and Attachments
2. Upholstery Cleaner

Approved Chemicals

Chemical	Use	Hazardous Classifications	COSHH Assessment Number
Chemgene Medlab Multi-Surface Disinfectant	Disinfectant	H302: Harmful if swallowed H314: Causes severe skin burns and eye damage H318: Causes serious eye damage H373: May cause damage to organs through prolonged or repeated exposure H400: Very toxic to aquatic life H410: Very toxic to aquatic life with long lasting effects H412: Harmful to aquatic life with long lasting effects	155
Craftex – Kill Odour	Deodoriser	H226: Flammable liquid and vapour	23
Premiere Products - Release	Carpet Shampoo	H319: Causes serious eye irritation	61
2 Pure – OdorBac Tec4 - liquid	Odour Eliminator and Cleaner	None: Product is not deemed to have any adverse effects on human health or the environment	89

Identified Risks and Safety Controls	
Identified Risk	**Mitigation**
Brush and Wiping Movement causing Musculo-skeletal Disorders	
	• Restriction in duration at any given time (max 15 minutes) • Rotation of jobs as much as possible within the restraints of method statement/procedure • Intersperse tasks to provide variety and a change in posture and muscular effort if available
Contact with Chemical via Spills/Splashes Causing Irritation of Skin and Respiratory Problems	
	• Only use approved chemicals • Refer and follow required COSHH assessment on safe use of chemicals • Limit the time using chemical • Mandatory wearing of gloves 'Rubber or Neoprene' • If there is insufficient ventilation wear suitable respiratory equipment 'Dust Mask' • Natural ventilation to be used prior to work commencing • Instructions and training in the safe use of chemicals • Follow COSHH risk assessment on safe use of chemicals • Appropriate PPE to be worn, first aid facilities to be known in case of emergency • First aid facilities to be known in case of emergency • Continuation of identifying safest agents that can be used to reduce long term occupational safety to a minimum, no agents used recorded under the EH 40 list 2007 (work place exposure limits)

Identified Risks and Safety Controls

Identified Risk	Mitigation
Slips, Trips and Falls Including Wet Floors and Trailing Cables	
	• Warning signs to be placed before work commences • Warning signs displayed in a suitable position to give other users sufficient time to absorb the information before entering hazard area • Signage displayed until floor dry and/or completed • Store signage away safely when completed • Appropriate footwear to be worn (good grip on soles) • All employees trained in safety procedure • Always mop up any lying pools of water as the work commences, never leave any pools of water on completion of work area • Nviro staff to be vigilant to contaminates which are substances such as water, oil and dust that cause a floor surface to become slippery especially in known hazard areas (i.e., kitchens, canteens/dining areas, changing rooms and washrooms • If required to wear disposable overshoes – be aware of the increased risk • If wearing overshoes, work methodically into the area to avoid cross contamination and to decrease the risk of slipping over and walking over wet/damp floors
Manual Handling (Movement of General Items) Causing Sprains/Strains to Arms and Backs	
	• Only move items that you are comfortable and able to move safely • Break down loads for ease of movement where applicable • Specific Manual Handling training on Kinetic Lifting for all employees

Identified Risks and Safety Controls	
Identified Risk	**Mitigation**
Contact with Sharps and Razors Causing Puncture Wound/Biohazard Possible Infections Such as HIV/Hepatitis	
	• Visually check area prior to commence of cleaning, particular care taken in areas of low light, non-physical contact with items by using picker tweezers • Place in UN approved Sharps container, inform Police on scene • If needle stick injury occurs allow puncture to bleed, wash area with warm water and attend the nearest A&E department at hospital • In the event of an injury, employee to undergo health surveillance
Cross Contamination/Exposure to Bloodborne Pathogens/Spread of Infections Such as Hepatitis B, Hepatitis C and HIV	
	• All employees carrying out the work should be trained to do so • Staff should be issued with the correct PPE for the situation so they can select and wear items as required • Suitable chemicals for eliminating the virus/bacteria should be provided • The correct method statement should be adhered to and staff should work methodically into the area so they are in contact with 'clean' space and reduce the risk of cross contamination and exposure
Contact with Members of the Public/Potential Violence/Emotional Family Members	
	• Employees are advised of the area they are working in and the potential dangers and hazards • Staff are advised not to put themselves in unnecessary danger and to remove themselves from any situation where they feel uncomfortable • Employees are briefed on empathising with distressed family members and being respectful at all scenes

Identified Risks and Safety Controls

Identified Risk	Mitigation
Physiological Impact of the Scene/Emotional Distress/Psychological issues	
	• Employees are advised of the situations they will encounter and the possible distressing nature • Jobs are attended in pairs and employees are advised to discuss any concerns with their colleague and remove themselves from any situation where they feel uncomfortable • Staff are encouraged to discuss any concerns with their line manager • Employees who are psychologically affected by the work undertaken will have access to counselling
Exposed to Outside Weather Conditions/Hypothermia/Heat Stroke/Dehydration/Cold Weather Injuries	
	• Mandatory wearing of appropriate personnel protective equipment (wet weather gear, thermal clothing High Vis Jacket) • Operatives to be regularly monitored during extreme weather conditions • Extra care to be taken when working in high winds with vehicle doors open
Collision with Other Personnel and/or Vehicle Movement/Struck by Vehicles Moving Around Site	
	• Nviro employees to be aware of traffic routes • High Visibility signs to be always used before work commences, positioned so information can easily be understood in advance of approaching the working area • Mandatory wearing of appropriate PPE (wet weather gear, High Vis Jacket)

Additional Safety Controls

Preparation

- Ensure warning signs are displayed at all entrances
- Ensure that all staff have been issued with the correct PPE and that it is worn throughout the task
- Ensure staff carrying out the task have the correct training and that a record of their training is held on central system
- Gloves and mask must be worn
- Body fluids include: blood, urine, vomit, faeces, saliva, semen etc.
- Ring your line manager or contact if you are unsure of any item to be removed/damaged or if area needs additional work

Machinery

- Equipment used for decontamination cleaning should not be used for any other task
- Do not plug in machinery until fully assembled
- Do not leave machinery unattended
- Cables should be kept behind machinery and away from water
- Do not allow the cable to become taut at ankle height
- When not in use machinery should be left in the correct position
- Check electrical equipment in particular plugs, exposed wiring, broken body, buttons, and cables to ensure they are safe and test TCD report any faults to be reported to a supervisor or manager

Chemicals

- Do not splash chemical solutions
- Ensure chemicals are diluted correctly (See Toolbox Talk 3. Chemical- Safe Dilution)
- Follow COSHH instructions on safe use of chemicals (Toolbox Talk 2: 12 Golden Rules)

Task Procedure

Preparation

1. Prior to leaving depot check PA test date and thoroughly check all parts of the equipment for wear, damage and that they work properly - including plugs, pipes, wheels and cables
2. Check you have suitable quantities of stock
3. Arrive on site in accordance with client's instructions
4. Site meeting with person in charge of the vehicle and sign for keys if required
5. Check for any specific site hazards and ask if the area is likely to contain sharps
6. Ensure you are familiar with the risk assessment and be aware of potential hazards on site
7. Close off area to public if possible and put up warning signs
8. Put on required PPE
9. Check the vehicle for damage and report any findings to the person in charge of the vehicle
10. Close off area to public if possible and put up cleaning in progress signs

Cleaning of Area

1. Spray all contaminated areas in vehicle with the sanitising product
2. Collect all solidified fluid using a scoop and spatula/dustpan and brush and place in biohazard bags
3. Should anything suspicious be seen (such as drugs/sharps/body parts) make person in charge of incident aware before removing
4. Re-spray sanitiser over surfaces
5. Clean upholstery and vacuum as required
6. Double check vehicle for any missed fluid and clean as required
7. Check the outside for bodily fluids and clean as required
8. Deodorise if required
9. Remove PPE and bag ready to dispose of
10. Complete cleaning certificate
11. Get authorised officer to sign vehicle off
12. Wash and dry hands thoroughly after completing the task

Method Statement Number: 36

Infestation Removal

Associated Risk Assessments

02: Vacuuming Suction Cleaning
28: Cell Cleaning Custody Areas
38: Body Fluid Spillages and Contaminated Items Risk Assessment
45: Upholstery Cleaning
20: Damp Mopping
36: Infestation Removal
41: Infection Control and Decontamination Cleaning

Associated Method Statements

02: Vacuuming Suction Cleaning
28: Cell Cleaning Custody Areas
41: Infection Control and Decontamination Cleaning
20: Damp Mopping
38: Body Fluid Spillages and Contaminated Items Risk Assessment
45: Upholstery Cleaning

Associated Toolbox Talks

1: Health and Safety for Everyone
8: PPE
11: Machinery – Maintenance
18: Bodily Fluids and Sharps – Hypodermic Needles
2: COSHH 12 Golden Rules
9: Manual Handling
15: Vacuuming

Personal Protective and Safety Equipment Requirement

1. Chemical Protection Gloves EN374-2/3



2. Warning/Safety Sign - Adequate Number Placed at Entrance/Exit



3. Face Mask FFP2



4. Coveralls



5. Over Shoes



6. Safety Goggles



Small Tools / Materials

1. Yellow Clinical Waste Bags
2. Door Notices
3. Sharps Container

Machinery

1. Vacuum Cleaner and Attachments
2. Upholstery Cleaner

Approved Chemicals

Chemical	Use	Hazardous Classifications	COSHH Assessment Number
Lodi UK – Digrain Control	Insect Killer	H304: May be fatal if swallowed and enters airways H225: Highly flammable liquid and vapour H319: Causes serious eye irritation H336: May cause drowsiness or dizziness H220: Extremely flammable gas H400: Very toxic to aquatic life H410: Very toxic to aquatic life with long lasting effects H317: May cause an allergic skin reaction H302: Harmful if swallowed H332: Harmful if inhaled	36
Premiere Products - Release	Carpet Shampoo	H319: Causes serious eye irritation	61
2 Pure – OdorBac Tec4 - liquid	Odour Eliminator and Cleaner	None: Product is not deemed to have any adverse effects on human health or the environment	89
Medimark Chemgene	Disinfectant	H302: Harmful if swallowed H314: Causes severe skin burns and eye damage H318: Causes serious eye damage H373: May cause damage to organs through prolonged or repeated exposure H400: Very toxic to aquatic life H410: Very toxic to aquatic life with long lasting effects H412: Harmful to aquatic life with long lasting effects	111

Identified Risks and Safety Controls

Identified Risk	Mitigation
Brush and Wiping Movement causing Musculo-skeletal Disorders/Sprains/Strains to Upper Limbs	
	• Restriction in duration at any given time (max 15 minutes) • Rotation of jobs as much as possible within the restraints of method statement/procedure • Intersperse tasks to provide variety and a change in posture and muscular effort if available
Contact with Chemical via Spills/Splashes Causing Irritation of Skin and Respiratory Problems	
	• Only use approved chemicals • Refer and follow required COSHH assessment on safe use of chemicals • Limit the time using chemical • Mandatory wearing of gloves 'Rubber or Neoprene' • If there is insufficient ventilation wear suitable respiratory equipment 'Dust Mask' • Natural ventilation to be used prior to work commencing • Instructions and training in the safe use of chemicals • Follow COSHH risk assessment on safe use of chemicals • Appropriate PPE to be worn, first aid facilities to be known in case of emergency • First aid facilities to be known in case of emergency • Continuation of identifying safest agents that can be used to reduce long term occupational safety to a minimum, no agents used recorded under the EH 40 list 2007 (work place exposure limits)
Slips, Trips and Falls Including Wet Floors (Damp Mopping) and Trailing Cables	

Identified Risks and Safety Controls

Identified Risk	Mitigation
	• Warning signs to be placed before work commences • Warning signs displayed in a suitable position to give other users sufficient time to absorb the information before entering hazard area • Signage displayed until floor dry and/or completed • Store signage away safely when completed • Appropriate footwear to be worn (good grip on soles) • All employees trained in safety procedure • Always mop up any lying pools of water as the work commences, never leave any pools of water on completion of work area • Nviro staff to be vigilant to contaminates which are substances such as water, oil and dust that cause a floor surface to become slippery especially in known hazard areas (i.e., kitchens, canteens/dining areas, changing rooms and washrooms • If required to wear disposable overshoes – be aware of the increased risk • If wearing overshoes, work methodically into the area to avoid cross contamination and to decrease the risk of slipping over and walking over wet/damp floors
Manual Handling (Movement of General Items) Causing Musculo-skeletal Disorders/ Sprains/Strains to Upper Limbs	
	• Only move items that you are comfortable and able to move safely • Break down loads for ease of movement where applicable • Specific Manual Handling training on Kinetic Lifting for all employees
Contact with Sharps and Razors Causing Puncture Wound/Biohazard Possible Infections Such as HIV/Hepatitis	

Identified Risks and Safety Controls	
Identified Risk	**Mitigation**
	• Visually check area prior to commence of cleaning, particular care taken in areas of low light, non-physical contact with items by using picker tweezers • Place in UN approved Sharps container, inform Police on scene • If needle stick injury occurs allow puncture to bleed, wash area with warm water and attend the nearest A&E department at hospital • In the event of an injury, employee to undergo health surveillance
Cross Contamination/Exposure to Blood Borne Pathogens/Spread of Infections Such as Hepatitis B, Hepatitis C and HIV	
	• All employees carrying out the work should be trained to do so • Staff should be issued with the correct PPE for the situation so they can select and wear items as required • Suitable chemicals for eliminating the virus/bacteria should be provided • The correct method statement should be adhered to and staff should work methodically into the area so they are in contact with 'clean' space and reduce the risk of cross contamination and exposure
Contact with Members of the Public/Potential Violence/Emotional Family Members	
	• Employees are advised of the area they are working in and the potential dangers and hazards • Staff are advised not to put themselves in unnecessary danger and to remove themselves from any situation where they feel uncomfortable • Employees are briefed on empathising with distressed family members and being respectful at all scenes
Physiological Impact of the Scene/Emotional Distress/Psychological issues	

Identified Risks and Safety Controls	
Identified Risk	**Mitigation**
	• Employees are advised of the situations they will encounter and the possible distressing nature • Jobs are attended in pairs and employees are advised to discuss any concerns with their colleague and remove themselves from any situation where they feel uncomfortable • Staff are encouraged to discuss any concerns with their line manager • Employees who are psychologically affected by the work undertaken will have access to counselling
Use of Electrical Equipment/Machinery/ Electrocution, Mechanical/Moving Parts/Muscular-skeletal etc.	
	• Please refer to the specific RAMS for the piece of equipment or machinery that is being used (vacuum cleaner/carpet extraction machine) • Only trained operatives to use equipment
Contact with Infestation/Bites from Fleas and Spread of Infection	
	• Training to be given on types of infestation (most likely fleas, scabies or body lice) and effects and disposal of contaminated items • No entry to site without full PPE as detailed in Method Statement

Additional Safety Controls

Preparation

- Ensure warning signs are displayed at all entrances
- Ensure that all staff have been issued with the correct PPE and that it is worn throughout the task
- Ensure staff carrying out the task have the correct training and that a record of their training is held on central system
- Liaise with line manager and client regarding contact time
- Refer to relevant risk assessments

Safety

- Do not stand on furniture to reach above hand height
- Ensure on completion that the product is removed from site

Machinery

- Equipment used for decontamination cleaning should not be used for any other task – if using a hoover bag, ensure this is replaced after use to prevent decontamination
- Do not plug in machinery until fully assembled and when not in use, machinery should be left in the correct position
- Do not leave machinery unattended
- Cables should be kept behind machinery and away from water
- Do not allow the cable to become taut at ankle height
- Check electrical equipment in particular plugs, exposed wiring, broken body, buttons, and cables to ensure they are safe and test TCD report any faults to be reported to a supervisor or manager

Chemicals

- Do not splash chemical solutions
- Ensure chemicals are diluted correctly (See Toolbox Talk 3. Chemical- Safe Dilution)
- Follow COSHH instructions on safe use of chemicals (Toolbox Talk 2: 12 Golden Rules)

Task Procedure

Preparation

1. Liaise with the client/building contact so they are aware the work is to commence and staff should be made aware of the activity
2. Put on all PPE
3. Place warning signs at each entrance and exit point to the area
4. Place notice on doors advising 'No Entry'
5. Ensure adequate ventilation

Cleaning of Area

1. Thoroughly vacuum the whole area including any upholstery furnishings paying special attention to skirting boards, any gaps, corners, edges of all furniture and fittings and crevices and ensure referral to relevant method statement for this task
2. Cells – ensure that all bedding is removed and placed in a laundry bag, label and seal then inform the custody Sergeant of the items contained
3. Once completely vacuumed apply a 10 second burst of spray per square metre or apply short 1-2 seconds burst directly at the insects/fleas
4. Spray the whole area paying special attention to any upholstery, furnishings, skirting boards, gaps, and corners, edges of all furniture, fittings and crevices
5. Once the task has been completed close off the area ensuring that any open windows have been closed or sealed off and remove all equipment/safety warning signs
6. Liaise with the client/building user to leave door signage in place to restrict access
7. Recommended that area is left undisturbed overnight if possible
8. Remove all PPE and place direct into a yellow clinical waste bag
9. Label clinical waste bag clearly identifying what the contents are and remove to the agreed collection point
10. Ensure the appearance of the surrounding areas are satisfactory after completion of the task
11. Complete the task without damage or risk to people, furniture and fittings
12. Check, clean and store equipment, materials and PPE correctly
13. Remove warning signs and close ventilation (as appropriate)
14. Wash and dry hands thoroughly after completing the task

Method Statement Number: 37

Fatality and Crime Scene Cleaning

Associated Risk Assessments

1: Toilet Washroom Cleaning
2: Vacuuming - Suction Cleaning
5: Cleaning of Glass and Mirrors to Hand Height only
6: Damp Dusting and Polishing
7: Staircase Cleaning
8a: Carpet Cleaning using Cimex Encap Carpet Cleaner
9: High Level Cleaning Dusting
10: Refuse Rubbish Collection – Internal
13: Sharps and Needlestick
20: Mopping Damp
27: Step Ladder
32: Carpet Extraction Cleaning
37: Fatality and Crime Scene Cleaning
38: Body Fluid Spillages and Contaminated Items
43: Stain Removal (various types including chewing gum)
46: Mop Sweeping

Associated Method Statements

1: Toilet Washroom Cleaning
2: Vacuuming Suction Cleaning
2a: Suction Cleaning Vacuuming using Battery Back-Pac Vacuum
5: Cleaning of Glass and Mirrors to Hand Height only
6: Damp Dusting and Polishing
7: Staircase Cleaning
9: High Level Cleaning Dusting
10: Refuse and Rubbish Collection-Internal
13: Sharps and Needlestick Removal
20: Mopping Damp
27: Step Ladder
32: Carpet Extraction Cleaning
38: Body Fluid Spillages and Contaminated Items
43: Stain Removal (various types including chewing gum)
46: Mop Sweeping
46A: Micro Fibre Dry Mop Sweeping

Associated Toolbox Talks

1: Health and Safety for Everyone
2: COSHH 12 Golden Rules
3: Chemical Safe Dilution
8: PPE
SP3: Safe use of Ladders
18. Bodily Fluids and Sharps/Hypodermic Needles

Personal Protective and Safety Equipment Requirement

1. Cut Resistant Gloves EN388 Level 3



2. Face Mask FFP2



3. Goggles EN166



4. Warning/Safety Signs



5. Coveralls



6. Picker



7. Sharps Box



8. Protective shoes with covering



Small Tools / Materials (Refer to folder as to what they need)

1. Abrasive Pad
2. Colour Coded Cloths
3. Colour Coded buckets and mops
4. Blue Roll
5. Disposable Mop and Bucket
6. Magic Sponges
7. Refuse Sacks
8. Wire brush with handle loop
9. Scraper and handle loop
10. Masking Tape
11. Sharps Box and Needle Picker
12. Yellow Biohazard Bags
13. Big Yellow Bags for mattress removal
14. Tape for Separating Areas
15. Utility knife (for cutting carpet etc)

Machinery

1. Vacuum Cleaner and floor tools
2. Floor Machine Scrubber with drive disk and black scrubbing pad (To be decided upon inspection of the site)
3. Extraction carpet cleaner

Ensure that all machinery is thoroughly cleaned and decontaminated after use and before storing away

Approved Chemicals			
Chemical	Use	Hazardous Classifications	COSHH Assessment Number
2PURE Odorbac Tec 4	Multi Cleaner, Disinfectant	None – Product is not deemed to have any adverse effects on human health or the environment	89
Clover UBIK 2000	Floor Cleaner	H302 Harmful if swallowed H314 Causes severe skin burns and eye damage H315 Causes skin irritation H318 Causes serious eye damage H319 Causes serious eye irritation	22
Prochem Procaps	Carpet Cleaner	H315 Causes skin irritation H318 Causes serious eye damage H319 Causes serious eye irritation	71
Jeyes Fluid	Infestation Removal	H225 Highly flammable liquid and vapour H302 Harmful if swallowed H312 Harmful in contact with skin H317 May cause an allergic skin reaction H318 Causes serious eye damage H319 Causes serious eye irritation. H336 May cause drowsiness or dizziness. H400 Very toxic to aquatic life.	33
RBS T105	Alkaline detergent	H319 Causes serious eye irritation	116
Chemgene Medlab	Disinfectant	H315 Causes skin irritation. H318 Causes serious eye damage. H410 Very toxic to aquatic life with long lasting effects.	155
Craftex Kill Odour liquid	Removes Odour	H226 Flammable liquid and vapour	23

Identified Risks and Safety Controls	
Identified Risk	**Mitigation**
Awkward Posture (Reaching, Bending, Twisting)	
	• Rotation of jobs • Moving in various directions to spread out the workload to various muscles. Use a light grip • Maintain neutral postures • Neck flexion and stretching in opposite directions
Faulty cables/equipment (electrocution, electrical fires)	
	• Visual user check on equipment prior to use (sockets, plug, cables, equipment) • Any faults found are reported immediately to the supervisor and not used • Any RCD used to be tested prior to use • No stretching of cables • Annual PA testing of all electrical appliances

Contact with chemical via spills/splashes causing irritation of skin and respiratory problems	
	• Only use approved chemicals • Refer and follow required COSHH assessment on safe use of chemicals • When using oven cleaner ensure that natural ventilation is used prior to work commencing with the opening of windows and/or use of extractor system • Limit the time using chemical • Mandatory wearing of gloves 'Rubber or Neoprene.' If there is insufficient ventilation wear suitable respiratory equipment 'Dust Mask' • Natural ventilation to be used prior to work commencing. Instructions and training in the safe use of chemicals. Follow COSHH risk assessment on safe use of chemicals Appropriate PPE to be worn, first aid facilities to be known in case of emergency
Biohazard possible infections such as HIV/Hepatitis	
	• Only handle if you have had training to do so and you have the correct equipment • Always wear appropriate PPE • Dispose of all sharps and needles in a Sharps Bin • An assessment of the area must take place before work commences, this will include checking with the customer on site and the Service Manager
Slips, Trips and Falls including wet floors and trailing cables	
	• Warning signs to be placed before work commences • Warning signs displayed in a suitable position to give other users sufficient time to absorb the information before entering hazard area • Signage displayed until floor dry and/or completed • Store signage away safely when completed • Appropriate footwear to be worn (good grip on soles) • All employees trained in safety procedure • Always mop up any lying pools of water as the work commences, never leave any pools of water on completion of work area

Manual Handling machines/loads and reparative strain injuries	
	• All machinery/attachments/chemical containers weigh below 25 Kilos • Rotation of jobs (frequent breaks in pattern of work) • Specific Manual Handling training on Kinetic Lifting for all employees

Identified Risks and Safety Controls

Identified Risk	Mitigation
Injuries caused from falling from step ladder	
	• Check the ladder for missing, loose or damage rungs • Check that there are no slivers of metal or wood on the rungs that could cause you harm • Ensure that all ropes and cables are attached • Make sure there are no missing or loose rubber feet, rivets, nuts, bolts, or hinges • Check that the extension locks and is not loose, damaged, or broken • Ensure the ladder locks and sits correctly when extended • Check that metal ladders have no twisting, splitting or damage to the stiles and rungs should not be painted • Ladders should only be used for a short duration of work • Always use a second person to hold the foot of the ladder • Always seek advice from your supervisor before using a ladder or working at height
Cross contamination/exposure to blood borne pathogens	
	• Body fluids must only be handled by trained staff using body fluid disposal kits • Always wear appropriate PPE • Any bodily fluid such as blood or vomit should be treated as potential infections

Additional Safety Controls

Preparation

- Ensure warning signs are displayed at all entrances
- Ensure that all staff have been issued with the correct PPE and that it is worn throughout the task
- Ensure staff carrying out the task have the correct training and that a record of their training is held on central system

Machinery

- Do not plug in machinery until fully assembled
- Do not leave machinery unattended
- Cables should be kept behind machinery and away from water
- Do not allow the cable to become taut at ankle height
- When not in use machinery should be left in the correct position
- Check electrical equipment in particular plugs, exposed wiring, broken body, buttons, and cables to ensure they are safe and test RCD, report any faults to be reported to a supervisor or manager

Chemicals

- Do not splash chemical solutions
- Ensure chemicals are diluted correctly (See Toolbox Talk 3. Chemical- Safe Dilution)
- Follow COSHH instructions on safe use of chemicals (Toolbox Talk 2: 12 Golden Rules)

Task Procedure

Preparation

1. Ensure the correct checklist for Fatality and Crime Scene Cleaning has been completed and the information shared with all operatives working on site. The checklist should include the following: (look at the call out template on the training presentation)
    - Location
    - Customer Making the Request
    - Name of the Person making the call (Collar number if the police)
    - RMS Number 11 Digits (Police Contract Only)
    - Return Telephone Number and Email Address
    - Date and Time Notified
    - Circumstance of death
    - Type of Scene i.e., murder, suicide
    - Date and Time Notified
    - Site Visit Planned
    - Vehicle Details (if required) – Make, Model, Registration Number, Address Vehicle Located
    - Cell Details (if required) – Cell number and Station
    - Scene of Crime/Incident: Address including postcode
    - Site Visit Date
    - Will the customer be on site for the site visit
    - Will the customer be on site when the work is carried out
    - Access Arrangements
    - Type of Building i.e., habited or inhabited
    - Brief Analysis of Scene
    - What are the floor surfaces
    - Does the Property have power
2. Prior to starting the work, check that all equipment is PA Tested and in date, that it is free of damage and in working order, including plugs, wheels, and cables.
3. Check you have the correct and suitable quantities of chemicals, small tools, and the correct waste disposal bags
4. Arrive on site in accordance with the customers' requirements and contact the person in charge who will show you to the site and issue keys as necessary
5. Ensure you are familiar with the relevant risk assessments as noted in this document and are aware of potential hazards associated with this work
6. Close off the area to the public and put warning signs in place
7. Use all of PPE as listed in this document, before starting the work

Cleaning and Decontamination of Area

1. Enter the area methodically cleaning and clearing as you go and creating a clear path
2. Spray soft furnishing with deodoriser if required to help eliminate the smell
3. Use insecticide product as required for maggots if present (Jeyes Fluid – see approved chemical list above)
4. Segregate clean items to a clean area for sorting
5. Spray all contaminated areas with the sanitising product lightly so as not to cause an additional slip hazard
6. Items that are thoroughly disinfected must be placed in black bags for disposal
7. Items that are not thoroughly disinfected and may be contaminated can be placed in biohazard bags
8. Collect all solidified fluid using a scoop and spatula/dustpan and brush and place in biohazard bags
9. Should anything suspicious be seen (such as drugs/sharps/body parts) make person in charge of incident aware before to ensure we are able to remove safely
10. Items such as tables/chairs/beds/mattresses/carpets may need contaminated areas removing with hand tools. Dispose of items as per points 14 and 15.
11. Metal cannot be incinerated so will need to be separated and sanitised for disposal. Material items can be incinerated via the biohazard bags
12. Body fluids will travel so check carpets, underlay, and flooring underneath
13. Maggots will travel so check all items in the area
14. Use sealing product and deodoriser as required
15. Check all areas for contamination and body fluids
16. Re-spray sanitiser over surfaces
17. Clean carpets and vacuum as required – make sure HEPA filter is used when vacuuming flies or larvae cases and disposed of after one use
18. Clean surfaces including walls and ceiling as required
19. Double check for any missed fluid and clean as required
20. Deodorise if required

Disposal of Contaminated Waste

1. Collect all the required items of equipment
2. Place warning signs correctly at each entrance/exit point to the area or toilet closed as appropriate
3. Select, check, and wear correct PPE
4. Collect wastes safely from bins, place in correct plastic sacks, avoid spillage and tie off
5. Remove the bin liner and contents from the bin, if the bin is thought to be heavy, test it by gently trying to move the bin, seek assistance for heavy loads
6. Place the liner and contents in a black bin liner
7. Put a clean liner in the bin ensuring it is secure over the edge of the bin
8. Repeat this for several bins until the liner is full

9. Tie a knot in the liner and take it to the designated area. Carry the bags away from the legs and body
10. Dirty or soiled bins should be removed to the wash area and cleaned by scraping debris from the inside, spraying with detergent disinfectant solution, and wiping with a cloth
11. Remove large items of litter from all surfaces prior to sweeping
12. Start the sweeping in correct position i.e., at point furthest from entrance
13. Give attention to corners and edges as appropriate
14. Carry out sweeping systematically using overlapping passes as appropriate
15. Safely place collected dust and debris in the appropriate sack and tie securely
16. Safely remove all refuse to the correct point
17. Reposition bins correctly
18. Ensure the surrounding areas are satisfactory after completion of the task
19. Complete the task without damage or risk to people, furniture, and fitting
20. Check, clean and store equipment, materials, and PPE correctly
21. Remove warning signs and close ventilation (as appropriate)
22. Wash and dry hands thoroughly after completing the task

Stain Removal Procedure

1. Thoroughly check all parts of the equipment for wear, damage and that they work properly
2. Place warning signs correctly at each entrance/exit point to the area
3. Select, check, and wear correct PPE
4. Ventilate area (as appropriate)
5. Prepare the cleaning solution using the correct ratios and to manufacturer's directions, adding the cleaning agent to the water
6. Pre spray any heavy stains (to allow contact time
7. Attempt to identify and/or categorise the stain (sight and smell). If unsure consult Supervisor/Manager
    a. liquid/wet stain
    b. dry stain
    c. stain with solid matter
    d. Chewing Gum
    e. Bodily Fluid – NOTE: Supervisor/Manager MUST be informed – trained personnel
    f. Only follow Method Statement for 'Body Spills'
8. Give due regard to potential hazards associated with: Solvents, Freezing agents and Aerosols
9. Use water or neutral detergent first in preference to other agents. Clean working from the outside towards the centre of the stain
10. Test small area of surface for colour fastness BEFORE using Cleaning Chemical,
11. treat and remove the stain according to type and category

12. Ensure no damage is caused to surfaces being cleaned
13. Wet Stain
    a. Using paper towelling, and working from the outside of the stain to the
    b. centre, blot excess liquid from the stained area
    c. With a well wrung out cloth blot stain until removed
    d. If stain persists, spray stain remover directly onto stain, leave for recommended time (follow manufacturer's instructions) then agitate with soft
14. Brush
    a. Once stain is removed, rinse with clean fresh water and blot dry with paper
    b. towels/clean cloth
    c. Allow to dry naturally
15. Dry Stain
    a. With a well wrung out cloth blot stain until removed
    b. If stain persists, spray and stain remover directly onto stain, leave for recommended time (follow manufacturer's instructions) then agitate with soft
16. Towels/clean cloth
    a. Allow to dry naturally
17. Stain with Solid Matter
18. Using scraper remove solid material from stained area and place in waste sack then follow method for 'Dry Stain'
19. Chewing Gum
    a. 'Roughen' surface of gum with edge of plastic scraper
    b. Spray area with chewing gum remover
    c. Allow to 'freeze'
    d. Tap frozen chewing gum until it cracks
    e. Use scraper to remove chewing gum and deposit in waste sack
    f. Treat any residual stain following method for 'Dry Stain'
20. For all stains. Once surface is completely dry vacuum all residue and surrounding area
21. Ensure the appearance of the floor and surrounding areas are satisfactory after completion of the task
22. Complete the task without damage or risk to people, furniture, and fittings
23. Check, clean and store equipment, materials, and PPE correctly
24. Remove warning signs and close ventilation (as appropriate)
25. Wash and dry hands thoroughly after completing the task

Carpet Extraction Cleaning (If salvageable)

1. Check PA test date
2. Thoroughly check all parts of the electrical equipment for wear, damage and that they work properly - Including plugs, pipes, wheels, and cables
3. Place warning signs correctly at each entrance/exit point to the area
4. If floor sockets are being used, put a warning sign over the floor socket that is being used
5. Check carpet for any signs of damage, wear etc. (report damage before you start work)
6. Remove dirt and debris using suction cleaner and appropriate tool
7. Remove any chewing gum with scraper or appropriate cleaning product
8. Check colour fastness of carpet using neat cleaning agent on cloth in an inconspicuous place (see supervisor first)
9. Prepare cleaning solution according to manufacturer's instructions
10. Pre-treat heavily soiled areas or stains
11. Using machine with appropriate tool work from furthest point from the door. Clean thoroughly and do not over wet
12. Carry out the task systematically using overlapping passes and covering all parts of the carpet, keeping the machine under control at all times
13. Ensure the appearance of the carpet and surrounding areas are satisfactory after completion of the task
14. Ensure carpet is left as dry as possible after cleaning
15. Check, clean and store equipment, materials, and PPE correctly
16. Remove warning signs (once the area is safe) and close ventilation (as appropriate)
17. Wash and dry hands thoroughly after completing the task

Infestation Removal

1. Ensure adequate ventilation
2. Thoroughly vacuum the whole area including any upholstery furnishings paying special attention to skirting boards, any gaps, corners, edges of all furniture and fittings and crevices. Refer to relevant method statement for this task
3. Ensure that all bedding is removed and placed in a laundry bag , label and seal then inform the Sargent of the items contained
4. Once completely vacuumed apply a 10 second burst of spray per square metre or apply short 1-2 seconds burst directly at the insects/ fleas
5. Spray the whole area paying special attention to any upholstery, furnishings, skirting boards, gaps, and corners, edges of all furniture, fittings and crevices.
6. Once the task has been completed close off the area ensuring that any open windows have been closed or sealed off and remove all equipment / safety warning signs
7. Liaise with the client/building user to leave door signage in place to restrict access.
8. Recommended that area is left undisturbed overnight if possible
9. Remove all PPE and place direct into a yellow clinical waste bag

10. Label clinical waste bag clearly identifying what the contents are and remove to the agreed collection point: Yellow – Offensie hygiene waste, Black – General Waste
11. Ensure the appearance of the surrounding areas are satisfactory after completion of the task
12. Complete the task without damage or risk to people, furniture, and fittings
13. Check, clean and store equipment, materials, and PPE correctly
14. Remove warning signs and close ventilation (as appropriate)
15. Wash and dry hands thoroughly after completing the task.

Method Statement Number: 38

Body Fluid Spillages and Contaminated Items

Associated Risk Assessments

02: Vacuuming Suction Cleaning
38: Body Fluid Spillages and Contaminated Items Risk Assessment
20: Damp Mopping
41: Infection Control and Decontamination Cleaning

Associated Method Statements

02: Vacuuming Suction Cleaning
41: Infection Control and Decontamination Cleaning
20: Damp Mopping

Associated Toolbox Talks

1: Health and Safety for Everyone
8: PPE
11: Machinery – Maintenance
18: Bodily Fluids and Sharps – Hypodermic Needles
2: COSHH 12 Golden Rules
9: Manual Handling
15: Vacuuming

Personal Protective and Safety Equipment Requirement

1. Chemical Protection Gloves EN374-2/3



2. Warning/Safety Sign and Barriers



3. Face Mask



4. Coveralls



5. Safety Goggles



Small Tools / Materials

1. Colour Coded Cloths
2. Colour Coded Buckets
3. Colour Coded Mops
4. Sharps Box with Gripper
5. Litter Picker
6. Clinical Waste Bags
7. Body Fluid Spillage Kit or Relevant Components (Absorbent Granules, Disinfectant etc.)
8. Paper Roll
9. Scraper
10. Tweezers
11. Lockable Yellow Box for Biohazard Material for travelling if required

Machinery

1. Vacuum Cleaner and Attachments

Approved Chemicals

Chemical	Use	Hazardous Classifications	COSHH Assessment Number
Medimark Chemgene	Disinfectant	H302: Harmful if swallowed H314: Causes severe skin burns and eye damage H318: Causes serious eye damage H373: May cause damage to organs through prolonged or repeated exposure H400: Very toxic to aquatic life H410: Very toxic to aquatic life with long lasting effects H412: Harmful to aquatic life with long lasting effects	111
2 Pure – OdorBac Tec4 - liquid	Odour Eliminator and Cleaner	None: Product is not deemed to have any adverse effects on human health or the environment	89
Relisan Sanitiser Spray	Sanitiser Spray in body spill kits	H225: Highly flammable liquid and vapour H319: Causes serious eye irritation H336: May cause drowsiness or dizziness	118
Reliance Absorbent Granules	Emergency Clean up Powder in body spill kits	None	121

Identified Risks and Safety Controls

Identified Risk	Mitigation
Brush and Wiping Movement causing Musculo-skeletal Disorders	
	• Restriction in duration at any given time (max 15 minutes) • Rotation of jobs as much as possible within the restraints of method statement/procedure • Intersperse tasks to provide variety and a change in posture and muscular effort if available
Contact with Chemical via Spills/Splashes Causing Irritation of Skin and Respiratory Problems	
	• Only use approved chemicals • Refer and follow required COSHH assessment on safe use of chemicals • Limit the time using chemical • Mandatory wearing of gloves 'Rubber or Neoprene' • If there is insufficient ventilation wear suitable respiratory equipment 'Dust Mask' • Natural ventilation to be used prior to work commencing • Instructions and training in the safe use of chemicals • Follow COSHH risk assessment on safe use of chemicals • Appropriate PPE to be worn, first aid facilities to be known in case of emergency • First aid facilities to be known in case of emergency • Continuation of identifying safest agents that can be used to reduce long term occupational safety to a minimum - no agents used recorded under the EH 40 list 2007 (work place exposure limits)

Identified Risks and Safety Controls	
Identified Risk	**Mitigation**
Slips, Trips and Falls Including Wet Floors and Trailing Cables	
	• Warning signs to be placed before work commences • Warning signs displayed in a suitable position to give other users sufficient time to absorb the information before entering hazard area • Signage displayed until floor dry and/or completed • Store signage away safely when completed • Appropriate footwear to be worn (good grip on soles) • All employees trained in safety procedure • Always mop up any lying pools of water as the work commences, never leave any pools of water on completion of work area • Nviro staff to be vigilant to contaminates which are substances such as water, oil and dust that cause a floor surface to become slippery especially in known hazard areas (i.e., kitchens, canteens/dining areas, changing rooms and washrooms • If required to wear disposable overshoes – be aware of the increased risk • If wearing overshoes, work methodically into the area to avoid cross contamination and to decrease the risk of slipping over and walking over wet/damp floors
Manual Handling (Movement of General Items) Causing Musculo-Skeletal Disorders	
	• Only move items that you are comfortable and able to move safely • Break down loads for ease of movement where applicable • Specific Manual Handling training on Kinetic Lifting for all employees

Identified Risks and Safety Controls	
Identified Risk	**Mitigation**
Contact with Sharps and Razors Causing Puncture Wound	
	• Visually check area prior to commence of cleaning, particular care taken in areas of low light, non-physical contact with items by using picker tweezers • Place in UN approved Sharps container, inform Police on scene • If needle stick injury occurs allow puncture to bleed, wash area with warm water and attend the nearest A&E department at hospital • In the event of an injury, employee to undergo health surveillance
Cross Contamination/Exposure to Blood Borne Pathogens	
	• All employees carrying out the work should be trained to do so • Staff should be issued with the correct PPE for the situation so they can select and wear items as required • Suitable chemicals for eliminating the virus/bacteria should be provided • The correct method statement should be adhered to and staff should work methodically into the area so they are in contact with 'clean' space and reduce the risk of cross contamination and exposure
Use of Electrical Equipment/Machinery	
	• Please refer to the specific RAMS for the piece of equipment or machinery that is being used (vacuum cleaner/carpet extraction machine) • Only trained operatives to use equipment

Additional Safety Controls

Preparation

- Ensure warning signs are displayed at all entrances
- Ensure that all staff have been issued with the correct PPE and that it is worn throughout the task
- Ensure staff carrying out the task have the correct training and that a record of their training is held on central system – carry out relevant toolbox talks as part of training
- Body fluids include: blood, urine, vomit, faeces, saliva, semen etc.
- Contaminated items include: unsecured nappies, sanitary towels, contraceptives, clothing, wound dressings, needles etc.

Machinery

- Equipment used for decontamination cleaning should not be used for any other task
- Do not plug in machinery until fully assembled
- Do not leave machinery unattended
- When not in use machinery should be left in the correct position

Chemicals

- Do not splash chemical solutions
- Ensure chemicals are diluted correctly (See Toolbox Talk 3. Chemical- Safe Dilution)
- Follow COSHH instructions on safe use of chemicals (Toolbox Talk 2: 12 Golden Rules)

Task Procedure

Preparation

1. Identify the spillage or items
2. Select, check and safely assemble the correct equipment
3. Place warning signs correctly at each entrance/exit point to the area
4. Select, check and wear correct PPE
5. Ventilate area (where appropriate)
6. Apply appropriate disinfectant to the spillage/item and allow sufficient contact time

Cleaning of Area

1. Remove contaminated items to the waste bag or box
2. Remove as much spillage as possible by absorption, wiping, scraping, scooping etc. and place in a waste bag
3. Apply additional cleaning agent as required, until the spillage is completely removed
4. Clean the surface and rinse to a satisfactory standard and allow to dry
5. Remove all disposable protective equipment correctly and place in a waste bag/box
6. Seal and tag the bags/boxes and remove to a designated area for disposal
7. Check, clean and store equipment, materials and PPE correctly
8. Remove warning signs and close ventilation (as appropriate)
9. Wash and dry hands thoroughly after completing the task

nviro

Method Statement Number: 38b

Pigeon Guano Removal

Associated Risk Assessments

20: Damp Mopping
38b: Pigeon Guano Removal
41: Infection Control and Decontamination Cleaning
14 Pressure Washing (Electric
14a Pressure Washing (Petrol & Propane)

Associated Method Statements

20: Damp Mopping
41: Infection Control and Decontamination Cleaning
14 Pressure Washing (Electric)
14a Pressure Washing (Petrol & Propane)

Associated Toolbox Talks

1: Health and Safety for Everyone
8: PPE
9: Manual Handling
2: COSHH 12 Golden Rules

Personal Protective and Safety Equipment Requirement

Internal

1. Safety Goggles 
2. Face Mask FFP3 
3. Coveralls 
4. Chemical Protection Gloves EN374-2/3 
5. Warning/ Safety Sign and Barriers 

External

1. Gauntlet Gloves 
2. Full Face Protective Shield
3. Hi Viz Outdoor Wet Weather 
4. Waterproof Trousers
5. Waterproof non-slip sole boots

Spade Tool

Heavy Duty Black Sacks

Heavy Duty Broom

1. Yellow Cloths
2. Yellow Mops
3. Litter Picker
4. Paper Roll
5. Yellow Buckets
6. Scraper
7. Waste bags

Approved Chemicals			
Chemical	Use	Hazardous Classifications	COSHH Assessment Number
2 Pure – OdorBac Tec4 - liquid	Odour Eliminator and Cleaner	None: Product is not deemed to have any adverse effects on human health or the environment	89

Identified Risks and Safety Controls	
Identified Risk	**Mitigation**
Brush and Wiping Movement causing Musculo-skeletal Disorders	
	• Restriction in duration at any given time (max 15 minutes) • Rotation of jobs as much as possible within the restraints of method statement/procedure • Intersperse tasks to provide variety and a change in posture and muscular effort if available

Identified Risks and Safety Controls	
Identified Risk	**Mitigation**
Contact with Chemical via Spills/Splashes Causing Irritation of Skin and Respiratory Problems	
	• Only use approved chemicals • Refer and follow required COSHH assessment on safe use of chemicals • Limit the time using chemical • Mandatory wearing of gloves 'Rubber or Neoprene' • If there is insufficient ventilation wear suitable respiratory equipment 'Dust Mask' • Natural ventilation to be used prior to work commencing • Instructions and training in the safe use of chemicals • Follow COSHH risk assessment on safe use of chemicals • Appropriate PPE to be worn, first aid facilities to be known in case of emergency • First aid facilities to be known in case of emergency • Continuation of identifying safest agents that can be used to reduce long term occupational safety to a minimum - no agents used recorded under the EH 40 list 2007 (workplace exposure limits • Ensure all guano is presoaked to reduce airborne pathogen risk • All operatives using tight-fitting respiratory protective equipment (e.g., FFP3 masks) must be face fit tested.
Slips, Trips and Falls Including Wet Floors	
	• Warning signs to be placed before work commences • Warning signs displayed in a suitable position to give other users sufficient time to absorb the information before entering hazard area • Signage displayed until floor dry and/or completed • Store signage away safely when completed • Appropriate footwear to be worn (good grip on soles) • All employees trained in safety procedure • Always mop up any lying pools of water as the work commences, never leave any pools of water on completion of work area

Identified Risks and Safety Controls	
Identified Risk	**Mitigation**
	• Nviro staff to be vigilant to contaminates which are substances such as water, oil and dust that cause a floor surface to become slippery especially in known hazard areas (i.e., kitchens, canteens/dining areas, changing rooms and washrooms • If required to wear disposable overshoes – be aware of the increased risk If wearing overshoes, work methodically into the area to avoid cross contamination and to decrease the risk of slipping over and walking over wet/damp floors
Manual Handling (Movement of General Items) Causing Musculo-Skeletal Disorders	
	• Only move items that you are comfortable and able to move safely • Breakdown loads for ease of movement where applicable Specific Manual Handling training on Kinetic Lifting for all employees
Exposure to Psittacosis/Salmonella through inhalation or contact with Pigeon corpse	
	• All employees carrying out the work should be trained to do so • Staff should be issued with the correct PPE for the situation so they can select and wear items as required. • FFP3 masks must be worn during task. • Litter picker must be used to pick up pigeon corpse and cleaned with Odorbac when finished. • Suitable chemicals for eliminating the virus/bacteria should be provided The correct method statement should be adhered to, and staff should work methodically into the area, so they are in contact with 'clean' space and reduce the risk of cross contamination and exposure

Additional Safety Controls

Preparation - Internal

- Ensure warning signs are displayed at all entrances
- Ensure that all staff have been issued with the correct PPE and that it is worn throughout the task
- Ensure staff carrying out the task have the correct training and that a record of their training is held on central system
- Contaminated items include Pigeon Guano, Pigeon Corpses, used cloths, mop heads, used aprons and gloves.

Chemicals

- Do not splash chemical solutions
- Ensure chemicals are diluted correctly (See Toolbox Talk 3. Chemical- Safe Dilution)
- Follow COSHH instructions on safe use of chemicals (Toolbox Talk 2: 12 Golden Rules)

Task Procedure

Preparation

1. Identify the spillage or items
2. Select, check and safely assemble the correct equipment
3. Place warning signs correctly at each entrance/exit point to the area
4. Select, check and wear correct PPE
5. Ventilate area (where appropriate)
6. Use 50:50 dilution of Odorbac to the area and allow sufficient contact time

Cleaning of Area – Removal of Bird Guano Internal

1. Ensure all guano is presoaked to reduce airborne pathogen risk
2. Damp mop patches of Pigeon Guano using yellow mop and bucket
3. Small patches can be cleaned using yellow cloth
4. Any dry patches of guano to be soaked with Odorbac before removal.
5. Apply additional cleaning agent as required, until the visible guano is completely removed
6. Clean the surface and rinse to a satisfactory standard and allow to dry
7. Remove all disposable protective equipment correctly and place in a waste bag
8. Check, clean and store equipment, materials and PPE correctly
9. Remove warning signs and close ventilation (as appropriate)
10. Wash and dry hands thoroughly after completing the task

Additional Safety Controls

Preparation – External

- Carry out check of the area before work commences to ensure that hazards are identified and fittings are protected such as light fittings and electrical points
- Ensure warning signs are displayed
- Ensure that all staff have been issued with the correct PPE and that it is worn throughout the task
- Ensure staff carrying out the task have the correct training and that a record of their training is held on central system
- Equipment is only to be used externally “due to exhaust fumes”
- Do not leave equipment unattended
- Equipment to be stored externally due to highly flammable fuel used
- Make note of time equipment has been used for servicing purposes
- Contaminated items include Pigeon Guano, Pigeon Corpses, used cloths, mop heads, used aprons and gloves.

Chemicals

- Do not splash chemical solutions
- Ensure chemicals are diluted correctly (See Toolbox Talk 3. Chemical- Safe Dilution)
- Follow COSHH instructions on safe use of chemicals (Toolbox Talk 2: 12 Golden Rules)

Task Procedure – Jetwashing

Preparation

1. Select, check and safely assemble the correct equipment
2. Place warning signs correctly at each entrance/exit point to the area
3. Select, check and wear correct PPE
4. Use 50:50 dilution of Odorbac to the area and allow sufficient contact time

Cleaning of Area – Removal of Bird Guano External

1. Check service test date
2. Thoroughly check all parts of the equipment for wear, damage and that they work properly - Including plugs, pipes, wheels and cable
3. Place warning signs/barrier cordons correctly at each entrance/exit point to the area ensuring area is not accessed by anyone other than operator
4. Select, check and wear correct PPE - All operatives using tight-fitting respiratory protective equipment (e.g., FFP3 masks) must be face fit tested.
5. Ventilate area before refuelling with correct mix
6. Ensure enough fuel is available to carry out the task in hand
7. Check oil levels (as per machine instructions)
8. Clear area of unnecessary obstructions and trip hazards
9. Prepare cleaning solution as per manufacturer's instructions
10. Fill water and chemical tank in accordance with manufactures instructions
11. Attach cleaning agent container to equipment using connections supplied
12. Ensure all machine guards and engine covers are replaced
13. Move unit to area of operation
14. Ensure area of operation is suitable for equipment use and that pressure spray will not come into contact with any fixtures, fittings, electrical sources building attachments such as drainage down pipes or plastic covers.
15. Identify any larger build-up of Guano before cleaning commences (if any) - Ensure all guano is presoaked to reduce airborne pathogen risk
16. Commence start of machine procedure in accordance with manufactures instructions ensuring water gun is in off position and that machine is away from any source of ignition
17. Dampen down any initial large build-up of Guano with machine on lowest pressure setting.
18. Stop machine once large build ups have been dampened
19. Using spade, scoop large build ups into heavy duty bags and place bag in suitable position within cordon away from area where cleaning will continue
20. Commence start of machine procedure in accordance with manufactures instructions ensuring water gun is in off position and that machine is away from any source of ignition
21. Clean the floor area using systematic overlapping passes, on second stage cleaning work right angles to original direction using a lowest pressure setting to achieve the clean result
22. Maintain optimum distance from the spray nozzle
23. Pay particular attention to heavily soiled areas
24. Once area has been cleaned switch off machine

25. Using the stiff broom excess water should be brushed toward the direction of natural downhill flow into the closest external drainage.
26. Remaining larger debris should be swept together into a suitable pile. This should be scooped using the spade into the heavy duty waste bag
27. On completion, dispose of water remaining in equipment (as per machine instructions)
28. Remove excess water using an appropriate method to leave the floor as dry as possible
29. Ensure the appearance of the floor and surrounding areas are satisfactory after completion of the task
30. Check, clean and store equipment, materials and PPE correctly (in cold conditions ensure equipment is covered to prevent freezing)
31. Remove warning signs and close ventilation (as appropriate)
32. Wash and dry hands thoroughly after completing the task.

Please note that fuel should be stored in a metal or plastic container designed for storing fuel. The fuel has to be stored in a well-ventilated area and the storage area must display a red diamond shape sign with text and a number 3 (see below) on it if you store more than 50 kilos (equivalent to 50 litres). Always store fuel away from any source of ignition. Never start machinery if fuel has leaked or any spillage has occurred.



Method Statement Number: 40

Lift Cleaning

Associated Risk Assessments

02: Vacuuming Suction Cleaning
20: Damp Mopping
06: Damp Dusting and Polishing
40: Lift Cleaning

Associated Method Statements

02: Vacuuming Suction Cleaning
20: Damp Mopping
06: Damp Dusting and Polishing

Associated Toolbox Talks

1: Health and Safety for Everyone
7: Safety Signage
9: Manual Handling
15: Vacuuming
2: COSHH 12 Golden Rules
8: PPE
11: Machinery – Maintenance

Personal Protective and Safety Equipment Requirement

1. Chemical Protection Gloves EN374-2/3



2. Warning/Safety Sign/Barrier Tape



3. Safety Goggles



Small Tools / Materials

1. Colour Coded Cloths
2. Colour Coded Microfibre Stainless Steel and Glass Cloth
3. Colour Coded Buckets
4. Colour coded trigger spray
5. Dust Pan and Brush
6. Litter Picker
7. Waste Sacks
8. Lift Isolating Key
9. Scraper
10. Abrasive Pad

Machinery

1. Vacuum Cleaner and Crevice Tool Attachments

Approved Chemicals			
Chemical	Use	Hazardous Classifications	COSHH Assessment Number
Reckitt Benckister - Brasso Metal Liquid Polish	Metal Polish	H226 Flammable liquid and vapour H304 Maybe fatal if swallowed and enters airways H314 Causes severe skin burns and eye damage H318 Causes serious eye damage H319 Causes serious eye irritation H335 May cause respiratory irritation (respiratory tract) H336 May cause dizziness or drowsiness H400 Very toxic to aquatic life	73
2 Pure – OdorBac Tec4 - liquid	Odour Eliminator and Cleaner	None Product is not deemed to have any adverse effects on human health or the environment	89

Identified Risks and Safety Controls	
Identified Risk	**Mitigation**
Faulty cables/equipment (electrocution, electrical fires)	
	• Visual user check on equipment prior to use (sockets, plug, cables, Equipment) • Any faults found are reported immediately to the supervisor and not used • Any RCD used to be tested prior to use • No stretching of cables • Annual PA testing of all electrical appliances
Impact from lift door closing causing cuts, bruises and abrasions	
	• Lift to be isolated when cleaning is taking place • This is to be carried out using a lift key only
Contact with chemical via spills/splashes causing irritation of skin and respiratory problems	
	• Only use approved chemicals • Refer and follow required COSHH assessment on safe use of chemicals • Limit the time using chemical • Mandatory wearing of gloves 'Rubber or Neoprene'. If there is insufficient ventilation wear suitable respiratory equipment 'Dust Mask' • Natural ventilation to be used prior to work commencing. Instructions and training in the safe use of chemicals. • Follow COSHH risk assessment on safe use of chemicals • Appropriate PPE to be worn, first aid facilities to be known in case of emergency

Identified Risks and Safety Controls

Identified Risk	Mitigation
Slips, Trips and Falls including wet floors and trailing cables	
	• Warning signs to be placed before work commences • Warning signs displayed in a suitable position to give other users sufficient time to absorb the information before entering hazard area • Signage displayed until floor dry and/or completed • Store signage away safely when completed • Appropriate footwear to be worn (good grip on soles) • All employees trained in safety procedure • Always mop up any lying pools of water as the work commences, never leave any pools of water on completion of work area • Nviro staff to be vigilant to contaminates which are substances such as water, oil and dust that cause a floor surface to become slippery especially in known hazard areas (i.e., kitchens, canteens/dining areas, changing rooms and washrooms
Manual Handling machines/loads and repetative strain injuries	
	• All machinery/attachments/chemical containers weigh below 25 Kilos • Rotation of jobs (frequent breaks in pattern of work) • Specific Manual Handling training on Kinetic Lifting for all employees

Additional Safety Controls

Preparation

- Ensure warning signs are displayed at all entrances
- Ensure that all staff have been issued with the correct PPE and that it is worn throughout the task
- Ensure staff carrying out the task have the correct training and that a record of their training is held on central system
- Clean the lift when the building is empty or during the quietest period
- Advise building users of lift cleaning times in advance if possible
- Sign out Lift Key from Reception/Security
- The lift must be isolated and unable to be switched on by anyone else
- The lift floor should be level with the landing area; report to the client or building supervisor if it is not level

Machinery

- Do not plug in machinery until fully assembled
- Do not leave machinery unattended
- Cables should be kept behind machinery and away from water
- Do not allow the cable to become taut at ankle height
- When not in use machinery should be left in the correct position
- Check electrical equipment in particular plugs, exposed wiring, broken body, buttons, and cables to ensure they are safe and test TCD report any faults to be reported to a supervisor or manager
- Ensure plug sockets are in the 'off' position before inserting or removing plug
- Do not insert/remove plugs with wet hands

Chemicals

- Do not splash chemical solutions
- Ensure chemicals are diluted correctly (See Toolbox Talk 3. Chemical- Safe Dilution)
- Follow COSHH instructions on safe use of chemicals (Toolbox Talk 2: 12 Golden Rules)

Task Procedure

Preparation

1. Carry out a dynamic risk assessment on arrival at the work area – this means you are checking the area is free from immediate risks to ensure the area is safe to work in
2. Place warning signs correctly at each entrance/exit point to the area that you are cleaning
3. Complete the task following this method statement (all method statements can be accessed in the H&S Manual by scanning the QR code on the Guide to Using Chemicals Safely poster)
4. When using chemicals, you must follow the relevant COSHH Assessment which can be accessed in the H&S Manual as above which details PPE, and what to do in respect of a spillage and first aid requirements
5. Ventilate area (as appropriate)
6. Wash hands and check for any cuts and abrasions, (if any found, cover with waterproof dressing)
7. Select, check, and wear correct PPE
8. Check PA test date
9. Thoroughly check all parts of the electrical equipment for wear, damage and that they work properly - Including plugs, pipes, wheels and cables
10. If floor sockets are being used, put a warning sign over the floor socket that is being used
11. Prepare the cleaning solution using the correct ratios and to manufacturer's directions, adding the cleaning agent to the water
12. Ensure lift key is inserted and switched to 'off'
13. On all floors place warning barrier/belt across doors
14. Erect warning signs/barrier tape (in working area); direct to alternative lift or stairs

Cleaning of Area

1. Remove large items of litter and place in waste sack
2. Check the area for chewing gum
3. Spray a small amount of the solution onto microfiber cloth and damp wipe internal walls and mirror
4. Pay particular attention to handrails and control buttons. All areas should be left free from smears and clean
5. Using 'crevice' tool attachment vacuum lift door runners.
6. Carpeted floor – commence vacuuming using 'overlapping 'passes; work backwards towards exit/socket, ensuring that the vacuum cleaner and cable are behind you. Vacuum small manageable sections to prevent overstretching
7. Hard or vinyl surface floor – immerse colour coded mop in solution, wring out and clean floor edges and corners first
8. Starting at the point furthest from the door and working backwards towards the exit, immerse the mop in solution, wring out and using overlapping (figure of 8) movements work backwards towards exit – do not over-wet, ensuring bucket is always behind you and your feet are on dry floor; rinse mop frequently in bucket and change solution when required, allowing the floor to dry
9. Ensure the appearance of the floor and surrounding areas are satisfactory after completion of the task

10. Complete the task without damage or risk to people, furniture and fittings
11. Check, clean and store equipment, materials and PPE correctly
12. Remove warning signs and close ventilation (as appropriate)
13. Wash and dry hands thoroughly after completing the task
14. Turn lift key to ‘on’ position, remove key and return to Reception/Security
15. Wash hands thoroughly, rinse and dry upon completion of task

Method Statement Number: 41

Infection Control and Decontamination Cleaning

Associated Risk Assessments

02: Vacuuming Suction Cleaning
20: Damp Mopping
41: Infection Control and Decontamination Cleaning
13: Sharps and needle stick
38: Body Fluid Spillages and Contaminated Items Risk Assessment

Associated Method Statements

02: Vacuuming Suction Cleaning
20: Damp Mopping
13: Sharps and needle stick
38: Body Fluid Spillages and Contaminated Items Risk Assessment

Associated Toolbox Talks

1: Health and Safety for Everyone
8: PPE
11: Machinery – Maintenance
18: Bodily Fluids and Sharps – Hypodermic Needles
2: COSHH 12 Golden Rules
9: Manual Handling
15: Vacuuming
23: Nviro Cleaning for Sites with Suspected or Covid Case

Personal Protective and Safety Equipment Requirement

1. Chemical Protection Gloves EN374-2/3



2. Warning/Safety Sign



3. Face Mask (for Decontamination Clean)



4. Over Suit/Coveralls



5. Sharps Container



6. Cut Resistant L3 Gloves



7. Over Shoes



8. FFP3 Face Mask
(For use with Electrostatic Spray Gun)



7. Litter Picker



Small Tools / Materials

1. Colour Coded Cloths
2. Colour Coded Buckets
3. Colour Coded Mops
4. Paper Roll
5. Waste Bags and Yellow Biohazard Bags
6. Broom and Dustpan/Brush
7. Body Fluid Spillage Kit or relevant components (absorbent granules, disinfectant)
8. Scraper
9. Litter Picker

Machinery

1. Vacuum Cleaner and attachments
2. Electrostatic Spray Gun (if required)

Approved Chemicals			
Chemical	Use	Hazardous Classifications	COSHH Assessment Number
Chemgene Medlab Multi-Surface Disinfectant	Disinfectant	H302: Harmful if swallowed H314: Causes severe skin burns and eye damage H318: Causes serious eye damage H373: May cause damage to organs through prolonged or repeated exposure H400: Very toxic to aquatic life H410: Very toxic to aquatic life with long lasting effects H412: Harmful to aquatic life with long lasting effects	155
2 Pure – OdorBac Tec4 - liquid	Odour Eliminator and Cleaner	None Product is not deemed to have any adverse effects on human health or the environment	56

Identified Risks and Safety Controls	
Identified Risk	**Mitigation**
Brush and Wiping Movement causing Musculo-skeletal Disorders	
	• Restriction in duration at any given time (max 15 minutes) • Rotation of jobs as much as possible within the restraints of method statement/procedure • Intersperse tasks to provide variety and a change in posture and muscular effort if available
Contact with Chemical via Spills/Splashes Causing Irritation of Skin and Respiratory Problems	
	• Only use approved chemicals • Refer and follow required COSHH assessment on safe use of chemicals • Limit the time using chemical • Mandatory wearing of gloves 'Rubber or Neoprene' • If there is insufficient ventilation wear suitable mask (if using Electrostatic Spray Gun this must be an FFP3 mask) • Natural ventilation to be used prior to work commencing • Instructions and training in the safe use of chemicals • Follow COSHH risk assessment on safe use of chemicals • Appropriate PPE to be worn, first aid facilities to be known in case of emergency • First aid facilities to be known in case of emergency

Identified Risks and Safety Controls	
Identified Risk	**Mitigation**
Slips, Trips and Falls Including Wet Floors and Trailing Cables	
	• Warning signs to be placed before work commences • Warning signs displayed in a suitable position to give other users sufficient time to absorb the information before entering hazard area • Signage displayed until floor dry and/or completed • Store signage away safely when completed • Appropriate footwear to be worn (good grip on soles) • All employees trained in safety procedure • Always mop up any lying pools of water as the work commences, never leave any pools of water on completion of work area • Nviro staff to be vigilant to contaminates which are substances such as water, oil and dust that cause a floor surface to become slippery especially in known hazard areas (i.e., kitchens, canteens/dining areas, changing rooms and washrooms • If required to wear disposable overshoes – be aware of the increased risk • If wearing overshoes, work methodically into the area to avoid cross contamination and to decrease the risk of slipping over and walking over wet/damp floors
Manual Handling (Movement of General Items) Causing Musculo-Skeletal Disorders	
	• Only move items that you are comfortable and able to move safely • Break downloads for ease of movement where applicable • Specific Manual Handling training on Kinetic Lifting for all employees

Identified Risks and Safety Controls	
Identified Risk	**Mitigation**
Contact with Sharps and Razors Causing Puncture Wound	
	• Visually check area prior to commence of cleaning, particular care taken in areas of low light, non-physical contact with items by using picker tweezers • Place in UN approved Sharps container, inform Police on scene • If needle stick injury occurs allow puncture to bleed, wash area with warm water and attend the nearest A&E department at hospital • In the event of an injury, employee to undergo health surveillance
Cross Contamination/Exposure to Blood Borne Pathogens	
	• All employees carrying out the work should be trained to do so • Staff should be issued with the correct PPE for the situation so they can select and wear items as required • Suitable chemicals for eliminating the virus/bacteria should be provided • The correct method statement should be adhered to, and staff should work methodically into the area, so they are in contact with 'clean' space and reduce the risk of cross contamination and exposure
Use of Electrical Equipment/Machinery	
	• Please refer to the specific RAMS for the piece of equipment or machinery that is being used (vacuum cleaner/carpet extraction machine) • Only trained operatives to use equipment

Identified Risks and Safety Controls	
Identified Risk	**Mitigation**
Contact with Chemical or Aerosol from Electrostatic Sprayer resulting in irritation of Skin and Respiratory Problems	
	• Mandatory wearing of appropriate personal protective equipment including safety goggles and/ or visor to EN166:2001, FFP3 level Portwest Eagle FFP3 Valved Dolomite mask to be worn and latex free gloves • All users of the FFP3 mask will undertake a mask fit test before use • To reduce risk of chemical splash, concentrated chemical is poured into the electrostatic sprayer unit with water added afterwards • Ensure that the sprayer is not pointed towards anyone • Trigger lock should be on when not in use • The sprayer should be held away from the body and operative should not walk forward into spray until it has bonded with a surface • Where rooms are in 24/7 operation, there is to be no electrostatic spraying, only touchpoint cleaning • Cordon off area and place warning signs before work commences, any staff not directly involved in the delivery will be asked to leave the area prior to work commencing • Signage displayed until surfaces are dry

Additional Safety Controls

Preparation

- Ensure warning signs are displayed at all entrances
- Ensure that all staff have been issued with the correct PPE and that it is worn throughout the task
- Ensure staff carrying out the task have the correct training and that a record of their training is held on central system
- Gloves and mask must be worn
- Natural ventilation is to be used prior to work commencing
- Body fluids include blood, urine, vomit, faeces, saliva, semen etc.

Machinery

- Equipment used for decontamination cleaning should not be used for any other task
- Do not plug in machinery until fully assembled
- Do not leave machinery unattended
- Cables should be kept behind machinery and away from water
- Do not allow the cable to become taut at ankle height
- When not in use machinery should be left in the correct position
- Check electrical equipment in particular plugs, exposed wiring, broken body, buttons, and cables to ensure they are safe and test TCD report any faults to be reported to a supervisor or manager

Chemicals

- Do not splash chemical solutions
- Ensure chemicals are diluted correctly (See Toolbox Talk 3. Chemical- Safe Dilution)
- Follow COSHH instructions on safe use of chemicals (Toolbox Talk 2: 12 Golden Rules)

Task Procedure

Preparation

1. Carry out a dynamic risk assessment on arrival at the work area – this means you are checking the area is free from immediate risks to ensure the area is safe to work in
2. Place warning signs correctly at each entrance/exit point to the area that you are cleaning
3. Complete the task following this method statement (all method statements can be accessed in the H&S Manual by scanning the QR code on the Guide to Using Chemicals Safely poster)
4. When using chemicals, you must follow the relevant COSHH Assessment which can be accessed in the H&S Manual as above which details PPE, and what to do in respect of a spillage and first aid requirements
5. Ventilate area (where appropriate)
6. Wash hands and check for any cuts and abrasions, (if any found, cover with waterproof dressing)
7. Select, check and wear correct PPE
8. Select, check and safely assemble the correct equipment, correctly diluting the disinfecting chemical according to manufacturer's instructions
9. Work into the room logically, always starting at the furthest point from the entrance of the room to avoid any cross contamination

<u>If using Electrostatic sprayer in addition:</u>

10. Prior to work commencement, confirm with the customer what plans are in place regarding the control of entrance points and security of the area whilst being sprayed
11. Where rooms are in 24/7 operation, there is to be no electrostatic spraying
12. PPE and RPE must always be worn whilst spraying is in operation

Cleaning of Area

1. Collect any debris and vacuum/sweep the floor as required
2. Deal with any obvious body fluid spillages in accordance with relevant method statement
3. Clean the floor and ceiling using a figure of 8 motion using flat mop system leaving the floor as dry as possible
4. Clean the walls by cleaning up and finishing downwards
5. Clean all furniture/items in the area as applicable
6. If body fluids are found apply appropriate disinfectant to the spillage/item and allow sufficient contact time (again refer to body fluid spillage method statement)
7. Remove contaminated items to the waste bag or box

8. Clean the surface and rinse to a satisfactory standard and allow to dry
9. Remove all disposable protective equipment correctly and place in a waste bag/box
10. Seal and tag the bags/boxes and remove to a designated area for disposal
11. Check, clean and store equipment, materials and PPE correctly
12. Remove warning signs (only if the floor is dry) and close ventilation (as appropriate)
13. Wash and dry hands thoroughly after completing the task

<u>If using Electrostatic sprayer</u>

14. Follow steps 1 and 2 above
15. Whilst holding the spray gun away from the body, a swooping motion should be used to evenly distribute the chemical over the surface you wish to spray making sure the spray gun is around 70 cm away from the surface being sprayed
16. Logically move around the room spraying all surfaces, which have been identified in the cleaning specification, lightly but evenly - the electro spray will attach underneath items (i.e., chairs)
17. The operative should make sure to avoid saturation by constantly moving the spray gun as if spray painting objects
18. The spray should always be directed away from the body and the other operatives
19. For comfort PPE can be changed at any time, regular breaks should be sought
20. Once all areas have had an even distribution the operatives should wait for around 20 minutes for the surfaces to dry
21. Ventilated areas should not be used for 30 minutes after delivery and for unventilated areas, this is 60 minutes
22. Dry hands thoroughly after completing the task
23. Thoroughly clean all equipment after use – the electrostatic gun should be emptied of all water from the tank, then spray the gun into the sink to clear any water that's still inside the tube system and then the nozzle should be removed and rinsed off with warm water
24. Remove all disposable protective and respiratory equipment correctly
25. Follow steps 12 and 13

Method Statement Number: 42

Graffiti and Chewing Gum Removal

Associated Risk Assessments

14: Pressure Washing - Electric
42: Graffiti Removal
14A: Pressure Washing – Petrol and Propane

Associated Method Statements

14: Pressure Washing - Electric
14A: Pressure Washing – Petrol and Propane

Associated Toolbox Talks

1: Health and Safety for Everyone
8: PPE
11: Machinery – Maintenance
2: COSHH 12 Golden Rules
9: Manual Handling

Personal Protective and Safety Equipment Requirement

1. Chemical Protection Gloves EN374-2/3 (Or Suitable Gloves)



2. Warning/Safety Sign



3. Outdoor Clothing as Required



4. Safety Shoes



5. Safety Goggles/Glasses



6. Face Mask



Small Tools / Materials

1. Buckets & Cloths (if not using Pressure Washer)
2. Abrasive Pads
3. Measuring Apparatus
4. Protective Covers and Masking Tape

Machinery

1. Pressure Washer (only if competent in using equipment)

Approved Chemicals			
Chemical	Use	Hazardous Classifications	COSHH Assessment Number
Biohygiene Gum Mark and Graffiti Remover	Gum/Graffiti Remover	H315: Causes skin irritation H319: Causes serious eye irritation	119

Identified Risks and Safety Controls	
Identified Risk	**Mitigation**
Brush and Wiping Movement causing Musculo-skeletal Disorders	
	• Restriction in duration at any given time (max 15 minutes) • Rotation of jobs as much as possible within the restraints of method statement/procedure • Intersperse tasks to provide variety and a change in posture and muscular effort if available
Exposed to Outside Weather Conditions Resulting in Hypothermia/Heat Stroke/Dehydration/Cold Weather Injuries	
	• Mandatory wearing of appropriate personnel protective equipment (wet weather gear, thermal clothing High Vis Jacket) • Operatives to be regularly monitored during extreme weather conditions
Contact with Cleaning Chemical Resulting in Spills/Splashes Causing Irritation of Skin and Respiratory Problems	
	• Natural ventilation to be used prior to work commencing • Instructions and training in the safe use of chemicals; follow COSHH risk assessment on safe use of chemicals • Appropriate PPE to be worn • First aid facilities to be known in case of emergency • Continuation of identifying safest agents that can be used to reduce long term occupational safety to a minimum • No agents used recorded under the EH 40 list (work place exposure limits)

Identified Risks and Safety Controls	
Identified Risk	**Mitigation**
Un-even/Wet Floors Resulting in Slips/Trips and Falls	
	• Warning signs to be placed in a suitable position before work commences to give other users sufficient time to absorb the information before entering hazard area • Signage displayed until floor dry and/or task completed • Appropriate footwear to be worn (good grip on soles) • Always mop up any laying pools of water as the work commences, never leave any pools of water on completion of work area • Carry out work when least amount of personnel around
Manual Handling of Machines and Loads Resulting in Strains/Sprains to Back, Legs, Arms and Fingers	
	• All machinery/attachments/chemical containers weigh below 25 Kilos • Specific Manual Handling training on kinetic lifting for all employees
Cross-Contamination of Bacteria Resulting in Transmission of Bacteria or Other Substances	
	• Employees to use the correct colour coding for materials used in the area to carry out the task • Red for toilet areas, yellow for sinks and fixtures
Collision with Other Personnel and/or Vehicle Movement	
	• Warning signs to be placed before work commences to cordon off the work area • Nviro employees to be aware of traffic routes

Additional Safety Controls

Preparation

- Ensure warning signs are displayed at all entrance/exit points to the area
- Ensure that all staff have been issued with the correct PPE for weather conditions and that it is worn throughout the task
- Gloves to be worn if spraying onto vertical surfaces
- Ensure staff carrying out the task have the correct training and that a record of their training is held on central system
- Trained staff only to use Pressure Washer equipment
- Refer to Pressure Washer Method Statement for further instructions

Safety

- Be aware of weather conditions
- Be aware of roads, curbs and other outdoor hazards
- Do not leave equipment unattended
- Electrical sockets must be protected

Chemicals

- Do not splash chemical solutions
- Never mix cleaning agents together
- Ensure chemicals are diluted correctly (See Toolbox Talk 3. Chemical- Safe Dilution)
- Prepare the cleaning solution using the correct ratios and to manufacturer's directions
- Follow COSHH instructions on safe use of chemicals (Toolbox Talk 2: 12 Golden Rules)

Task Procedure

Preparation

1. Carry out a dynamic risk assessment on arrival at the work area – this means you are checking the area is free from immediate risks to ensure the area is safe to work in
2. Place warning signs correctly at each entrance/exit point to the area that you are cleaning
3. Complete the task following this method statement (all method statements can be accessed in the H&S Manual by scanning the QR code on the Guide to Using Chemicals Safely poster)
4. When using chemicals, you must follow the relevant COSHH Assessment which can be accessed in the H&S Manual as above which details PPE, and what to do in respect of a spillage and first aid requirements
5. Ventilate area (Where Appropriate)
6. Wash hands and check for any cuts and abrasions, (if any found, cover with waterproof dressing)
7. Select check and wear PPE
8. Select, check, and safely assemble the correct equipment, correctly diluting the disinfecting chemical according to manufacturer's instructions
9. Check PA test date
10. Identify the type of surface finish which the graffiti needs to be removed from
11. Identify the nature of the graffiti
12. Assemble pressure washer correctly and safely or fill one bucket with clean water and one with cleaning solution
13. Protect surrounding areas with dust covers and masking tape (if appropriate)
14. If floor sockets are being used, place a warning sign over the floor socket that is being used
15. Test small surface patch for colour fastness

Cleaning of Area

1. Attempt to remove graffiti with less aggressive cleaning solutions (e.g., neutral detergent), however if unsuccessful, seek advice from Supervisor/Manager before using other chemicals
2. Apply cleaning solution on to the marked surface without causing damage to self or others and leave for sufficient contact time in line with manufacturer's instructions)
3. Repeat if necessary (if on vertical surface work from bottom to top)
4. Once graffiti removed, rinse surface after treatment
5. Wipe surface or allow to air dry
6. If pressure washer was used, mop surrounding floor area dry

7. Ensure the appearance of the floor and surrounding areas are satisfactory after completion of the task
8. Complete the task without damage or risk to people, furniture and fittings
9. Check, clean and store equipment, materials and PPE correctly
10. Remove warning signs and close ventilation (as appropriate)
11. Wash and dry hands thoroughly after completing the task

Method Statement Number: 43

Stain Removal

Associated Risk Assessments

2: Vacuuming Suction Cleaning
32: Carpet Extraction Cleaning
43: Stain Removal
38: Body Fluid Spillages and Contaminated Items Risk Assessments

Associated Method Statements

2. Vacuuming Suction Cleaning
32: Carpet Extraction Cleaning
38: Body Fluid Spillages and Contaminated Items Risk Assessments

Associated Toolbox Talks

1: Health and Safety for Everyone
8: PPE
11: Machinery – Maintenance
2: COSHH 12 Golden Rules
9: Manual Handling
15: Vacuuming

Personal Protective and Safety Equipment Requirement

1. Chemical Protection Gloves EN374-2/3



2. Warning/Safety Sign



3. Eye Protection BS EN166



Small Tools / Materials

1. Colour Coded Cloths
2. 1 X Bucket Fresh Warm Water
3. Spot and Stain Remover (pre-mixed as required)
4. Soft Scrubbing Brush
5. Plastic Scrape
6. Waste Sacks
7. Water Cleaning Agent
8. Abrasive Pad
9. Scraper
10. Solvents
11. Scissors
12. PH Indicator Papers
13. Chewing Gum Remover (tool or chemical as appropriate)
14. Paper Towels/Tissue

Machinery

1. Vacuum Cleaner and floor tools

Approved Chemicals			
Chemical	Use	Hazardous Classifications	COSHH Assessment Number
Prochem – Coffee Stain Remover	Stain Remover	H319: Causes serious eye irritation.	67
Cleanline – Chewing Gum Remover - Liquid	Chewing Gum Remover	H226: Flammable liquid and vapour. H302: Harmful if swallowed. H314: Causes severe skin burns and eye damage. H315: Causes skin irritation. H317: May cause an allergic skin reaction. H318: Causes serious eye damage. H319: Causes serious eye irritation. H400: Very toxic to aquatic life. H410: Very toxic to aquatic life with long lasting effects. H411: Toxic to aquatic life with long lasting effects	95
Biohygiene Gum Mark and Graffiti Remover	Gum/Graffiti Remover	H315: Causes skin irritation. H319: Causes serious eye irritation.	119

Identified Risks and Safety Controls	
Identified Risk	**Mitigation**
Colour Coding/Cross Contamination	
	• Employees to use the correct colour coding for materials used in the area to carry out the task
Brush, wiping movement causing Musculoskeletal Disorders (Sprains/Strains to Upper Limbs)	
	• Restriction in duration at any given time (max 15 minutes) • Rotation of jobs as much as possible within the restraints of method statement/procedure
Contact with chemical via spills/splashes causing irritation of skin and respiratory problems	
	• Only use approved chemicals • Refer and follow required COSHH assessment on safe use of chemicals • Limit the time using chemical • Mandatory wearing of gloves 'Rubber or Neoprene'. If there is insufficient ventilation wear suitable respiratory equipment 'Dust Mask' • Natural ventilation to be used prior to work commencing. Instructions and training in the safe use of chemicals. • Follow COSHH risk assessment on safe use of chemicals • Appropriate PPE to be worn, first aid facilities to be known in case of emergency

Slips, Trips and Falls including wet floors and trailing cables	
	• Warning signs to be placed before work commences • Warning signs displayed in a suitable position to give other users sufficient time to absorb the information before entering hazard area • Signage displayed until floor dry and/or completed • Store signage away safely when completed • Appropriate footwear to be worn (good grip on soles) • All employees trained in safety procedure • Always mop up any lying pools of water as the work commences, never leave any pools of water on completion of work area • Nviro staff to be vigilant to contaminates which are substances such as water, oil and dust that cause a floor surface to become slippery especially in known hazard areas (i.e., kitchens, canteens/dining areas, changing rooms and washrooms
Manual Handling machines/loads and repetitive strain injuries	
	• All machinery/attachments/chemical containers weigh below 25 Kilos • Rotation of jobs (frequent breaks in pattern of work) • Specific Manual Handling training on Kinetic Lifting for all employees

Additional Safety Controls

Preparation

- Ensure warning signs are displayed at all entrances
- Ensure that all staff have been issued with the correct PPE and that it is worn throughout the task
- Ensure staff carrying out the task have the correct training and that a record of their training is held on central system or will be supervised

Machinery

- Use correct colour coded material and equipment
- Do not leave machinery/equipment unattended
- Refer to separate method statement for vacuuming

Chemicals

- Do not mix cleaning chemicals
- Do not splash chemical solutions
- Trained personnel only to deal with bodily fluid spillages
- Ensure chemicals are diluted correctly (See Toolbox Talk 3. Chemical- Safe Dilution)
- Follow COSHH instructions on safe use of chemicals (Toolbox Talk 2: 12 Golden Rules)

Task Procedure

Preparation

1. Carry out a dynamic risk assessment on arrival at the work area – this means you are checking the area is free from immediate risks to ensure the area is safe to work in
2. Place warning signs correctly at each entrance/exit point to the area that you are cleaning
3. Complete the task following this method statement (all method statements can be accessed in the H&S Manual by scanning the QR code on the Guide to Using Chemicals Safely poster)
4. When using chemicals, you must follow the relevant COSHH Assessment which can be accessed in the H&S Manual as above which details PPE, and what to do in respect of a spillage and first aid requirements
5. Ventilate area (Where Appropriate)
6. Wash hands and check for any cuts and abrasions, (if any found, cover with waterproof dressing)
7. Select check and wear PPE
8. Thoroughly check all parts of the equipment for wear, damage and that they work properly
9. Prepare the cleaning solution using the correct ratios and to manufacturer's directions, adding the cleaning agent to the water
10. Pre spray any heavy stains (to allow contact time)
11. Attempt to identify and/or categorise the stain (sight and smell). If unsure consult Supervisor/Manager
    - Liquid/wet stain
    - Dry stain
    - Stain with solid matter
    - Chewing Gum
    - Bodily Fluid – NOTE: Supervisor/Manager MUST be informed – trained personnel ONLY follow Method Statement for 'Body Spills'

Cleaning of Area

1. Give due regard to potential hazards associated with: Solvents, Freezing agents and Aerosols
2. Use water or neutral detergent first in preference to other agents, clean working from the outside towards the centre of the stain
3. Test small area of surface for colour fastness BEFORE using Cleaning Chemical, treat and remove the stain according to type and category
4. Ensure no damage is caused to surfaces being cleaned

Wet Stain

- Using paper towelling, and working from the outside of the stain to the centre, blot excess liquid from the stained area

- With a well wrung out cloth blot stain until removed
- If stain persists, spray stain remover directly onto stain, leave for recommended time (follow manufacturer's instructions) then agitate with soft brush
- Once stain is removed, rinse with clean fresh water and blot dry with paper towels/clean cloth
- Allow to dry naturally

Dry Stain

- With a well wrung out cloth blot stain until removed
- If stain persists, spray and stain remover directly onto stain, leave recommended time (follow manufacturer's instructions) then agitate with soft brush
- Once stain is removed, rinse with clean fresh water and blot dry with paper towels/clean cloth
- Allow to dry naturally

Stain with Solid Matter

- Using scraper remove solid material from stained area and place in waste sack then follow method for 'Dry Stain'

Chewing Gum

- 'Roughen' surface of gum with edge of plastic scraper
- Spray area with chewing gum remover
- Allow to 'freeze'
- Tap frozen chewing gum until it cracks
- Use scraper to remove chewing gum and deposit in waste sack
- Treat any residual stain following method for 'Dry Stain'
- For all stains, once surface is completely dry vacuum all residue and surrounding area
- Ensure the appearance of the floor and surrounding areas are satisfactory after completion of the task
- Complete the task without damage or risk to people, furniture, and fittings
- Check, clean and store equipment, materials, and PPE correctly
- Remove warning signs and close ventilation (as appropriate)
- Wash and dry hands thoroughly after completing the task

Method Statement Number: 44

Wet Pick-Up Machine

Associated Risk Assessments

20: Damp Mopping

44: Wet Pick Up Machine

Associated Method Statements

20: Damp Mopping

Associated Toolbox Talks

1: Health and Safety for Everyone

8: PPE

9: Manual Handling

11: Machinery – Maintenance

Personal Protective and Safety Equipment Requirement

1. Warning/Safety Sign



2. Goggles



3. Face Mask



4. Safety Shoes



Small Tools / Materials

1. Colour Coded Cloths
2. Circuit Breaker (if required)
3. Extension Lead (if required)

Machinery

1. Wet Suction Machine and Appropriate Tools

Approved Chemicals

Chemical	Use	Hazardous Classifications	COSHH Assessment Number
N/A	N/A	N/A	N/A

Identified Risks and Safety Controls

Identified Risk	Mitigation
Faulty Cables/Equipment Resulting in Electrocution and Electrical Fires	
	• Visual user check on equipment prior to use (sockets, plug, cables, equipment) • Any faults found are reported immediately to the supervisor to attach red tag to prevent use • Any RCD used to be tested prior to use • Extension Lead RCD tested prior to use • No stretching of cables • Annual PA testing of all electrical appliances
Slips, Trips and Falls Including Uneven/Wet Floors and Trailing Cables	
	• Cordon off the area with warning signs to be placed before work commences • Warning signs displayed in a suitable position to give other users sufficient time to absorb the information before entering hazard area • Signage displayed until floor dry and/or completed • Store signage away safely when completed • Leads to be placed behind line of work • Keep trailing cables to a minimum • Appropriate footwear to be worn (good grip on soles) • All employees trained in safety procedure • Carry out work when least amount of personnel around
Manual Handling Machines/Loads Resulting in Strains and Sprains to Back, Legs, Arms and Fingers	
	• All machinery/attachments/chemical containers weigh below 25 Kilos • Specific Manual Handling training on Kinetic Lifting for all employees • Ensure suitable grip is engaged on equipment in order that it does not slip out of hand whilst in use

Additional Safety Controls

Preparation

- Ensure warning signs are displayed at all entrances
- Ensure that all staff have been issued with the correct PPE and that it is worn throughout the task
- Ensure staff carrying out the task have the correct training and that a record of their training is held on central system

Machinery

- Do not plug in machinery until fully assembled using an RCD if required
- Do not leave machinery unattended
- Put any electrical socket covers back
- Cables should be kept behind machinery and away from water
- Do not allow the cable to become taut at ankle height and do not stretch cable
- When not in use machinery should be left in the correct position
- Check electrical equipment in particular plugs, exposed wiring, broken body, buttons, and cables to ensure they are safe and test RCD report any faults to be reported to a supervisor or manager

1. Carry out a dynamic risk assessment on arrival at the work area – this means you are checking the area is free from immediate risks to ensure the area is safe to work in
2. Place warning signs correctly at each entrance/exit point to the area that you are cleaning
3. Complete the task following this method statement (all method statements can be accessed in the H&S Manual by scanning the QR code on the Guide to Using Chemicals Safely poster)
4. When using chemicals, you must follow the relevant COSHH Assessment which can be accessed in the H&S Manual as above which details PPE, and what to do in respect of a spillage and first aid requirements
5. Ventilate area (Where possible)
6. Wash hands and check for any cuts and abrasions, (if any found, cover with waterproof dressing)
7. Select check and wear PPE
8. Check PA test date and Thoroughly check all parts of the electrical equipment for wear, damage and that they work properly - including plugs, pipes, wheels and cables
9. If floor sockets are being used, put a warning sign over the floor socket that is being used
10. If using an extension lead, ensure it is fully uncoiled

Task Procedure

Preparation

Cleaning of Area

1. Connect suction machine and start in correct position on a dry area before moving onto a wet area
2. Position cable behind line of work to reduce trip hazard and ensure it doesn't get caught or lie in the water
3. Consider safety at all times when using the machines
4. Remove plugs safely from the power sockets and recoil the cables correctly
5. If the floor requires cleaning afterwards due to the nature of the liquid being removed, please follow the method statement for damp mopping if you are trained to do so
6. Safely remove the plug from the power socket and recoil the cable safely
7. Ensure the appearance of the floor and surrounding areas are satisfactory after completion of the task
8. Complete the task without damage or risk to people, furniture and fittings
9. Ensure that the contents collected by the wet pick up are disposed of safely and securely, taking care to prevent any solution from entering or contaminating the water course.
10. Check, clean and store equipment, materials and PPE correctly
11. Remove warning signs and close ventilation (as appropriate), only removing signage when floor is completely dry
12. Wash and dry hands thoroughly after completing the task

Method Statement Number: 45

Upholstery Cleaning

Associated Risk Assessments

32: Carpet Extraction Cleaning

45: Upholstery Cleaning

Associated Method Statements

03: Carpet Extraction Cleaning

Associated Toolbox Talks

1: Health and Safety for Everyone
8: PPE
11: Machinery – Maintenance
2: COSHH 12 Golden Rules
9: Manual Handling
15: Vacuuming

Personal Protective and Safety Equipment Requirement

1. Chemical Protection Gloves EN374-2/3



2. Warning/Safety Sign



3. Protective Goggles/Safety Glasses



4. Face Mask



5. Safety Shoes



Small Tools / Materials

Circuit breaker (if required)
Extension lead (if required)

Machinery

1. Vacuum and Attachments
2. Upholstery Cleaning Machine and Attachments

Approved Chemicals

Chemical	Use	Hazardous Classifications	COSHH Assessment Number
Premiere Products - Release	Carpet Shampoo	H319: Causes serious eye irritation	61
Prochem - Multipro	Carpet Pre-spray (Wet Extraction Machine)	H290: May be corrosive to metals H302: Harmful if swallowed H314: Causes severe skin burns and eye damage H315: Causes skin irritation H318: Causes serious eye damage H319: Causes serious eye irritation H335: May cause respiratory irritation	70
Prochem - Procaps	Carpet Cleaner	H315: Causes skin irritation H318: Causes serious eye damage H319: Causes serious eye irritation	71
Prochem – Extraction Plus - Liquid	Carpet Cleaner	H319: Causes serious eye irritation	93

Identified Risks and Safety Controls	
Identified Risk	**Mitigation**
Faulty Cables/Equipment (Electrocution, Electrical Fires)	
	• Visual user check on equipment prior to use (sockets, plug, cables, equipment) • Any faults found are reported immediately to the supervisor and not used • Any RCD used to be tested prior to use • No stretching of cables • Annual PA testing of all electrical appliances
Contact with Chemical via Spills/Splashes Causing Irritation of Skin and Respiratory Problems	
	• Only use approved chemicals • Refer and follow required COSHH assessment on safe use of waxes/chemicals and PPE • Limit the time using chemical • Appropriate PPE to be worn including mandatory wearing of gloves ‘Rubber or Neoprene’ • If there is insufficient ventilation wear suitable respiratory equipment ‘Dust Mask’ • Natural ventilation to be used prior to work commencing • Instructions and training in the safe use of chemicals. • Follow COSHH risk assessment on safe use of chemicals • First Aid Facilities to be known in case of emergency • Continuation of identifying safest agents that can be used to reduce long term occupational safety to a minimum • No agents used recorded under the EH 40 list 2007 (work place exposure limits)

Slips, Trips and Falls Including Wet Floors and Trailing Cables/Jet Hose	
	• Cordon off the area with warning signs to be placed before work commences • Warning signs displayed in a suitable position to give other users sufficient time to absorb the information before entering hazard area • Signage displayed until floor dry and/or completed • Store signage away safely when completed • Leads to be placed behind line of work • Appropriate footwear to be worn (good grip on soles) • All employees trained in safety procedure • Always mop up any lying pools of water as the work commences, never leave any pools of water on completion of work area • Carry out work when least amount of personnel around
Manual Handling Machines/Loads and Repetitive Strain Injuries	
	• All machinery/attachments/chemical containers weigh below 25 Kilos • Specific Manual Handling training on Kinetic Lifting for all employees

Additional Safety Controls

Preparation

- Ensure warning signs are displayed at all entrances
- Ensure that all staff have been issued with the correct PPE and that it is worn throughout the task
- Ensure staff carrying out the task have the correct training and that a record of their training is held on central system

Machinery

- Do not plug in machinery until fully assembled using an RCD
- Do not refill the machine until completely cold to avoid scalding
- Do not leave machinery unattended
- Cables should be kept behind machinery and away from water
- Do not allow the cable to become taut at ankle height
- When not in use machinery should be left in the correct position
- Check electrical equipment in particular plugs, exposed wiring, broken body, buttons, and cables to ensure they are safe and test RCD report any faults to be reported to a supervisor or manager

Chemicals

- Do not splash chemical solutions
- Ensure chemicals are diluted correctly (See Toolbox Talk 3. Chemical- Safe Dilution)
- Follow COSHH instructions on safe use of chemicals (Toolbox Talk 2: 12 Golden Rules)

Task Procedure

Preparation

1. Carry out a dynamic risk assessment on arrival at the work area – this means you are checking the area is free from immediate risks to ensure the area is safe to work in
2. Place warning signs correctly at each entrance/exit point to the area that you are cleaning
3. Complete the task following this method statement (all method statements can be accessed in the H&S Manual by scanning the QR code on the Guide to Using Chemicals Safely poster)
4. When using chemicals, you must follow the relevant COSHH Assessment which can be accessed in the H&S Manual as above which details PPE, and what to do in respect of a spillage and first aid requirements
5. Ventilate area (Where possible)
6. Wash hands and check for any cuts and abrasions, (if any found, cover with waterproof dressing)
7. Select check and wear PPE
8. Check PA test date and Thoroughly check all parts of the electrical equipment for wear, damage and that they work properly - including plugs, pipes, wheels and cables
9. If floor sockets are being used, put a warning sign over the floor socket that is being used
10. If using an extension lead, ensure it is fully uncoiled
11. Prepare the cleaning solution using the correct ratios and to manufacturer's directions, adding the cleaning agent to the water
12. Fill tank correctly so that no splashing occurs (if appropriate)
13. Check upholstery before cleaning for damage, staining, areas of wear and problem points
14. Ascertain which type of filler was used in the construction of upholstered articleCheck PA test date

Cleaning of Area

1. Thoroughly and systematically suction clean the fabric before cleaning
2. Prepare the cleaning solution using correct ratios and to manufacturer's directions, adding the cleaning agent to the water
3. Test fabric for colour fastness using the cleaning solution
4. Carry out spot and stain removal procedure prior to cleaning (if applicable)
5. Take care to ensure that cleaning solution does not penetrate beyond the fabric
6. Leave fabric as dry as possible and ensure waterproof covering is placed under the wheels or casters until dry
7. Ensure the appearance of the finished article is satisfactory after completion of the task
8. Safely remove plug from power socket and recoil cable correctly
9. Suction clean the upholstery when dry – refer to relevant method statement
10. Ensure the appearance of the floor and surrounding areas are satisfactory after completion of the task
11. Complete the task without damage or risk to people, furniture and fittings
12. Check, clean and store equipment, materials and PPE correctly
13. Remove warning signs and close ventilation (as appropriate)
14. Wash and dry hands thoroughly after completing the task

Method Statement Number: 46

Dust Mop Sweeping

Associated Risk Assessments

2: Vacuuming/Suction Cleaning

46: Dust Mop Sweeping

Associated Method Statements

2: Vacuuming/Suction Cleaning

Associated Toolbox Talks

1: Health and Safety for Everyone

6: Slips, Trips and Falls

8: PPE

9: Manual Handling

16: Colour Coding

Personal Protective and Safety Equipment Requirement

1. Warning/Safety Sign



2. Nitrile Gloves



Small Tools / Materials (Refer to folder as to what they need)

1. Scraper
2. Dust Mop Sweeper
3. Broom/Dustpan and Brush
4. Plastic Sacks

Machinery

1. Vacuum cleaner and small tools

Approved Chemicals

Chemical	Use	Hazardous Classifications	COSHH Assessment Number
No Chemical required			

Identified Risks and Safety Controls	
Identified Risk	**Mitigation**
Awkward Posture (Reaching, Bending, Twisting)	
	• Rotation of jobs • Moving in various directions to spread out the workload to various muscles. Use a light grip • Maintain neutral postures • Neck flexion and stretching in opposite directions
Manual Handling machines/loads and repetitive strain injuries	
	• All machinery/attachments/chemical containers weigh below 25 Kilos • Rotation of jobs (frequent breaks in pattern of work) • Specific Manual Handling training on Kinetic Lifting for all employees
Slips, Trips and Falls including wet floors and trailing cables	
	• Warning signs to be placed before work commences • Warning signs displayed in a suitable position to give other users sufficient time to absorb the information before entering hazard area • Signage displayed until floor dry and/or completed • Store signage away safely when completed • Appropriate footwear to be worn (good grip on soles) • All employees trained in safety procedure

Additional Safety Controls

Preparation

- Ensure warning signs are displayed at all entrances
- Do not leave mop sweeper unattended
- Check dust mop handle is smooth (if wooden, as rough handles may cause splinters)
- Ensure that all staff have been issued with the correct PPE and that it is worn throughout the task
- Ensure staff carrying out the task have the correct training and that a record of their training is held on central system

Task Procedure

Preparation

For dry floors only

1. Carry out a dynamic risk assessment on arrival at the work area – this means you are checking the area is free from immediate risks to ensure the area is safe to work in
2. Place warning signs correctly at each entrance/exit point to the area that you are cleaning
3. Complete the task following this method statement (all method statements can be accessed in the H&S Manual by scanning the QR code on the Guide to Using Chemicals Safely poster)
4. When using chemicals, you must follow the relevant COSHH Assessment which can be accessed in the H&S Manual as above which details PPE, and what to do in respect of a spillage and first aid requirements
5. Ventilate area (as appropriate)
6. Wash hands and check for any cuts and abrasions, (if any found, cover with waterproof dressing)
7. Select, check, and wear correct PPE
8. Thoroughly check all parts of the electrical equipment for wear, damage and that they work properly - including plugs, pipes, wheels, and cables

Cleaning of Area

1. Remove any chewing gum with scraper
2. Sweep using a continuous stroke (straight or figure 8), overlapping passes. Ensure Dust Mop Sweeper head is in contact with floor at all times and a leading edge is maintained. Sweep under heavy furniture, move lighter furniture and replace
3. Use dustpan and brush in corners
4. When sweeping large areas, collect dirt with dustpan several times and place into plastic sack
5. Cover all areas systematically

6. When finished, remove soil from floor with dust pan and brush and place into plastic sack
7. Ensure the appearance of the floor and surrounding areas are satisfactory after completion of the task
8. Complete the task without damage or risk to people, furniture and fittings
9. Check, clean and store equipment, materials, and PPE correctly
10. Remove warning signs and close ventilation (as appropriate)
11. Wash and dry hands thoroughly after completing the task.

Maintenance and Storage of the Dust Mop Sweeper

1. Ventilate area (as appropriate)
2. Remove the synthetic head from the frame
3. Place synthetic head flat on the floor facing upwards
4. Check PA test date of vacuum
5. Thoroughly check all parts of the electrical equipment for wear, damage and that they work properly - including plugs, pipes, wheels and cables
6. Place warning signs correctly at each entrance/exit point to the area
7. If floor sockets are being used, put a warning sign over the floor socket that is being used
8. Select, check, and wear correct PPE
9. Thoroughly and systematically vacuum the synthetic head, removing all dust and fluff
10. Ensure the appearance of the finished Dust Mop Sweeper head is satisfactory after completion of the task
11. Safely remove plug from power socket and recoil cable correctly
12. Ensure the appearance of the floor and surrounding areas are satisfactory after completion of the task
13. Re-attach the Dust Mop Sweeper heads and store away upright
14. Wash hands thoroughly, rinse and dry upon completion of task

Method Statement Number: 46a

Microfibre Dry Mop Sweeping

Associated Risk Assessments

46: Dust Mop Sweeping

Associated Method Statements

46: Dust Mop Sweeping

Associated Toolbox Talks

1: Health and Safety for Everyone
6: Slips, Trips and Falls
8: PPE
11: Machinery – Maintenance
7: Safety Signage
9: Manual Handling

Personal Protective and Safety Equipment Requirement

1. Gloves



2. Warning/Safety Sign



3. Face Mask



4. Long Handle Scraper



Small Tools / Materials

1. Trolley or Holding Device
2. Colour Coded Mop Handle
3. Colour Coded Mop Frame
4. Laundry Bag
5. Net Laundry Bag with Impervious Outer
6. Colour Coded Microfibre Dry Mops (sufficient for area)
7. Colour Coded Microfibre Cloths (dry)
8. Dustpan and Brush
9. Plastic Sacks

Machinery

None

Approved Chemicals			
Chemical	Use	Hazardous Classifications	COSHH Assessment Number
N/A	N/A	N/A	N/A

Identified Risks and Safety Controls	
Identified Risk	**Mitigation**
Failure to Adhere to Colour Coding Resulting in Cross Contamination	
	• Employees to use the correct colour coding for materials used in the area to carry out the task • ID Lanyards have colour coding info for reference
Brush and Wiping Movement Causing Musculo-skeletal Disorders and Strains and Sprains to Upper Limbs	
	• Restriction in duration at any given time (max 15 minutes) • Rotation of jobs as much as possible within the restraints of method statement/procedure • Intersperse tasks to provide variety and a change in posture and muscular effort if available
Manual Handling with Movement of General Items Causing Sprains and Strains to Arms and Back	
	• Only move items that you are comfortable and able to move safely • Specific Manual Handling training on Kinetic Lifting for all employees • Break download for ease of movement were applicable

Slips, Trips and Falls Including Wet and Uneven Floors	
	• Warning signs to be placed before work commences • Warning signs displayed in a suitable position to give other users sufficient time to absorb the information before entering hazard area • Signage displayed until floor dry and/or task completed • Mop to be thoroughly wrung out • Appropriate footwear to be worn (good grip on soles) • All employees trained in safety procedure • Carry out work when least amount of personnel around • Always mop up any laying pools of water as the work commences, never leave any pools of water on completion of work area

Additional Safety Controls

Preparation

- Ensure warning signs are displayed at all entrances
- Ensure that all staff have been issued with the correct PPE and that it is worn throughout the task
- Ensure staff carrying out the task have the correct training and that a record of their training is held on central system
- Ensure mop heads are laundered in line with manufacturer's instructions
- Trained personnel only to deal with sharps

Chemicals

- No cleaning agents are to be used on microfibre materials throughout the duration of the task

Task Procedure

Preparation

For Dry Floors Only

1. Carry out a dynamic risk assessment on arrival at the work area – this means you are checking the area is free from immediate risks to ensure the area is safe to work in
2. Place warning signs correctly at each entrance/exit point to the area that you are cleaning
3. Complete the task following this method statement (all method statements can be accessed in the H&S Manual by scanning the QR code on the Guide to Using Chemicals Safely poster)
4. Ventilate area (as appropriate)
5. Wash hands and check for any cuts and abrasions, (if any found, cover with waterproof dressing)
6. Select, check, and wear correct PPE
7. Select, check, and safely assemble correct equipment
8. Adjust the mop handle where necessary to suit your height
9. Check the floor for large debris, sharps, chewing gum etc. Select, check, and safely assemble correct equipment

Cleaning of Area

1. Sweep using a continuous stroke (straight or S type action) with overlapping passes
2. Ensure mop head is in contact with floor at all times and a leading edge is maintained
3. Check mop head for soiling
4. Carry out task systematically to ensure all areas are cleaned effectively and efficiently
5. Remove the mop head safely from the mop frame and place in the laundry bag
6. Remove any soil left with a dustpan and brush or with a vacuum cleaner
7. Ensure appearance of the floor and surrounding area is satisfactory after completion of
8. the task
9. Check, clean and store equipment, materials, and PPE
10. Segregate mop heads and cloths and place in the appropriate laundry bag
11. Seal the laundry bags and take to the collection point
12. Complete the task without damage or risk to people, furniture, or furnishings
13. Remove warning signs and close ventilation (as appropriate)
14. Wash hands thoroughly, rinse and dry upon completion of task

Method Statement Number: 47a

Machine Sweeping Vacuuming with Electric Powered Garden Vacuum

Associated Risk Assessments

47: Machine Sweeping, Vacuuming with Electric Powered Garden Vacuum

Associated Method Statements

None

Associated Toolbox Talks

1: Health and Safety for Everyone
2: COSHH 12 Golden Rules
8: PPE
9: Manual Handling
11: Machinery – Maintenance
15: Vacuuming

Personal Protective and Safety Equipment Requirement

1. Warning/Safety Sign



2. Ear Defenders (110db Rated)



3. Protective Footwear



4. Litter Picker



2. Cut Resistant L3 Gloves



5. Safety Goggles/Glasses



6. High Visibility Vest



7. Full face protective shield Visibility Vest



Small Tools / Materials

1. RCD (For electric vac)
2. Waste bags

Machinery

1. Electric Garden Vacuum

Approved Chemicals			
Chemical	Use	Hazardous Classifications	COSHH Assessment Number
N/A	N/A	N/A	N/A

Identified Risks and Safety Controls	
Identified Risk	**Mitigation**
Collision with Other Personnel and/or Vehicle Movement Resulting in Crushing of Feet/Bruising/Loss of Control of Billy Goat Machine and Turning Over	
	• Machine will not run without reverse brake pressed • Requires two steps to activate machine: 1. Area to be clear of bystanders while machine in operation, usually operated first thing in the morning 2. Safety boots are to be worn by operator • Reverse brake must not to be secured by string or other objects
Emptying Bag Exposure to Foreign Objects Resulting in Inhalation of Dust/Cigarette Ends etc.	
	• Always switch the engine OFF before removing any outside cover • Replace bag in a well-ventilated area only (outside) • Wear suitable gloves (cut resistant L3)

Identified Risks and Safety Controls	
Identified Risk	**Mitigation**
Equipment Use/Machinery Hazards Resulting in Entrapment, Injection, Shear Point, Pinch Point etc./Vibration and Noise	
	• Check PAT date • Visual user check prior to work commencing • Any defects then fix red tag and report to Contract Manager
Use of Machinery, Vibration and Noise/Manual Handling/Awkward Posture (Reaching, Bending and Twisting) Resulting in Musculo-skeletal Disorders	
	• Specific Manual Handling training on Kinetic Lifting for all employees • Rotate operators every 30 minutes • Use a light grip and maintain neutral postures
Flying Debris/Ejection of Debris from Machine	
	• Safety goggles to be worn by operator • Everyone else kept away from machine when in operation

Identified Risks and Safety Controls

Identified Risk	Mitigation
Exposure to Noise 110db A rated Causing Loss of Hearing and/or Temporary Tinnitus or Permanent	
	• Ear defenders to be provided • Area to be cleared of bystanders while machine in operation, usually operated first thing in the morning and for no longer than 1.5 hours

Additional Safety Controls

Preparation

- Ensure warning signs are displayed at all entrances
- Ensure that all staff have been issued with the correct PPE, are wearing fitted clothing throughout the task and appropriate clothing whilst using the machine, during autumn/winter wearing warm clothing and during warmer months wearing sun protection
- Ensure staff carrying out the task have the correct training and that a record of their training is held on central system

Machinery

- Ensure the machine is switched off and the ignition key is removed before checking the machine for any damage
- Check collection tube and collection sack is clear of debris before starting the task
- Depending on the type of machine used, ensure the correct RCD is available
- Do not leave machinery unattended and do not leave running
- Use machine for only one hour at a time

Task Procedure

Preparation

1. Carry out a dynamic risk assessment on arrival at the work area – this means you are checking the area is free from immediate risks to ensure the area is safe to work in
2. Place warning signs correctly at each entrance/exit point to the area that you are cleaning
3. Complete the task following this method statement (all method statements can be accessed in the H&S Manual by scanning the QR code on the Guide to Using Chemicals Safely poster)
4. When using chemicals, you must follow the relevant COSHH Assessment which can be accessed in the H&S Manual as above which details PPE, and what to do in respect of a spillage and first aid requirements
5. Ventilate area (as appropriate)
6. Wash hands and check for any cuts and abrasions, (if any found, cover with waterproof dressing)
7. Select, check, and wear correct PPE
8. Select, check, and safely assemble correct equipment Thoroughly check all parts of the equipment for wear, damage and that they work properly - including plugs, pipes, wheels, and cables
9. Consider the area the machine is to be used in, assess potential traffic at the start and during the task, plan a route and note any potential trip hazards during the operation
10. Ensure all control levers are free moving and set in the right position to start the machine
11. Always keep the machine under control during the task and keep any trailing cables to a minimum and behind the area of works
12. As a general rule, try to operate your machine at the lowest throttle setting necessary to get the job done; use low throttle settings when clearing lightweight materials from around lawns or shrubbery, use medium to higher throttle settings to move lightweight grass or leaves from parking lots or walkways and use full throttle when moving heavy loads such as dirt

Cleaning of Area

1. Place warning signs correctly at each entrance/exit point to the area
2. Ensure that there are no pedestrians in surrounding areas where machine is in use
3. Carry out the start-up procedure in a safe and controlled manner in accordance with the manufacturer's guidelines
4. Never start if any part of the machine is damaged ensuring to check any cables
5. Take/drive the machine to where you need to use it
6. Sweep the floor using a systematic overlapping pattern
7. Carry out sweeping with regards to edges, immovable obstacles and people (never point the blower/vac discharge towards people, animals, or objects other than those which need to be cleared)
8. Check charge levels and trail on a regular basis
9. Check the collection sack regularly and empty as necessary

10. Complete the task without damage or risk to people or surrounding fixtures
11. Ensure the appearance of the floor and surrounding areas are satisfactory after completion of the task
12. Switch off the equipment when stopped
13. Remove and empty the bag carefully into the waste bags

END EACH TASK WITH THE FOLLOWING:

14. Remove warning signs
15. Check, clean and store equipment, materials, and PPE correctly
16. Wash and dry hands thoroughly after completing the task
17. Dispose of waste bag to the appropriate bin
18. Report any faults to Supervisor/Manager

Method Statement Number: 54

Bains Marie Cleaning

Associated Risk Assessments

54: Bains Marie Cleaning
55: Canopies, Hoods and Filter Cleaning
56: Deep Fat Fryer Cleaning
57: Dishwasher Cleaning

Associated Method Statements

55: Canopies, Hoods and Filter Cleaning
56: Deep Fat Fryer Cleaning
57: Dishwasher Cleaning

Associated Toolbox Talks

1: Health and Safety for Everyone
2: COSHH 12 Golden Rules
3: Chemical- Safe Dilution
8: PPE
9: Manual Handling
11: Machinery – Maintenance

Personal Protective and Safety Equipment Requirement

1. Chemical Protection Gloves EN374-2/3



2. Warning/Safety Sign



3. Safety Glasses/Goggles



4. Heavy Duty/Gauntlet Gloves



5. Safety Shoes



6. Face Mask



Small Tools / Materials

1. Colour Coded Cloths
2. Colour Coded Bucket
3. Scrubbing Brush
4. Scraper
5. Hand Pads
6. Refuse Sacks
7. Clean Container for Drained Oil
8. Trigger Spray Bottle and Measuring jug
9. Steel Wool Scourers

Machinery

None

Approved Chemicals

Chemical	Use	Hazardous Classifications	COSHH Assessment Number
Daily Descaler	Descaler	H314: Causes severe skin burns and eye damage	168
UBIK 2000	Floor Cleaner	H302: Harmful if swallowed H314: Causes severe skin burns and eye damage H315: Causes skin irritation H318: Causes serious eye damage H319: Causes serious eye irritation	22
Diversey LTD - Bryta Oven and Grill Foam Cleaner (Formerly Brillo)	Over Cleaner	H222: Extremely flammable aerosol H229: Pressurised container: May burst if heated H314: Causes severe skin burns and eye damage H290: May be corrosive to metals	25
PP Caterclean Spray RTU Catering Clean	Kitchen Cleaner/Degreaser	H318: Causes serious eye damage H315: Causes skin irritation H400: Very toxic to aquatic life	47
Premiere Products - PP Ovenforce RTU Spray Oven Cleaner	Oven Cleaner	H319: Causes serious eye irritation H314: Causes severe skin burns and eye damage H315: Causes skin irritation	57

		H332: Harmful if inhaled H302: Harmful if swallowed H312: Harmful in contact with skin H335: May cause respiratory irritation	

Identified Risks and Safety Controls	
Identified Risk	**Mitigation**
Use of Cleaning Equipment/Awkward Posture (Reaching, Bending and Twisting) Resulting in Musculo-skeletal Disorders, Strains and Sprains	
	• Specific Manual Handling training on Kinetic Lifting for all employees • Rotation of jobs, moving in various directions to spread out the workload to various muscles, use a light grip and maintain neutral postures • Neck flexion may be static for viewing counter with stretching in opposite direction • Items should be cleaned in position where possible
Faulty Cables/Equipment Resulting in Electrocution and Electrical Fires	
	• Visual user check on equipment prior to use (sockets, plug and entire cable) • Extension lead RCD tested prior to use • Any faults found reported immediately to the supervisor to attach Red Tag to prevent use • No stretching of cable • Bains Marie should be isolated prior to commencement of cleaning

Contact with Chemical via Spills/Splashes Causing Irritation of Skin and Respiratory Problems	
	• Instructions and training in the safe use of chemicals, only use approved chemicals • Refer and follow required COSHH assessment on safe use of chemicals • If there is insufficient ventilation wear suitable respiratory equipment 'Dust Mask' • Natural ventilation to be used prior to work commencing and limit the time using chemical • Appropriate PPE to be worn, mandatory wearing of gloves 'Rubber or Neoprene' • First aid facilities to be known in case of emergency • Continuation of identifying safest agents that can be used to reduce long term occupational safety to a minimum, no agents used recorded under the EH 40 list 2007 (work place exposure limits)
Slips, Trips and Falls Including Wet Floors and Trailing Cables	
	• Cordon off area, place warning signs before work commences with warning signs displayed in a suitable position to give other users sufficient time to absorb the information before entering hazard area • Signage displayed until floor dry and/or work completed, store signage away safely when completed and carry out work when least amount of personnel around • Leads to be placed behind line of work and keep trailing cables to a minimum • Appropriate footwear to be worn • Battery operated equipment should be used where available
Manual Handling of Machines and Loads/Repetitive Strain Injuries Causing Sprains/Strains to Backs, Legs, Arms and Fingers	
	• All machinery, attachments and chemical containers to weigh below 25 Kilos • Specific Manual Handling training on kinetic lifting for all employees • Rotation of jobs (frequent breaks in pattern of work)

Additional Safety Controls

Preparation

- Ensure warning signs are displayed at all entrances
- Ensure that all staff have been issued with the correct PPE and that it is worn throughout the task – gloves and goggles must be worn
- Ensure staff carrying out the task have the correct training and that a record of their training is held on central system

Safety

- Do not leave equipment unattended
- Make sure that client has removed all food items and equipment in and around all areas of cleaning
- Ensure ventilation prior to commencement and throughout the task, taking regular fresh-air breaks as needed

Chemicals

- Do not splash chemical solutions
- Ensure chemicals are diluted correctly (See Toolbox Talk 3. Chemical- Safe Dilution)
- Follow COSHH instructions on safe use of chemicals (Toolbox Talk 2: 12 Golden Rules)

Task Procedure

Preparation

1. Carry out a dynamic risk assessment on arrival at the work area – this means you are checking the area is free from immediate risks to ensure the area is safe to work in
2. Place warning signs correctly at each entrance/exit point to the area that you are cleaning
3. Complete the task following this method statement (all method statements can be accessed in the H&S Manual by scanning the QR code on the Guide to Using Chemicals Safely poster)
4. Ventilate area (as appropriate)
5. Wash hands and check for any cuts and abrasions, (if any found, cover with waterproof dressing)
6. Select, check, and wear correct PPE
7. Select, check, and safely assemble the correct equipment
8. Switch off Bains Marie and isolate or disconnect
9. Remove food containers
10. Drain Bain Marie

Cleaning of Area
1. Remove all food debris from inside unit with damp cloth or brush 2. Wipe all inner surfaces applying solution with cloth or trigger spray 3. Repeat for all outer surfaces 4. Work from top to bottom and ensure passes overlap 5. Rinse cloth frequently and wring out 6. Check cleaning solution frequently and change when dirty 7. Dry wipe all cleaned surfaces 8. Read descaler product label, measure product and add to water in bowl at recommended dilution 9. Replace container cap 10. Apply solution with cloth to inner surfaces 11. Allow 7 – 8 minutes contact time 12. Remove scale deposits with brush, hand pad or scraper 13. Rinse thoroughly with fresh clean water and drain 14. Refill with hot clean water to operating level 15. Refit food containers 16. Check Bain Marie for correct operation 17. Wipe any splashes off skirtings, walls and fixtures 18. Visually inspect task on completion and clean and check all equipment 19. Remove warning signs when area dry and safe for other building users 20. Return equipment to secure store

Method Statement Number: 55

Canopies Hoods and Filter Cleaning

Associated Risk Assessment

55: Canopies, Hoods, and Filter cleaning
3: Steam Cleaning
20: Damp Mopping

Associated Method Statements

3: Steam Cleaning
20: Damp Mopping

Associated Toolbox Talks

1: Health and Safety for Everyone
2: COSHH 12 Golden Rules
3: Chemical Safe Dilution
8: PPE
11: Machinery/Maintenance/Checking for Damage/Reporting Faults

Personal Protective and Safety Equipment Requirement

1. Gloves Cut Resistant L3 and Nitrile Gloves EN374, 2-3
2. Safety Glasses EN166
3. Protective Footwear
4. Warning/Safety Signs (Double Sided)
5. Coverall











Small Tools / Materials

1. Abrasive Pad (Green Scourers)
2. Colour Coded Cloths
3. Colour Coded Buckets and Mops
4. Blue Roll
5. Magic Sponges
6. Refuse Sacks
7. Scraper
8. Dust Sheets
9. Broom
10. Dustpan and Brush
11. Scrubbing Brush
12. Hand Pads
13. Step Ladders
14. Trigger Spray

Machinery

1. Steam Cleaner

Approved Chemicals		
Use	**Hazardous Classifications**	**COSHH Assessment Number**
Multipurpose	H302: Harmful if swallowed H314: Causes severe skin burns and eye damage H315: Causes skin irritation H318: Causes serious eye damage H319: Causes serious eye irritation	22

Identified Risks and Safety Controls	
Identified Risk	**Mitigation**
Slips, Trips and Falls from Wet/Greasy Floors and Trailing Cables	
	• Warning signs to be placed before work commences • Warning signs displayed in a suitable position to give other users sufficient time to absorb the information before entering hazard area • Signage displayed until floor dry and/or completed • Store signage away safely when completed • Appropriate footwear to be worn (good grip on soles) • All employees trained in safety procedure • Always mop up any lying pools of water as the work commences, never leave any pools of water on completion of work area
Injuries Caused by Use of Step Ladders in Populated Areas/Falls from Step Ladders	
	• Cordon off area in which the step ladder is being used • Warning signs to be placed before work commences • Training in correct use of ladder/step ladder and working at height • Undertake the tasks involved in using step ladders when least amount of personnel are around • Check step ladder thoroughly before use • Spread the step ladder to its fullest extent • Ensure that all four stiles are on firm, level ground • Must have a secure handhold no less than 1.06m above the highest level reached by fee

Additional Safety Controls

Preparation

- Make sure that client has removed all food items and equipment in and around all areas of cleaning
- Ventilate area
- Place warning signs and cordon off area in which step ladders are to be used
- Select, check, and wear the correct PPE
- Select and assemble equipment
- Carry out safety checks for step ladder
- Switch off ventilation system (isolate or disconnect)
- Allow equipment to cool
- Cover all equipment below work area
- Erect and secure access equipment

Machinery

- Visual user check on equipment prior to use (sockets, plug and cables)
- Any faults found is reported immediately to the supervisor and not used
- RCD tested prior to use; no stretching of cable
- Annual PA testing of all electrical appliances

Chemicals

- Do not splash chemical solutions
- Ensure chemicals are diluted correctly (See Toolbox Talk 3. Chemical- Safe Dilution)
- Follow COSHH instructions on safe use of chemicals (Toolbox Talk 2: 12 Golden Rules)

Task Procedure

1. Work in pairs
2. Do not overreach
3. Select correct chemical and read label
4. Measure chemical and add to water in hot soak, bowl, and trigger spray at recommended dilution
5. Replace chemical container cap
6. Remove filters and drip trays
7. Place removable equipment in hot soak; use industrial dishwasher if appropriate
8. Scrape off heavy fat from canopy and hood
9. Wipe up loose fat particularly from channels of canopy and hood
10. Wipe all surfaces applying solution with cloth, paper towel or trigger spray
11. Steam cleaners may be used where appropriate - please refer to the steam cleaner method and risk assessment
12. Work from top to bottom and ensure passes overlap
13. Rinse cloth frequently and wring out
14. Check cleaning solution frequently and change when dirty
15. Rinse and dry filters and drip trays
16. Refit filters and drip trays
17. Dry wipe all cleaned surfaces
18. Check ventilation system for correct operation
19. Dismantle access equipment
20. Remove dust covers
21. Wipe any splashes off floors, walls, and fixtures
22. Visually inspect task
23. On completion clean and check all equipment used
24. Remove warning signs when area dry and safe for other building users
25. Return equipment to secure store

Method Statement Number: 56

Deep Fat Fryer Cleaning

Associated Risk Assessment

56: Deep Fat Fryer Cleaning
20: Damp Mopping

Associated Method Statements

20: Damp Mopping

Associated Toolbox Talks

1: Health and Safety for Everyone 2: COSHH 12 Golden Rules 3: Chemical Safe Dilution 8: PPE
11: Machinery/Maintenance/Checking for Damage/Reporting Faults

Personal Protective and Safety Equipment Requirement

1. Gloves



2.Goggles



3. Protective Footwear



4. Warning/Safety Signs (Double Sided)



5. Mask



6. Disposable Aprons

7. Long sleeve Gauntlets



8. Coveralls



Small Tools / Materials

1. Abrasive Pad (Green Scourers)
2. Colour Coded Cloths
3. Colour Coded Buckets and Mops
4. Blue Roll
5. Magic Sponges
6. Refuse Sacks
7. Scraper
8. Dustpan and Brush
9. Scrubbing Brush
10. Hand Pads
11. Trigger spray
12. Clean container for drained oil

Machinery

None

Approved Chemicals			
Chemical	Use	Hazardous Classifications	COSHH Assessment Number
Caterclean 50 Liquid	Degreaser	H318: Causes serious eye damage H315: Causes skin irritation H400: Very toxic to aquatic life	47

Identified Risks and Safety Controls	
Identified Risk	Mitigation
Slips, Trips and Falls from Wet/Greasy Floors and Trailing Cables	
	• Warning signs to be placed before work commences • Warning signs displayed in a suitable position to give other users sufficient time to absorb the information before entering hazard area • Signage displayed until floor dry and/or completed • Store signage away safely when completed • Appropriate footwear to be worn (good grip on soles) • All employees trained in safety procedure • Always mop up any lying pools of water as the work commences, never leave any pools of water on completion of work area
Release of Gas Causing Burns/Inhalation Causing Poisoning	
	• Operative to have specific site training from building owner on safe use of that particular model of fryer • Gas must be isolated before cleaning

Identified Risks and Safety Controls

Identified Risk	Mitigation
Overreaching/Brush and Wiping Movement Causing Musculo-skeletal Disorders	
	• Restriction in duration at any given time (max 15 minutes) • Rotation of jobs as much as possible within the restraints of method statement/procedure • Maintain neutral postures • Neck flexion and stretching in opposite directions • Intersperse tasks to provide variety and a change in posture and muscular effort if available
Manual Handling Machines and Loads Causing Strains/Sprains to Back, Legs, Arms and Fingers	
	• All machinery/attachments/chemical containers weigh below 25 Kilos • Rotation of jobs (frequent breaks in pattern of work) • Specific Manual Handling training on Kinetic Lifting for all employees
Contact with Cleaning Chemical Through Spills and Splashes Causing Irritation of Skin and Respiratory Problems	
	• Natural ventilation to be used prior to work commencing • Instructions and training in the safe use of chemicals; follow COSHH risk assessment on safe use of chemicals and appropriate PPE worn • First aid facilities to be known in case of emergency

Identified Risks and Safety Controls	
Identified Risk	**Mitigation**
Faulty Cables/Equipment (Electrocution, Electrical Fires)	
	• Visual user check on equipment prior to use (sockets, plug, cables, and equipment) • Any faults found are reported immediately to the supervisor and not used • Any RCD used to be tested prior to use • No stretching of cables • Annual PA testing of all electrical appliances
Dust and Liquids Entering Electrical Sockets/Making Contact with Electrics	
	• Cover surfaces beneath area being cleaned with dust covers/masking tape to protect electrical sockets • No overuse of water/cleaning agents (do not over wet the walls) • Clear away excess immediately
Contact with Hot Parts or Hot Liquids within the Fryer Causing Burns to Face/Body/Arms	
	• System to be isolated and cooled for at least 1 hour 30 minutes prior to draining of oil • Cleaning liquid to be cooled for 1 hour after boiling prior to commencing clean

Additional Safety Controls

Preparation

- Prior to starting this clean the operative must have had suitable instruction and authorisation from the site manager on how to turn on/ignite this equipment safely
- Make sure that client has removed all food items and equipment in and around all areas of cleaning
- Select, check, and wear the correct PPE
- Ventilate the area
- Select and assemble equipment
- Switch off deep fat fryer and allow to cool if it has been in use

Machinery

- Visual user check on equipment prior to use (sockets, plug and cables)
- Any faults found is reported immediately to the supervisor and not used

Chemicals

- Do not splash chemical solutions
- Ensure chemicals are diluted correctly (See Toolbox Talk 3. Chemical- Safe Dilution)
- Follow COSHH instructions on safe use of chemicals (Toolbox Talk 2: 12 Golden Rules)

Task Procedure

1. Carry out a dynamic risk assessment on arrival at the work area – check the area is free from immediate risks to ensure the area is safe to work in
2. Place warning signs correctly at each entrance/exit point to the area that you are cleaning
3. Complete the task following this method statement (all method statements can be accessed in the H&S Manual by scanning the QR code on the Guide to Using Chemicals Safely poster)
4. Ventilate area (as appropriate)
5. Wash hands and check for any cuts and abrasions, (if any found, cover with waterproof dressing)
6. Select, check, and wear correct PPE
7. Prior to starting this clean the operative must have had suitable instruction and authorisation from the site manager on how to turn on/ignite this equipment safely
8. Switch off deep fat fryer and allow to cool if it has been in use
9. Make sure that client has removed all food items and equipment in and around all areas of cleaning
10. Select and assemble equipment

Method Statement Number: 57

Dishwasher Cleaning

Associated Risk Assessment

57: Dishwasher Cleaning Risk Assessment

Associated Method Statements

None

Associated Toolbox Talks

1: Health and Safety for Everyone
2: COSHH 12 Golden Rules
3: Chemical Safe Dilution
8: PPE
11: Machinery/Maintenance/Checking for Damage/Reporting Faults

Personal Protective and Safety Equipment Requirement

1. Suitable protection EN166 goggles or



2. Warning/Safety Signs (double sided)



3. Gloves EN374



3. Mask



3. Safety Shoes



3. Disposable Aprons



Small Tools / Materials

1. Abrasive Pad (Green Scourers)
2. Colour Coded Cloths
3. Colour Coded buckets and mops
4. Magic Sponges
5. Refuse Sacks
6. Scraper
7. Trigger spray
8. Scrubbing brush
9. Hand Pads

Machinery

1. Visual checks “door seals and hinges”.

Approved Chemicals			
Chemical	**Use**	**Hazardous Classifications**	**COSHH Assessment Number**
Finish Dishwasher Cleaning Original	Cleaner and odour eliminator	H302 Harmful if swallowed. H315 Causes skin irritation. H318 Causes serious eye damage. H319 Causes serious eye irritation.	129
2 Pure – OdorBac Tec4 - liquid	Odour Eliminator and Cleaner	None Product is not deemed to have any adverse effects on human health or the environment	89

Identified Risks and Safety Controls	
Identified Risk	**Mitigation**
Slips, Trips and Falls from wet/greasy floors and trailing cables	
	• Carry out work when least amount of personnel around or lock down Kitchen area where possible • Warning signs displayed before work commences in a suitable position to give other users sufficient time to absorb the information before entering hazard area • Signage displayed until floor dry and/or completed • Store signage away safely when completed • Appropriate footwear to be worn (good grip on soles) • Always mop up any lying pools of water as the work commences, never leave any pools of water on completion of work area • Staff to be vigilant to contaminates which are substances such as water, oil and dust that cause a floor surface to become slippery
Awkward Posture (Overreaching, Bending, Twisting) causing sprains/strains to upper limbs	
	• Rotation of jobs • Moving in various directions to spread out the workload to various muscles. Use a light grip • Maintain neutral postures • Neck flexion and stretching in opposite directions

Identified Risks and Safety Controls	
Identified Risk	• **Mitigation**
Contact with cleaning chemicals (spills/splashes causing irritation of skin and respiratory problems)	
	• Only use approved chemicals • Refer and follow required COSHH assessment on safe use of chemicals • Mandatory wearing of gloves 'Rubber or Neoprene' • Instructions and training in the safe use of chemicals • Follow COSHH risk assessment on safe use of chemicals and appropriate use of PPE • First aid facilities to be known in case of emergency • No mixing of chemicals • Chemicals are not left unattended
Steam/Scalding Burns	
	• Allow the machine to stand open for 5 minutes after the cycle ends to allow steam to dissipate and surfaces to cool.

Additional Safety Controls

Preparation

- Select, check, and wear the correct PPE
- Make sure that client has removed all food items and equipment in and around all areas of cleaning
- Select, check, and safely assemble the correct equipment
- Ensure warning signs are displayed at all entrances
- Select correct chemical and read label
- Ensure staff carrying out the task have the correct training and have a read the method statement and a record of their training is held on central system

Machinery

- Visual user check on equipment prior to use (sockets, plug, cables)
- Any faults found is reported immediately to the supervisor and not used
  Visual checks “door seals and hinges”.

Chemicals

- Do not splash chemical solutions
- Ensure chemicals are diluted correctly (See Toolbox Talk 3. Chemical- Safe Dilution)
- Follow COSHH instructions on safe use of chemicals (Toolbox Talk 2: 12 Golden Rules)

Task Procedure

1. Carry out a dynamic risk assessment on arrival at the work area – this means you are checking the area is free from immediate risks to ensure the area is safe to work in
2. Place warning signs correctly at each entrance/exit point to the area that you are cleaning
3. Complete the task following this method statement (all method statements can be accessed in the H&S Manual by scanning the QR code on the Guide to Using Chemicals Safely poster)
4. Ventilate area (as appropriate)
5. Wash hands and check for any cuts and abrasions, (if any found, cover with waterproof dressing)
6. Select, check, and wear correct PPE
7. Make sure that client has removed all food items and equipment in and around all areas of cleaning
8. Select, check, and safely assemble the correct equipment

9. Select either 1 cleaning solution container or 1 cleaning solution tablet
10. Remove lid of cleaning solution container and place upside down in plate holder or cutlery tray or place 1 dishwasher solution tablet at the bottom in the inside of the dishwasher
11. Switch the dishwasher on and select a 60-degree wash cycle
12. Once dishwasher cycle has finished, allow inside of machine to cool
13. Isolate the machine from the power supply (unplug or switch off at wall) before manual internal cleaning.
14. Remove food trap and empty contents into black bag
15. Rinse food trap in cold water
16. Working from top to bottom rinse and wipe the interior of the dishwasher, playing special attention to rubber seal which runs around the inner front of the dishwasher
17. Close the dishwasher door
18. Dilute neutral diluted detergent in a bucket
19. Wipe around the outside casing of the dishwasher using green cloth with diluted neutral detergent
20. Dry wipe all cleaned surfaces
21. Visually inspect task
22. Wipe any splashes off skirtings, walls, and floor
23. On completion clean and check all equipment
24. Remove warning signs when area dry and safe for other building users
25. Return equipment to secure store

Method Statement Number: 59

Ovens and Grill Cleaning

Associated Risk Assessment

3: Steam Cleaning
20: Damp Mopping

Associated Method Statements

3: Steam Cleaning
20: Damp Mopping

Associated Toolbox Talks

1: Health and Safety for Everyone
2: COSHH 12 Golden Rules
3: Chemical Safe Dilution
8: PPE
11: Machinery/Maintenance/Checking for Damage/Reporting Faults

Personal Protective and Safety Equipment Requirement

1. Gloves EN374, 2-3



2. Mask



3. Goggles



4. Protective Footwear



5. Warning/Safety Signs (double sided)



6. Coveralls



7. Gauntlet – Glove



Small Tools / Materials

1. Abrasive Pad (Green Scourers)
2. Colour Coded Cloths
3. Colour Coded Buckets and Mops
4. Blue Roll
5. Magic Sponges
6. Refuse Sacks
7. Scraper
8. Trigger Spray
9. Broom
10. Dustpan and Brush
11. Scrubbing Brush
12. Stainless Steel Balls

Machinery

1. Steam Cleaner

Approved Chemicals			
Chemical	**Use**	**Hazardous Classifications**	**COSHH Assessment Number**
Diversey Brillo Oven and Grill Foam Cleaner	Oven Cleaner/Degreaser	H220: Extremely flammable gas H280: Contains gas under pressure; may explode if heated H290: May be corrosive to metals H302: Harmful if swallowed H314: Causes severe skin burns and eye damage H318: Causes serious eye damage	25
Bryta Oven Grill Foam Cleaner	Oven and Grill Cleaner	H222 - Extremely flammable aerosol. H229 - Pressurised container: May burst if heated. H314 - Causes severe skin burns and eye damage. H290 - May be corrosive to metals.	25

Identified Risks and Safety Controls

Identified Risk	Mitigation
Slips, Trips and Falls from Wet/Greasy Floors and Trailing Cables	
	• Warning signs to be placed before work commences • Warning signs displayed in a suitable position to give other users sufficient time to absorb the information before entering hazard area • Signage displayed until floor dry and/or completed • Store signage away safely when completed • Appropriate footwear to be worn (good grip on soles) • All employees trained in safety procedure • Always mop up any lying pools of water as the work commences, never leave any pools of water on completion of work area
Awkward Posture (Overreaching, Bending and Twisting) Causing Sprains/Strains to Upper Limbs	
	• Rotation of jobs, moving in various directions to spread out the workload to various muscles and use a light grip • Maintain neutral postures • Neck flexion and stretching in opposite directions
Manual Handling Machines and Loads Causing Strains/Sprains to Back, Legs, Arms and Fingers	
	• All machinery/attachments/chemical containers weigh below 25 Kilos • Rotation of jobs (frequent breaks in pattern of work) • Specific Manual Handling training on Kinetic Lifting for all employees

Identified Risks and Safety Controls	
Identified Risk	**Mitigation**
Faulty Cables/Equipment (Electrocution, Electrical Fires)	
	• Visual user check on equipment prior to use (sockets, plug, cables and equipment) • Any faults found are reported immediately to the supervisor and not used • Any RCD used to be tested prior to use • No stretching of cables • Annual PA testing of all electrical appliances
Gas Explosion Causing Burns/Inhalation Poisoning	
	• Operative conducting cleaning must have specific site training from the building owner on the safe use of isolation of gas to that appliance • The supervisor in charge of the clean must also have this training in case of emergency and for cross checking purposes
Contact with Boiling Water/Steam Causing Burns and Scalding to Skin	
	• Operatives trained in the use of steamer machine • Appropriate PPE provided and worn

Identified Risks and Safety Controls	
Identified Risk	**Mitigation**
Contact with Cleaning Chemicals (Spills/Splashes Causing Irritation of Skin and Respiratory Problems)	
	• Only use approved chemicals • Refer and follow required COSHH assessment on safe use of chemicals • When using oven cleaner ensure that natural ventilation is used prior to work commencing, with the opening of windows and/or use of extractor system • Limit the use of oven cleaning to 15 minutes • Place racking trays in large, airtight, plastic oven equipment cleaning bags for 7 to 8 minutes contact time • Mandatory wearing of gloves 'Rubber or Neoprene' • Instructions and training in the safe use of chemicals • Follow COSHH risk assessment on safe use of chemicals and appropriate use of PPE • First aid facilities to be known in case of emergency
Contact with Hot Parts within the Oven or Grill Causing Burns to Skin	
	• System to be isolated and cooled for at least 1 hour 30 minutes prior to cleaning

Additional Safety Controls

Preparation

- Select, check, and wear the correct PPE
- Select, check and safely assemble the correct equipment
- Ensure warning signs are displayed at all entrances
- Ventilate area
- Switch off oven and/or grill (isolate or disconnect)
- Allow equipment to cool
- Make sure that the client has removed all food items and equipment in and around all areas of cleaning
- Ensure staff carrying out the task have the correct training and that a record of their training is held on central system
- Ensure all staff have read method statement

Machinery

- Visual user check on equipment prior to use (sockets, plug and cables)
- Any faults found is reported immediately to the supervisor and not used
- RCD tested prior to use; no stretching of cable
- Annual PA testing of all electrical appliances

Chemicals

- Do not splash chemical solutions
- Ensure chemicals are diluted correctly (See Toolbox Talk 3. Chemical- Safe Dilution)
- Follow COSHH instructions on safe use of chemicals (Toolbox Talk 2: 12 Golden Rules)

Task Procedure

Inner Surfaces

1. Carry out a dynamic risk assessment on arrival at the work area – this means you are checking the area is free from immediate risks to ensure the area is safe to work in
2. Place warning signs correctly at each entrance/exit point to the area that you are cleaning
3. Complete the task following this method statement (all method statements can be accessed in the H&S Manual by scanning the QR code on the Guide to Using Chemicals Safely poster
4. When using the chemicals you must follow the relevant COSSH Assessment which can be accessed in the H&S Manual as above which details PPE, and what to do in respect of spillage and first aid requirements.
5. Wash hands and check for any cuts and abrasions (if any found, cover with waterproof dressing)
6. Select oven cleaning chemical and read label
7. Ventilate area as appropriate
8. Place all removable shelves and racking in a large sink and apply product
9. Place racking trays in large airtight plastic bag, allow 7 to 8 minutes contact time
10. Steam cleaning of inner and outer surfaces where appropriate - please refer to steam cleaning method statement
11. Starting on furthest surface, apply product to all inner surfaces of oven or grill
12. Replace oven cleaning chemical container cap
13. Scrub inner surfaces with stainless steel balls/green pads whilst wearing gauntlet gloves
14. Scrape/wipe clean all shelves and racking
15. Rinse thoroughly with fresh water and wipe dry
16. Repeat for all inner surfaces starting on the nearest section
17. Refit shelves and racking
18. Wash hands thoroughly, rinse and dry upon completion of task

Outer Services

1. Carry out a dynamic risk assessment on arrival at the work area – this means you are checking the area is free from immediate risks to ensure the area is safe to work in
2. Place warning signs correctly at each entrance/exit point to the area that you are cleaning
3. Complete the task following this method statement (all method statements can be accessed in the H&S Manual by scanning the QR code on the Guide to Using Chemicals Safely poster
4. When using the chemicals you must follow the relevant COSSH Assessment which can be accessed in the H&S Manual as above which details PPE, and what to do in respect of spillage and first aid requirements.
5. Wash hands and check for any cuts and abrasions (if any found, cover with waterproof dressing)
6. Select chemical and read label
7. Ventilate area as appropriate
8. Measure product and add to warm water in bucket or trigger spray at recommended dilution
9. Replace chemical container cap
10. Wipe outer surfaces applying solution with cloth, paper towel or trigger spray
11. Work from top to bottom ensuring passes overlap
12. Rinse cloth frequently and wring out
13. Check cleaning solution frequently and change when dirty
14. Dry wipe all cleaned surfaces
15. Check oven and grill for correct operation
16. Wipe any splashes off floors, walls, and fixtures
17. Visually inspect task on completion clean and check all equipment
18. Remove warning signs when area dry and safe for other building users
19. Return equipment to secure store
20. Wash hands thoroughly, rinse and dry upon completion of task

Method Statement Number: 60

Refrigerators Freezers and Cold Rooms Cleaning

Associated Risk Assessments

3. Steam Cleaner
9: High Level Dusting
10: Refuse Rubbish Collection – Internal
20: Damp Mopping
27: Step Ladder

Associated Method Statements

3: Steam Cleaner
9: High Level Cleaning Dusting
10: Refuse Rubbish Collection – Internal
20: Damp Mopping
20: Use of Step Ladder

Associated Toolbox Talks

1: Health and Safety for Everyone
2: COSHH 12 Golden Rules
3: Chemical Safe Dilution
8: PPE

Personal Protective and Safety Equipment Requirement

1. Gloves (Level 3 - cut resistant)



2. Mask



3. Goggles



4. Protective Footwear



5. Warning/Safety Signs (double sided)



6. Coveralls



Small Tools / Materials

1. Abrasive Pad (Green Scourers)
2. Colour Coded Cloths
3. Colour Coded buckets and mops
4. Blue Roll
5. Magic Sponges
6. Refuse Sacks
7. Scraper
8. Neutral detergent
9. Trigger spray
10. Broom
11. Dustpan and brush
12. Scrubbing brush
13. Extension pole

Machinery

Steam Cleaner



Approved Chemicals

Chemical	Use	Hazardous Classifications	COSHH Assessment Number
2 PURE OdorBac Tec4 Liquid	Odour eliminator and cleaner	None – Product is not deemed to have any adverse effects on human health or the environment.	89

Identified Risks and Safety Controls

Identified Risk	Mitigation
Exposure to toxic gases and poisons from leaking refrigeration units causing injury	
	• Certification tickets to be checked and visual inspection carried out prior to clean • Visual inspection of unit seals/pipes. • Report any oily residue or chemical smells immediately
Chemicals, contact with chemical via spills/splashes causing irritation of skin and respiratory problems	
	• Only use approved chemicals • Refer and follow required COSHH assessment on safe use of chemicals • When using oven cleaner ensure that natural ventilation is used prior to work commencing with the opening of windows and/or use of extractor system. • Limit the time using chemical • Mandatory wearing of gloves 'Rubber or Neoprene.' If there is insufficient ventilation wear suitable respiratory equipment 'Dust Mask' • Natural ventilation to be used prior to work commencing. Instructions and training in the safe use of chemicals. • Follow COSHH risk assessment on safe use of chemicals

Identified Risks and Safety Controls

Identified Risk	Mitigation
Slips, Trips and Falls including wet floors and trailing cables	
	• Warning signs to be placed before work commences • Warning signs displayed in a suitable position to give other users sufficient time to absorb the information before entering hazard area • Signage displayed until floor dry and/or completed • Store signage away safely when completed • Appropriate footwear to be worn (good grip on soles) • All employees trained in safety procedure • Always mop up any lying pools of water as the work commences, never leave any pools of water on completion of work area
Awkward Posture (Reaching, Bending, Twisting) causing sprains/strains to upper limbs	
	• Rotation of jobs • Moving in various directions to spread out the workload to various muscles. Use a light grip • Maintain neutral postures • Neck flexion and stretching in opposite directions • Mechanise the operation by the use of extension pole for the higher areas to avoid overreaching (limited to use at any given time 15 minutes maximum) • Appropriate footwear to be worn (good grip on soles)
Manual Handling machines/loads and repetitive strain injuries	
	• All machinery/attachments/chemical containers weigh below 25 Kilos • Rotation of jobs (frequent breaks in pattern of work) • Specific Manual Handling training on Kinetic Lifting for all employees

Identified Risks and Safety Controls	
Identified Risk	**Mitigation**
Falls from step ladders causing injury	
	• Training in correct use of ladder / step ladder and working at height • Cordon off area in which the step ladder is being used • Warning signs to be placed before work commences • Check step ladder thoroughly before use • Spread the step ladder to its fullest extent • Ensure that all four stiles are on firm, level ground • Must have a secure handhold not less than 1.06m above the highest level reached by your feet • Following manual handling training as per health and safety induction training • 2 persons to carry ladder from storage to work area
Burns from hot or cold parts of the refrigeration units	
	• Refrigeration system to be isolated and cooled at least 30 minutes prior to commencement of the clean
Contact with Boiling Water/Steam	
	• Operatives trained in the use of machinery and appropriate PPE provided and worn • Carry out work when least amount of personnel around

Additional Safety Controls

Preparation

- Prior to commencing the clean, ensure it is communicated to the customer that unit needs to be empty
- Select, check, and wear the correct PPE
- Place warning signs.
- Select, check, and safely assemble the correct equipment
- Switch off unit. Isolate or disconnect
- If unit is walk in open and secure the door open so that it cannot be changed
- Make sure that the client has removed all food items and equipment in and around all areas of cleaning
- Ensure warning signs are displayed at all entrances
- Ensure that all staff have been issued with the correct PPE and that it is worn throughout the task
- Ensure staff carrying out the task have the correct training and that a record of their training is held on central system
- All staff have read method statement

Machinery

- None in use

Chemicals

- Do not splash chemical solutions
- Ensure chemicals are diluted correctly (See Toolbox Talk 3. Chemical- Safe Dilution)
- Follow COSHH instructions on safe use of chemicals (Toolbox Talk 2: 12 Golden Rules)

Task Procedure

1. Prior to commencing clean ensure communicated to customer that unit needs to be empty
2. Carry out a dynamic risk assessment on arrival at the work area – this means you are checking the area is free from immediate risks to ensure the area is safe to work in.
3. Place warning signs correctly at each entrance/exit point to the area that you are cleaning
4. Complete the task following this method statement (all method statements can be accessed in the H&S Manual by scanning the QR code on the Guide to Using Chemicals Safely poster)
5. When using chemicals, you must follow the relevant COSHH Assessment which can be accessed in the H&S Manual as above which details PPE, and what to do in respect of a spillage and first aid requirements.
6. Ventilate area (as appropriate)
7. Wash hands and check for any cuts and abrasions, (if any found, cover with waterproof dressing)
8. Select, check, and wear the correct PPE
9. Select, check, and safely assemble the correct equipment
10. Switch off unit. Isolate or disconnect
11. If unit is walk in, open, and secure the door open so that it cannot be changed
12. Select correct chemical and read label
13. Measure chemical and add to water in hot soak and bowl or trigger spray at recommended dilution
14. Replace chemical container cap
15. Remove all food debris from inside unit with damp cloth or brush.
16. Remove all shelves and racking and clean in hot soak
17. Wipe all inner surfaces, applying solution with cloth or trigger spray
18. Pay particular attention to ledges, corners, and door seals
19. Work from top to bottom
20. Ensure passes overlap
21. Rinse cloth frequently and wring out
22. Check cleaning solution frequently
23. When using Steamer in cleaning areas follow all instructions detailed in Method Statement 3: Steam Cleaning
24. Change when dirty
25. Rinse and dry wipe all cleaned surfaces
26. Repeat for all outer surfaces
27. Rinse, dry and refit shelves, and racking
28. Unsecure door if walk in unit
29. Check unit for correct operation
30. Return contents to unit
31. Wipe any splashes off skirtings, walls, and fixtures
32. Visually inspect task.
33. On completion clean and check all equipment.
34. Remove warning signs when area is dry and safe for other building users
35. Return equipment to secure store
36. Wash and Dry Hands

Method Statement Number: 63

Ensure Touch ATP Testing

Associated Risk Assessments

Associated Method Statements

Associated Tool Box Talks

1: Health and Safety for Everyone

8: PPE

11: Machinery – Maintenance

Personal Protective and Safety Equipment Requirement



Disposable gloves

Small Tools / Materials (Refer to folder as to what they need)

1. Ensure UltraSnap Swabs
2. Sanitising wipes

Machinery

1. Ensure ATP Testing kit

Ensure that all machinery is thoroughly cleaned and decontaminated after use and before storing away

Approved Chemicals

Chemical	Use	Hazardous Classifications	COSHH Assessment Number
None			

Identified Risks and Safety Controls

Identified Risk	Mitigation
Chemical Hazard	Post-clean surfaces may still have residual left behind. Always wear gloves; do not touch the swab tip to skin.
Slips/Trips	Be mindful of wet floors in recently cleaned areas

Additional Safety Controls

Preparation

- For additional protection, we recommend using the complimentary protective case which comes inside the box along with the Velcro hand strap for easy carrying. To install the hand strap, thread it through the openings on the back of the case and attach the Velcro together on the inside. To put the case on, start by inserting the top portion of Ensure Touch where the power button is into the top of the case before inserting the bottom half.
- Plug your Ensure Touch into a wall outlet using the cables included in the box and let it charge for 15 minutes. Tap the power button once on the top left of the screen to power it on. If you see the screen illuminate slightly, then the instrument is powering on and you do not need to press the power button again. If it's not turning on, long hold the power button for 15 seconds.
- Ensure Ultrasnap swabs have been allowed to reach room temperature (approx. 10 mins out of fridge) to ensure enzyme activity is accurate.

Ensure Ultrasnap swabs have been chilled (They should always be kept in a fridge when not in use)

Machinery

- Do not leave machinery unattended
- Check electrical equipment in particular plugs, exposed wiring, broken body, buttons, and cables to ensure they are safe and test RCD report any faults to a supervisor or manager

Task Procedure

Preparation

Log on to https://www.hygiena.com/hygiena/setupet.html SureTrend cloud doesn't operate very well with Internet Explorer, please use Edge or Chrome to run SureTrend

1. Follow set up instructions, on action 6, Select Sanitation and Remediation as Industry.
2. Connect machine to office or home wi-fi as instructed on set up
3. Contact account owner for invite to user account. Please don't set up a separate account. SureTrend Cloud will email you a link to set up your password. After you've set up your password, navigate back to the login screen and login
4. SureTrend cloud is the software you will be using to display ATP results.

Carrying out the task

1. Once machine is correctly set up and registered, use Quick test option on machine for verification. Follow instructions on machine.
2. Pull swab from protective cover and wipe gently (stick shouldn't visibly bend) on area selected roughly the size of a 50p coin, using a cross-hatch pattern (horizontal and vertical strokes) while rotating the swab.
3. Replace swab in protective cover and snap blue end and shake
4. Insert swab with snapped end at top into machine and close lid ensuring to keep machine upright and not tilted. Machine will prompt if it tilts.
5. Machine will click twice on countdown which means internal shutter is working and calibrating.
6. After countdown, reading will be given. Current scale used is: <50 = pass, <75= Caution and > 100=Fail. This scale can be changed according to client needs.
7. Remove swab and dispose, move to new location and open swab and swipe area to repeat process.

Refrigerators, Freezers and Cold Rooms Cleaning – Method Statmement 60

Equipment and PPE

- Colour coded cloths
- Colour coded bucket
- Scrubbing brush
- Trigger Spray
- Warning / Safety Signs
- Gloves
- Goggles
- Refuse sacks
- Odourless bactericidal detergent and measure
- Green pads

Procedure

1. Prior to commencing clean ensure communicated to customer that unit needs to be empty
2. Select, check, and wear the correct PPE
3. Place warning signs.
4. Select, check, and safely assemble the correct equipment
5. Switch off unit. Isolate or disconnect
6. If unit is walk in open and secure the door open so that it cannot be changed
7. Select correct chemical and read label
8. Measure chemical and add to water in hot soak and bowl or trigger spray at recommended dilution
9. Replace chemical container cap
10. Remove all food debris from inside unit with damp cloth or brush.
11. Remove all shelves and racking and clean in hot soak
12. Wipe all inner surfaces, applying solution with cloth or trigger spray
13. Pay particular attention to ledges, corners, and door seals
14. Work from top to bottom
15. Ensure passes overlap
16. Rinse cloth frequently and wring out
17. Check cleaning solution frequently
18. Change when dirty
19. Rinse and dry wipe all cleaned surfaces
20. Repeat for all outer surfaces
21. Rinse, dry and refit shelves, and racking
22. Unsecure door if walk in unit
23. Check unit for correct operation
24. Return contents to unit
25. Wipe any splashes off skirtings, walls, and fixtures
26. Visually inspect task.
27. On completion clean and check all equipment.
28. Remove warning signs when area dry and safe for other building users
29. Return equipment to secure store

Safety and Control

- Ensure warning signs are displayed
- Do not leave equipment unattended
- Make sure that client has removed all food items and equipment in and around all areas of cleaning
- Gloves and googles must be worn
- Do not splash solution
- Follow COSHH instructions on safe use of chemicals
- Staff must be suitably trained

Method Statement Number: 67

Wall Washing

Associated Risk Assessments

67: Wall Washing

Associated Method Statements

Associated Toolbox Talks

1: Health and Safety for Everyone
3: Chemical Safe Dilution
7: Safety Signage
8: PPE
16: Colour Coding
17: General Cleaning

Personal Protective and Safety Equipment Requirement

1. Chemical Resistant Gloves EN374-2/3
2. Warning/Safety Signs
3. Disposable Mask
4. Goggles









Small Tools / Materials (Refer to folder as to what they need)

1. Colour coded buckets
2. Colour coded cloths
3. Measuring jug
4. Waterproof masking tape
5. Non-abrasive pad
6. Flat mop
7. Waterproof protective sheet (for floor)

Machinery

None

Approved Chemicals			
Chemical	Use	Hazardous Classifications	COSHH Assessment Number
2PURE Odorbac Tec 4	Multi Cleaner, Disinfectant	None – Product is not deemed to have any adverse effects on human health or the environment	89

Identified Risks and Safety Controls	
Identified Risk	**Mitigation**
Manual Handling machines/loads and repetitive strain injuries	
	• All machinery/attachments/chemical containers weigh below 25 Kilos • Rotation of jobs (frequent breaks in pattern of work) • Specific Manual Handling training on Kinetic Lifting for all employees
Awkward Posture (Reaching, Bending, Twisting)	
	• All machinery/attachments/chemical containers weigh below 25 Kilos • Rotation of jobs (frequent breaks in pattern of work) • Specific Manual Handling training on Kinetic Lifting for all employees
Slips, Trips and Falls including wet floors and trailing cables	
	• Warning signs to be placed before work commences • Warning signs displayed in a suitable position to give other users sufficient time to absorb the information before entering hazard area • Signage displayed until floor dry and/or completed • Store signage away safely when completed • Appropriate footwear to be worn (good grip on soles) • All employees trained in safety procedure •
Contact with chemical via inhalation/spills/splashes causing irritation of skin and respiratory problems	

Identified Risks and Safety Controls

Identified Risk	Mitigation
	• Only use approved chemicals • Refer and follow required COSHH assessment on safe use of chemicals • Limit the time using chemical • Mandatory wearing of gloves and mask • Natural ventilation to be used prior to work commencing. Instructions and training in the safe use of chemicals. Follow COSHH risk assessment on safe use of chemicals • Appropriate PPE to be worn, first aid facilities to be known in case of emergency

Additional Safety Controls

Preparation

- Use appropriate PPE
- Warning signs must be in place
- Complete visual risk assessment on the wall prior to washing – Checking light switches/plugs/wall lights are not damaged and no wires are showing

Task Procedure

Preparation

1. Carry out a dynamic risk assessment on arrival at the work area – this means you are checking the area is free from immediate risks to ensure the area is safe to work in
2. Place warning signs correctly at each entrance/exit point to the area that you are cleaning
3. Complete the task following this method statement (all method statements can be accessed in the H&S Manual by scanning the QR code on the Guide to Using Chemicals Safely poster)
4. When using chemicals, you must follow the relevant COSHH Assessment which can be accessed in the H&S Manual as above which details PPE, and what to do in respect of a spillage and first aid requirements
5. Ventilate area (as appropriate)
6. Wash hands and check for any cuts and abrasions, (if any found, cover with waterproof dressing)
7. Select, check, and wear correct PPE
8. Complete visual risk assessment of wall, checking for any damage to light switches, plug sockets and any wall lights – **Do not attempt to carry out the task if there is any damage to any electrical fittings and inform your line manager**
9. Cover light switches, plug sockets and any wall lights with waterproof tape to prevent any moisture getting through
10. Lay waterproof protective sheet on the floor to minimise the risk of any drips
11. Prepare the chemical, fill bucket halfway with warm water and add the Odorbac
12. Test a small patch on the wall to ensure washing does not damage the surface. If it does, stop immediately and report to manager.

Method

1. Starting at the top of the allocated area, wash the wall using circular motions being sure to rinse the cloth in the bucket regularly. Starting from top will prevent drips and splashes staining the area you have already completed.
2. Use a flat mop in the same way as the cloth for areas that are out of reach
3. Stop immediately if washing causes any visible damage to the wall and report to manager.
4. Once completed, empty the solution from the bucket into the sink, rise the bucket and dry with a hand towel
5. Place used cloths into a bag for laundry washing
6. Remove the tape and plastic protective sheet from the floor
7. Ensure the appearance of the floor and surrounding areas are satisfactory after completion of the task
8. Complete the task without damage or risk to people, furniture, and fittings
9. Check, clean and store equipment and materials
10. Remove and dispose of PPE
11. Remove warning signs and close ventilation (as appropriate)
12. Wash and dry hands thoroughly after completing the task

Method Statement Number: 68

Commercial and Domestic Kitchen General Cleaning

Associated Risk Assessments

4: Floor Scrubber Dryer Machines
9: High Level Dusting
10: Refuse Rubbish Collection – Internal
20: Damp Mopping
27: Step Ladder
44: Wet Pick-Up Machine
68: Commercial and Domestic Kitchen General Cleaning

Associated Method Statements

4: Floor Scrubber Dryer Machines
9: High Level Cleaning Dusting
10: Refuse Rubbish Collection – Internal
20: Damp Mopping
27: Step Ladder
44: Wet Pick-Up Machine

Associated Toolbox Talks

1: Health and Safety for Everyone
2: COSHH 12 Golden Rules
3: Chemical Safe Dilution
8: PPE

Personal Protective and Safety Equipment Requirement

1. Gloves (Heavy duty)



2. Mask



3. Goggles



4.Protective Footwear



5.Warning/Safety Signs (double sided)



6.Coveralls



7. Glove – Gauntlet



Small Tools / Materials

1. Abrasive Pad (Green Scourers)
2. Colour Coded Cloths
3. Colour Coded buckets and mops
4. Blue Roll
5. Dust Control Mop
6. Magic Sponges
7. Refuse Sacks
8. Scraper
9. Stainless Steel Balls
10. Degreaser
11. Odourless bactericidal detergent
12. Trigger spray
13. Broom
14. Dustpan and brush

Machinery

1. Floor Machine Scrubber with drive disk and black scrubbing pad i.e. I-Mop and black pads
2. Wet Pick-Up Machine

Approved Chemicals

Chemical	Use	Hazardous Classifications	COSHH Assessment Number
Premiere Products: Cater Clean	Kitchen Cleaner and Degreaser	H318 Causes serious eye damage H315 Causes skin irritation H400 Very toxic to aquatic life	47
Clover UBIK 2000	Floor Cleaner	H302 Harmful if swallowed. H314 Causes severe skin burns and eye damage H315 Causes skin irritation H318 Causes serious eye damage H319 Causes serious eye irritation	22
Daily Use Descaler	Descaler	H314 Causes severe skin burns and eye damage.	168

Identified Risks and Safety Controls	
Identified Risk	**Mitigation**
Faulty cables/equipment (electrocution, electrical fires)	
	• Visual user check on equipment prior to use (sockets, plug, cables, Equipment) • Any faults found are reported immediately to the supervisor and not used • Any RCD used to be tested prior to use • No stretching of cables • Annual PA testing of all electrical appliances
Chemicals, Contact with chemical via spills/splashes causing irritation of skin and respiratory problems	
	• Only use approved chemicals • Refer and follow required COSHH assessment on safe use of chemicals • When using oven cleaner ensure that natural ventilation is used prior to work commencing with the opening of windows and/or use of extractor system. • Limit the time using chemical • Mandatory wearing of gloves 'Rubber or Neoprene.' If there is insufficient ventilation wear suitable respiratory equipment 'Dust Mask' • Natural ventilation to be used prior to work commencing. Instructions and training in the safe use of chemicals. Follow COSHH risk assessment on safe use of chemicals
Slips, Trips and Falls including wet floors and trailing cables	
	• Warning signs to be placed before work commences • Warning signs displayed in a suitable position to give other users sufficient time to absorb the information before entering hazard area • Signage displayed until floor dry and/or completed • Store signage away safely when completed • Appropriate footwear to be worn (good grip on soles) • All employees trained in safety procedure • Always mop up any lying pools of water as the work commences, never leave any pools of water on completion of work area

Identified Risk and Safety Controls	
Identified Risk	**Mitigation**
Awkward Posture (Reaching, Bending, Twisting)	
	• Rotation of jobs • Moving in various directions to spread out the workload to various muscles Use a light grip • Maintain neutral postures • Neck flexion and stretching in opposite directions
Manual Handling machines/loads and repetitive strain injuries	
	• All machinery/attachments/chemical containers weigh below 25 Kilos • Rotation of jobs (frequent breaks in pattern of work) • Specific Manual Handling training on Kinetic Lifting for all employees
Safe Use of Ladders	
	• Check the ladder for missing, loose or damage rungs • Check that there are no slivers of metal or wood on the rungs that could cause you harm • Ensure that all ropes and cables are attached • Make sure there are no missing or loose rubber feet, rivets, nuts, bolts, or hinges • Check that the extension locks and is not loose, damaged, or broken • Ensure the ladder locks and sits correctly when extended • Check that metal ladders have no twisting, splitting or damage to the stiles and rungs should not be painted • Ladders should only be use of for short duration of work • Always use a safety man to the foot of the ladder • Always seek advice from your supervisor before using a ladder or working at height • Employee must be trained, and the employee's signed of training record held on company training data base

<table>
<tr><th colspan="2">Fire (Grease build up, hot surfaces, electrical sources)</th></tr>
<tr><td></td><td>

Do not obstruct fire exits or firefighting equipment
Report any overheating or faulty equipment immediately
All staff to be aware of fire procedures and evacuation routes
Ensure all cooking equipment is switched off and isolated prior to cleaning
Allow sufficient cooling time before commencing work
Do not clean hot surfaces or equipment
Keep flammable materials and chemicals away from heat sources

</td></tr>
<tr><th colspan="2">Sharps (knives, broken glass, sharp edges)</th></tr>
<tr><td>
</td><td>

Do not place hands into sinks, containers or waste without visual inspection
Use brushes, dustpans or tools to remove broken glass or sharp objects
Dispose of sharps in designated containers where provided
Report unsafe storage of knives or sharp equipment

</td></tr>
<tr><th colspan="2">Live Equipment/Unexpected start up</th></tr>
<tr><td>
</td><td>

Ensure all equipment is switched off and unplugged before cleaning
Do not clean machinery that is connected to a power source
Confirm with site contact that equipment is safe to clean
Report faulty switches or equipment immediately and do not use

</td></tr>
</table>

Thermal burns (hot surfaces, steam, recently used appliances)	
	• Allow equipment and surfaces to cool before cleaning • Avoid opening hot appliances where steam may escape • Wear appropriate PPE where required • Do not rush cleaning of recently used equipment • Report any defective equipment that retains excessive heat

Additional Safety Controls

Preparation

1. Make sure that the Client has removed all food items and equipment in and around all areas of cleaning
2. Refer to relevant method statements for other tasks – scrubbing/buffing
3. Ensure warning signs are displayed at all entrances
4. Ensure that all staff have been issued with the correct PPE and that it is worn throughout the task
5. Ensure staff carrying out the task have the correct training and that a record of their training is held on central system
6. All staff have read method statement

Machinery

7. Do not plug in machinery until fully assembled using an RCD (Residual Current Device)
8. Do not leave machinery unattended
9. Cables should be kept behind machinery and away from water
10. Do not allow the cable to become taut at ankle height
11. When not in use machinery should be left in an upright position and unplugged
12. Check electrical equipment in particular plugs and cables to ensure they are safe and test RCD. Report any faults to the supervisor or manager and do not use

Chemicals

13. Do not splash chemical solutions
14. Ensure chemicals are diluted correctly (See Toolbox Talk 3. Chemical- Safe Dilution)
15. Follow COSHH instructions on safe use of chemicals (Toolbox Talk 2: 12 Golden Rules)

Task Procedure

1. Carry out a dynamic risk assessment on arrival at the work area – this means you are checking the area is free from immediate risks to ensure the area is safe to work in
2. Place warning signs correctly at each entrance/exit point to the area that you are cleaning
3. Complete the task following this method statement (all method statements can be accessed in the H&S Manual by scanning the QR code on the Guide to Using Chemicals Safely poster)
4. When using chemicals, you must follow the relevant COSHH Assessment which can be accessed in the H&S Manual as above which details PPE, and what to do in respect of a spillage and first aid requirements
   Only PP Caterclean RTU to be used on food preparation surfaces
5. Ventilate area (as appropriate)
6. Wash hands and check for any cuts and abrasions, (if any found, cover with waterproof dressing)
7. Select, check, and wear correct PPE
8. Check PA test date
9. Thoroughly check all parts of the electrical equipment for wear, damage and they work properly – including plugs, pipes, wheels, and cables
10. Place warning signs correctly at each entrance/exit point to the area
11. If floor sockets are being used, put a warning sign over the floor socket that is being used
12. Prepare the cleaning solutions using the correct ratios and to manufacturer's directions, adding the cleaning agent to the water
13. Pre spray any heavy stains (to allow contact time)
14. Wash tiles with warm water and cloth changing water when necessary - buff to dry with cloth
15. Wash counters/surfaces with warm water and cloth changing water when necessary – buff to dry with cloth
16. Wash walls with cloth rinsing cloth when necessary – buff to dry
17. Wash skirting boards with cloth rinsing when necessary – buff to dry
18. De-scale stainless steel sink making sure you rinse thoroughly
19. Hard floor deep cleaning, refer to floor scrubbing method statement number 4 for general floor scrubber dryer machines and 4a for specific use of an I-Mop
20. Ensure the appearance of the floor and surrounding areas are satisfactory after completion of the task
21. Check, clean and store equipment, materials, and PPE correctly
22. Remove warning signs and close ventilation (as appropriate)
23. Wash and dry hands thoroughly after completing the task

Method Statement Number: 71

Builder’s Deep Clean and Basic Void Clean

Associated Risk Assessments

1: Toilet Cleaning
2: Vacuuming
3: Cleaning Glass and Mirrors to Hand Height
6: Damp Dusting and Polishing
7: Staircase Cleaning
9: High Level Dusting
10: Refuse Rubbish Collection – Internal
20: Damp Mopping
27: Step Ladders
32: Carpet Cleaning
43: Stain Removal
46: Mop Sweeping
50: Skyvac
59: Oven and Grill Cleaning
71: Builder's Deep Clean and Void Clean

If work assignment includes fatality or crime scene cleaning/decontamination, please refer to risk assessment 37

Associated Method Statements

1: Cleaning Toilets
2: Vacuuming
5: Glass and Window Cleaning
6: Damp Dusting and Polishing
7: Staircase Cleaning
8A: Carpet Cleaning using Cimex Machine
9: High Level Cleaning and Dusting
10: Refuse and Rubbish Collection
20: Damp Mopping
27: Use of Step Ladders
32: Carpet Cleaning
43: Stain Removal
46 & 46A: Dust Mop Sweeping
50: Skyvac
59: Oven and Grill Cleaning

If work assignment includes fatality or crime scene cleaning/decontamination, please refer to method statement 37

Associated Tool Box Talks

1: Health and Safety for Everyone
2: COSHH 12 Golden Rules
3: Chemical Safe Dilution
3: Safe use of Ladders
8: PPE

Personal Protective and Safety Equipment Requirement

Face Masks



Protective Footwear



Safety Glasses/Goggles



Tyvek Suites (Disposable)



Gauntlet Gloves



Chemical Protection Gloves EN374-2/3



Warning/Safety Signs



Small Tools / Materials

1. Abrasive Pad
2. Colour Coded Cloths
3. Colour Coded Buckets and Mops
4. Blue Roll
5. Dust Control Mop
6. Magic Sponges
7. Refuse Sacks
8. Wire Brush with Handle
9. Scraper and Handle
10. Masking Tape
11. Yellow Biohazard Bags
12. Stainless Steel Balls

Machinery

1. Vacuum Cleaner and Floor Tools
2. Floor Machine Scrubber with Drive Disc and Black Scrubbing Pad i.e. I-Mop and Black Pads
3. Cimex Machine
4. Vacuum fitted with HEPA filter (builders clean)

Approved Chemicals

Chemical	Use	Hazardous Classifications	COSHH Assessment Number
Clean-line daily use de-scaler	Descaler	H314 Skin corrosion/irritation, Category 1 H318 Serious eye damage/eye irritation, Category 1	168
TD30 Toilet cleaner & de-scalor	Descaler	H314 Causes severe skin burns and eye damage	63
2PURE Odorbac Tec 4	Multi Cleaner, Disinfectant	None: Product is not deemed to have any adverse effects on human health or the environment	89
Clean-line glass and stainless-steel cleaner	Glass and Stainless Steel Cleaner	None	132
Clover UBIK 2000	Floor Cleaner	H302: Harmful if swallowed H314: Causes severe skin burns and eye damage H315: Causes skin irritation H318: Causes serious eye damage H319: Causes serious eye irritation	22
Diversey LTD Bryta oven and grill cleaner	Oven and Grill Cleaner	H222: Extremely flammable aerosol. H229: Pressurised container: May burst if heated. H314: Causes severe skin burns and eye damage. H290: May be corrosive to metals.	25
Premier Products oven force RTU spray oven cleaner	Oven Cleaner	H314: Causes severe skin burns and eye damage	57
Premiere Products Release	Carpet Shampoo	None	61

Prochem Multipro	Carpet Pre-spray (wet extraction machines)	H290: May be corrosive to metals H302: Harmful if swallowed H314: Causes severe skin burns and eye damage H315: Causes skin irritation H318: Causes serious eye damage H319: Causes serious eye irritation H335: May cause respiratory irritation	70
Prochem Procaps	Carpet Cleaner	H315: Causes skin irritation H318: Causes serious eye damage H319: Causes serious eye irritation	71
Cleanline – Liquid	Chewing Gum Remover	H226: Flammable liquid and vapour H302: Harmful if swallowed H314: Causes severe skin burns and eye damage H315: Causes skin irritation H317: May cause an allergic skin reaction H318: Causes serious eye damage H319: Causes serious eye irritation H400: Very toxic to aquatic life H410: Very toxic to aquatic life with long lasting effects H411: Toxic to aquatic life with long lasting effects	95

Identified Risks and Safety Controls	
Identified Risk	**Mitigation**
Awkward Posture (Reaching, Bending and Twisting)	
	• Rotation of jobs • Moving in various directions to spread out the workload to various muscles • Use a light grip • Maintain neutral postures • Ensure neck flexion and stretching in opposite directions when required
Faulty Cables/Equipment (Electrocution and Electrical Fires)	
	• Visual user check on equipment prior to use (sockets, plug, cables and equipment) • Any faults found are reported immediately to the supervisor and not used • Any RCD used to be tested prior to use • No stretching of cables • Annual PA testing of all electrical appliances
Manual Handling of Machines/Loads and Repetitive Strain Injuries	
	• All machinery/attachments/chemical containers weigh below 25 Kilos • Rotation of jobs (frequent breaks in pattern of work) • Specific Manual Handling training on Kinetic Lifting for all employees

Cleaning Ovens Using Chemicals/Contact with Chemical via Spills/Splashes Causing Irritation of Skin and Respiratory Problems	
	• Only use approved chemicals • Refer and follow required COSHH assessment on safe use of chemicals • When using oven cleaner ensure that natural ventilation is used prior to work commencing by opening windows and/or use of extractor system • Limit the time using chemical • Mandatory wearing of gloves 'Rubber or Neoprene' • If there is insufficient ventilation wear suitable respiratory equipment 'Dust Mask' • Natural ventilation to be used prior to work commencing • Instructions and training in the safe use of chemicals; follow COSHH risk assessment on safe use of chemicals • Appropriate PPE to be worn • First aid facilities to be known in case of emergency

Slips, Trips and Falls Including Wet Floors and Trailing Cables	
	• Warning signs to be placed before work commences • Warning signs displayed in a suitable position to give other users sufficient time to absorb the information before entering hazard area • Signage displayed until floor dry and/or completed • Store signage away safely when completed • Appropriate footwear to be worn (good grip on soles) • All employees trained in safety procedure Always mop up any lying pools of water as the work commences, never leave any pools of water on completion of work area

Safe Use of Ladders	
	• Check the ladder for missing, loose or damage rungs • Check that there are no slivers of metal or wood on the rungs that could cause you harm • Ensure that all ropes and cables are attached • Make sure there are no missing or loose rubber feet, rivets, nuts, bolts or hinges • Check that the extension locks and is not loose, damaged or broken • Ensure the ladder locks and sits correctly when extended • Check that metal ladders have no twisting, splitting or damage to the stiles, and rungs should not be painted • Ladders should only be in use for short duration of work • Always obtain a second operative to support the foot of the ladder • Always seek advice from your supervisor before using a ladder or working at height
Inhalation of building dust and fine particles – Builders Clean	
	• FFP2 Mask to be worn • Damp mopping only • Damp wiping only • No dry sweeping / dusting • Dustpan and damp sponge to be used to collect lumps of pottery • HEPA vacuum only

Additional Safety Controls

Preparation

- Make sure that the building equipment has been removed by the contractor before starting any cleaning task
- Ensure warning signs are displayed at all entrances
- Ensure that all staff have been issued with the correct PPE and that it is worn throughout the task
- Ensure staff carrying out the task have the correct training and that a record of their training is held on the central system
- Staff undertaking training as part of the builders deep clean must be assigned a designated trained supervisor

Machinery

- Do not plug in machinery until fully assembled using an RCD
- Do not leave machinery unattended
- Cables should be kept behind machinery and away from water
- Do not allow the cable to become taut at ankle height
- When not in use machinery should be left in the correct position and upright
- Check electrical equipment in particular plugs and cables to ensure they are safe and test TCD report any faults to be reported to a supervisor or manager

Chemicals

- Do not splash chemical solutions
- Ensure chemicals are diluted correctly (See Toolbox Talk 3. Chemical- Safe Dilution)
- Follow COSHH instructions on safe use of chemicals (Toolbox Talk 2: 12 Golden Rules)

Task Procedure

Please ensure you refer to the following method statements as required/relevant to the work being undertaken and in particular the preparation procedure for each.

1 Toilet and Washroom
2 Vacuuming /Suction cleaning
6 Damp Wiping and Polishing
7 Staircase Cleaning
9 High Level Cleaning
10 Disposal of Internal Waste
20 Damp Mopping
32 Carpet Extraction
43 Stain Removal
46 Dust Mop Sweeping
50 Sky Vac High Level

nviro

Method Statement Number: 73

Surface Enhancement & Protective Coatings

Associated Risk Assessments

06: Damp Wiping and Polishing
73: Surface Enhancement Coatings
06A: Microfibre Dry Dusting, Damp Wiping, Drying and Polishing Buffing

Associated Method Statements

06: Damp Wiping and Polishing
06A: Microfibre Dry Dusting, Damp Wiping, Drying and Polishing Buffing

Associated Toolbox Talks

1: Health and Safety for Everyone
2: COSHH 12 Golden Rules
8: PPE
9: Manual Handling
11: Machinery – Maintenance

Personal Protective and Safety Equipment Requirement

1. Chemical Protection Gloves EN374-2/3



2. Warning / Safety Sign



3. Portwest Eagle FFP3 Dolomite Fold Flat – Respirator Mask



4. Safety Glasses/Goggles



5. Protective Coveralls



Small Tools / Materials

1. Colour Coded Cloths
2. Nordic Chem – Power Mister Trigger Spray Bottle (this is the preferred tool for hard surfaces)

Machinery

1. Electrostatic Sprayer (this is the preferred method for soft surfaces)

Approved Chemicals

Chemical	Use	Hazardous Classifications	COSHH Assessment Number
Nordic Chem Surface Enhancer	Surface Enhancer	H319: Causes serious eye irritation	125
Nordic Chem	Antimicrobial Coating	H225: Highly flammable liquid and vapour H301: Toxic if swallowed H311: Toxic in contact with skin H315: Causes skin irritation H318: Causes serious eye damage H331: Toxic if inhaled H370: Causes damage to organs H371: May cause damage to organs H400: Very toxic to aquatic life H410: Very toxic to aquatic life with long lasting effects H411: Toxic to aquatic life with long lasting effects	110

Identified Risks and Safety Controls	
Identified Risk	**Mitigation**
Faulty Cables/Equipment Resulting in Electrocution and Electrical Fires	
	• Visual user check on equipment prior to use (sockets, plug and entire cable) • Extension lead RCD tested prior to use • Any faults found reported immediately to the supervisor to attach a Red Tag to prevent use • No stretching of cable • Low voltage charging unit, machine runs on batteries
Water/Mist Egress onto Electrics Resulting in Electrocution/Damage to Electrical Equipment	
	• Ensure that the nozzle is pointed away from any electrical equipment • Ensure Sprayer machine is double insulated
Manual Handling of Machines and Use of Wand/Nozzle Resulting in Musco-skeletal Disorders and Strains/Sprains to Back, Legs, Arms and Fingers	
	• All machinery/attachments/chemical containers must weigh below 25 kg (2kgs) • Regular breaks to be taken
Contact with Chemical or Aerosol Resulting in Irritation of Skin and Respiratory Problems	

Identified Risks and Safety Controls	
Identified Risk	**Mitigation**
	• Mandatory wearing of appropriate personal protective equipment including safety goggles to EN166:2001, FFP3 level masks to be worn and latex free gloves • To reduce risk of chemical splash, concentrated chemical is poured into the unit with water added afterwards • Ensure that the sprayer is not pointed towards anyone • Trigger lock should be on when not in use • The sprayer should be held away from the body and operative should not walk forward into spray until it has bonded with a surface • Where rooms are in 24/7 operation, there is to be no Electrostatic Spraying, apply with cloth only • Cordon off area and place warning signs before work commences, any staff not directly involved in the delivery will be asked to leave the area prior to work commencing • Signage displayed until surfaces are dry

Additional Safety Controls
Preparation
• Ensure warning signs are displayed at all entrances • Ensure that all staff have been issued with the correct PPE and that it is worn throughout the task – PPE and RPE must always be worn whilst spraying is in operation • Ensure staff carrying out the task have the correct training and that a record of their training is held on central system • Prior to work commencement, confirm with the customer what plans are in place regarding the control of entrance points and security of the area whilst being sprayed • Decide whether to use a Nordic Chem Power Mister or an Electrostatic Sprayer, please note the Power Mister is more cost effective delivery method for hard surfaces as it uses less chemical
Safety
• Where rooms are in 24/7 operation, there should be no Electrostatic Spraying, only apply by cloth - refer to relevant method statement • Equipment used should not then be used for any other task • Ventilated areas should not be used for 30 minutes after delivery and for unventilated areas, this is 60 minutes

Chemicals
• Do not splash chemical solutions • Ensure chemicals are diluted correctly (See Toolbox Talk 3. Chemical- Safe Dilution) • Follow COSHH instructions on safe use of chemicals (Toolbox Talk 2: 12 Golden Rules)

Task Procedure – Surface Enhancement Coatings

Preparation

1. Carry out a dynamic risk assessment on arrival at the work area – this means you are checking the area is free from immediate risks to ensure the area is safe to work in
2. Place warning signs correctly at each entrance/exit point to the area that you are cleaning
3. Complete the task following this method statement (all method statements can be accessed in the H&S Manual by scanning the QR code on the Guide to Using Chemicals Safely poster)
4. When using chemicals, you must follow the relevant COSHH Assessment which can be accessed in the H&S Manual as above which details PPE, and what to do in respect of a spillage and first aid requirements
5. Ventilate area (as appropriate)
6. Wash hands and check for any cuts and abrasions, (if any found, cover with waterproof dressing)
7. Select, check, and wear correct PPE and RPE
8. Select, check, and safely assemble the correct equipment
9. Correctly dilute the approved chemical; the chemical should be decanted directly into the unit prior to adding cold water, so as to dilute to manufacturer's instructions and stow away chemical safely when not in use
10. If using a battery powered power mister spray bottle, ensure it is fully charged with a USB cable11. . If using an Electrostatic Sprayer check it is in the finest mist setting, if not use key to adjust
11. Click chemical tank on, lock into position and lock in battery to base of Electrostatic Sprayer
12. Unlock the trigger safety switch, turn machine on

Cleaning of Area

1. When using either the power mister or the electrostatic sprayer, hold it away from the body, a swooping motion should be used to evenly distribute the chemical over the surface you wish to spray making sure the Electrostatic sprayer or power mister is around 70 cm away from the surface being sprayed
2. Logically move around the room spraying all surfaces, that have been identified in the cleaning specification, lightly but evenly - the electro spray will attach underneath items (i.e., chairs)

3. Once the chemical is on a hard surface (not required on soft surfaces such as carpets or upholstery), using a microfibre cloth, buff the chemical into the surface going with the grain
4. The operative should make sure to avoid saturation by constantly moving the Electrostatic Sprayer or power mister as if spray-painting objects
5. The spray should always be directed away from the body and the other operatives
6. For comfort PPE can be changed at any time, regular breaks should be sought
7. Once all areas have had an even distribution the operatives should wait for around 20 minutes for the surfaces to dry
8. Ventilated areas should not be used for 30 minutes after delivery and for unventilated areas, this is 60 minutes
9. Wash and dry hands thoroughly after completing the task
10. Thoroughly clean all equipment after use – the Electrostatic Sprayer should be emptied of all water from the tank and then spray into the the sink to clear any water that is still inside the tube system and then the nozzle should be removed and rinsed off with warm water
11. Remove all disposable protective and respiratory equipment correctly
12. Remove warning signs

Task Procedure – Protective Coatings

Preparation

1. Carry out a dynamic risk assessment on arrival at the work area – this means you are checking the area is free from immediate risks to ensure the area is safe to work in
2. Place warning signs correctly at each entrance/exit point to the area that you are cleaning
3. Complete the task following this method statement (all method statements can be accessed in the H&S Manual by scanning the QR code on the Guide to Using Chemicals Safely poster)
4. When using chemicals, you must follow the relevant COSHH Assessment which can be accessed in the H&S Manual as above which details PPE, and what to do in respect of a spillage and first aid requirements
5. Ventilate area (as appropriate)
6. Wash hands and check for any cuts and abrasions, (if any found, cover with waterproof dressing)
7. Select, check, and wear correct PPE and RPE
8. Correctly dilute the approved chemical; the chemical should be decanted directly into the unit prior to adding cold water, so as to dilute to manufacturer's instructions and stow away chemical safely when not in use
9. Check sprayer is in finest mist setting, if not use key to adjust
10. Click chemical tank on and lock into position
11. Lock in battery to base of sprayer
12. Unlock the trigger safety switch, turn machine on

Hygienic Cleaning of Area

1. Whilst holding the sprayer away from the body, a swooping motion should be used to evenly distribute the chemical over the surface you wish to spray making sure the sprayer is around 70 cm away from the surface being sprayed
2. Logically move around the room spraying all surfaces, which have been identified in the cleaning specification, lightly but evenly - the electro spray will attach underneath items (i.e., chairs)
3. Check manufacturers advice when applying protective coatings to windows and glass as product may need manual intervention rather than being left exclusively to dry on the surface
4. The operative should make sure to avoid saturation by constantly moving the sprayer as if spray painting objects
5. The spray should always be directed away from the body and the other operatives
6. For comfort PPE can be changed at any time, regular breaks should be sought
7. Once all areas have had an even distribution the operatives should wait for around 20 minutes for the surfaces to dry
8. Ventilated areas should not be used for 30 minutes after delivery and for unventilated areas, this is 60 minutes
9. Dry hands thoroughly after completing the task
10. Thoroughly clean all equipment after use – the electrostatic sprayer should be emptied of all water from the tank, then spray into the sink to clear any water that's still inside the tube system and then the nozzle should be removed and rinsed off with warm water
11. Remove all disposable protective and respiratory equipment correctly
12. Remove warning signs
13. Wash and dry hands

Method Statement Number: 76a

Touchpoint Cleaning

Associated Risk Assessments

76a: Touchpoint Cleaning

Associated Method Statements

Associated Toolbox Talks

1: Health and Safety for Everyone

8: PPE

16: Colour Coding

17: General Cleaning

Personal Protective and Safety Equipment Requirement

1. Chemical Resistant Gloves EN374-2/3



2. Warning/Safety Signs



Small Tools / Materials

1. Colour coded bucket
2. Colour coded microfibre cloths
3. Odorbac spray bottle

Machinery

None

Approved Chemicals

Chemical	Use	Hazardous Classifications	COSHH Assessment Number
2PURE Odorbac Tec 4	Multi Cleaner, Disinfectant	None – Product is not deemed to have any adverse effects on human health or the environment	89

Identified Risks and Safety Controls

Identified Risk	Mitigation
Manual Handling machines/loads and repetitive strain injuries	
	• All machinery/attachments/chemical containers weigh below 25 Kilos • Rotation of jobs (frequent breaks in pattern of work) • Specific Manual Handling training on Kinetic Lifting for all employees

Additional Safety Controls

- Use appropriate PPE
- Ensure cloths are laundered in line with manufacturer's instructions

Task Procedure

Preparation

1. Carry out a dynamic risk assessment on arrival at the work area – this means you are checking the area is free from immediate risks to ensure the area is safe to work in
2. Place warning signs correctly at each entrance/exit point to the area that you are cleaning
3. Complete the task following this method statement (all method statements can be accessed in the H&S Manual by scanning the QR code on the Guide to Using Chemicals Safely poster)
4. When using chemicals, you must follow the relevant COSHH Assessment which can be accessed in the H&S Manual as above which details PPE, and what to do in respect of a spillage and first aid requirements
5. Ventilate area (as appropriate)
6. Wash hands and check for any cuts and abrasions, (if any found, cover with waterproof dressing)
7. Select, check, and wear correct PPE
8. Select, check, and safely assemble correct equipment
9. Place warning signs correctly at each entrance/exit point to the area
10. Fill the appropriate spray bottle with the appropriate dilution ratio:
    Blue, Red, and Green bottles 10:1 ratio
    Or
    Purple bottle 50:50 ratio (virus control)

Procedure

1. Fold the cloth in half and half again to give eight separate cleaning surfaces.
2. Spray cleaning chemical directly on the cloth
3. Carry out the damp wiping to touch point (railings, lift buttons, handles, push plates etc.)
4. Check the cloth and use a fresh side when necessary
5. Place dirty cloth in washing area
6. Clean equipment and return to correct storage place

Method Statement Number: 78

Caretaking & Portering

Associated Risk Assessment

11: Refuse Collection, Emptying Bins and Fly Tip Removal – Outside Buildings
27: Use of Step Ladders
33: Use of Hand Tools
78: Portering
64: Lone Working

Associated Method Statements

33: Use of Hand Tools

Associated Toolbox Talks

1: Health and Safety for Everyone
8: PPE
11: Machinery – Maintenance
2: COSHH 12 Golden Rules
9: Manual Handling

Personal Protective and Safety Equipment Requirement

1. L3 Cut Resistant Gloves 
2. Warning/Safety Signs 
3. Safety Shoes 
4. Hi-Vis Vest 

Small Tools/Materials

1. Heavy Duty Tapered Bottle Skips 2. Handling dollies 3. Retaining Straps 4. Roll Cage Container 5. Flatbed Trolley 6. Trolley 7. Step Ladders 8. Litter Picker










Machinery/Handtools

1.Battery Operated Drills 2. Battery Operated Screwdrivers

Approved Chemicals			
Chemical	Use	Hazardous Classifications	COSHH Assessment Number
None			

Identified Risks and Safety Controls	
Identified Risk	**Mititgation**
Contact with Foreign Objects such as Glass/Sharps (Metal) etc. Resulting in Cuts/Infection (Hepatitis)	
	• Wear Cut Resistant (L3-L5) Gloves/Rubber Gloves • Hold/carry bags away from legs and torso • Use clear refuse sacks so waste items are visible • Look for any protruding items • Specific training on Nviro sharps/needle procedure • If found, report immediately to a supervisor
Exposed to Outdoor Weather Conditions Resulting in Hypothermia/Heatstroke/Dehydration/Cold Weather Injuries	
	• Mandatory wearing of appropriate personal protective equipment (wet weather gear, thermal clothing, and high visibility jacket) • Operatives to be regularly monitored during extreme weather conditions
Collision with Other Personnel and/or Vehicle Movement Resulting in Being Struck by Vehicles Moving Around Site	
	• Nviro employees to be aware of traffic routes

Falling Items Resulting in Crush Injuries to Feet	
	• Safety shoes with steel toe caps must be worn by all operatives during completion of task
Contact with Cleaning Chemical Resulting in Irritation of Skin and Respiratory Problems	
	• Instructions and training in the safe use of chemicals; follow COSHH risk assessment on safe use of chemicals • Appropriate PPE worn and first aid facilities to be known in case of emergency • No agents used recorded under the EH 40 list (workplace exposure limits)
Slips, Trips and Falls from Wet Floors and Trailing Cables	
	• Warning signs to be placed before work commences, displayed until the floor is dry and/or completed and placed away safely once complete • Warning signs displayed in a suitable position to give other users sufficient time to absorb the information before entering hazard area • Appropriate footwear to be worn (good grip on soles) • All employees trained in safety procedure
Falls from Step Ladders Resulting in Fatalities, Broken Bones or Bruising	
	• Training in correct use of ladder/step ladder and working at height • Check step ladder thoroughly before use • Spread the step ladder to its fullest extent, and ensure that all four stiles are on firm, level ground • Must have a secure handhold no less than 1.06m above the highest level reached by your feet • Two people required while step ladder is in use (with one person to secure the ladder)

Manual Handling – Resulting in Strains/Sprains to Back, Legs, arms and Fingers	
	• Follow manual handling guidelines as part of health and safety induction training • Assistance to be obtained if items are heavy or awkward with two people required to lift bulky/heavy items • Empty waste regularly to avoid over filling refuse sacks and reduce the overall weight • Use mechanised operations as much as is reasonable • Ensure you have the trolley specifically designed for the task at hand • Check if the load can be moved safely without risk of injury or damage to the load or property • Check the proposed route is clear of obstructions • Loading the trolley: ensure the goods are secure when placing items onto the trolley • Unloading the trolley: after reaching your destination, gently unload the goods from a low height to keep you and your items safe and secure • Never attempt to lift a load you don't think you or your equipment can manage – get help or split the load • Always wear suitable loose-fitting clothing, safety footwear and personal protective equipment when required • Where applicable, ensure the brakes are on when the trolley is stationary, particularly on sloping ground • Never intentionally create large loads when several small loads are a safer alternative **Caring for the trolley**: • Keep your trolley in the best possible condition by keeping it safe in a clean and dry location • Check for cracked or damaged welds before every use • Never load your trolley above the recommended weight capacity • Check the quality of the wheels and replace them straight away if worn out or damaged

Additional Safety Controls

Preparation

- Gloves should be worn
- Ensure warning signs are displayed at all entrance/exit points to the area
- Ensure that all staff have been issued with the correct PPE for weather conditions and that it is worn throughout the task
- Ensure staff conducting the task have the correct training and that a record of their training is held on central system

Safety

- Follow manual handling procedures, assistance must be found for heavy or awkward items
- Be aware of weather conditions (hot, cold and wet) and pay attention to traffic and pedestrians
- Be aware of roads, curbs, pavements, uneven surfaces and other outdoor hazards, ensuring warning/traffic cones are on clear display
- Ensure a keen observation of area to make sure there are no sharps, however if sharps are found it should be reported to a line manager straight away to arrange for removal
- Ensure any fridge/freezers are completely empty of food waste and/or bagged separately
- If position designates an employee as a key holder – Please refer to Nviro Pathways 23 – Secure Keyholder & Access Pathway.

Chemicals

- Distribution only
- Follow COSHH instructions on safe use of chemicals (Toolbox Talk 2: 12 Golden Rules)

Task Procedure

Preparation

1. Carry out a dynamic risk assessment on arrival at the work area – this means you are checking the area is free from immediate risks to ensure the area is safe to work in
2. Place warning signs correctly at each entrance/exit point to the area that you are cleaning/ appropriate
3. Complete the task following this method statement (all method statements can be accessed in the H&S Manual by scanning the QR code on the Guide to Using Chemicals Safely poster)
4. When using chemicals, you must follow the relevant COSHH Assessment which can be accessed in the H&S Manual as above which details PPE, and what to do in respect of a spillage and first aid requirements
5. Ventilate area (as appropriate)
6. Wash hands and check for any cuts and abrasions, (if any found, cover with waterproof dressing)
7. Select, check, and wear correct PPE
8. Collect all the required items of equipment
9. Conduct a thorough check of site before commencing task to look for dangerous materials and if any are found, report to client and line manager and do not touch
10. Identify wastes correctly
11. Ensure a thorough visual inspection of areas to ensure there is no hidden risks i.e., no needles or sharps hidden in mattresses etc.

Clearing of Areas and Set Up of Classrooms

1. Collect personal items left by students in the accommodation areas (items may be broken)
2. Remove all items as directed to the correct designated points including personal items, broken pieces of furniture and electrical items
3. Ensure the surrounding areas are left in a satisfactory condition after completion of the task
4. Complete the task without damage to the area
5. Check, clean and store equipment, materials and PPE correctly
6. Remove warning signs
7. Wash and dry hands thoroughly after completing the task
8. Report any items you are unable to remove due to weight to your line manager

Moving Furniture; Desks, Cupboards, Beds, Chairs/Cleaning the Area After Reverting to Classrooms Post Event REGENTS UNIVERSITY ONLY

1. Collect personal items left by students and lecturers in classrooms and offices (items may be broken)
2. Remove all items as directed to the correct designated points including personal items, broken pieces of furniture and electrical items
3. Clean and sanitise area using appropriate products

4. Ensure the surrounding areas are left in a satisfactory condition after completion of the task
5. Complete the task without damage to the area
6. Check, clean and store equipment, materials, and PPE correctly
7. Remove warning signs
8. Wash and dry hands thoroughly after completing the task
9. Report any items you are unable to remove due to weight to your line manager

Bedding Laundry REGENTS UNIVERSITY ONLY

1. Collect personal items left by students in the accommodation areas (items may be broken)
2. Using the trolley collect and deliver clean bedding to areas
3. Remove dirty laundry to designated collection areas using trolleys
4. Ensure the surrounding areas are left in a satisfactory condition after completion of the task
5. Complete the task without damage to the area
6. Remove warning signs
7. Wash and dry hands thoroughly after completing the task
8. Report any items you are unable to remove due to weight to your line manager

Events Set Up REGENTS UNIVERSITY ONLY

1. Report any items you are unable to remove due to weight to your line manager
2. Open the marquee at the beginning of the event
3. Deliver all required furniture to the event area (chairs, tables, stage flooring etc. and clothing i.e. graduation gowns)
4. Help catering to set up the bar area and tablecloths
5. Set up decorations as directed by the Conferencing Manager
6. Clean and sanitise area using appropriate products
7. Complete the task of setting up without damage to the area
8. Ensure the surrounding areas are left in a satisfactory condition after completion of the task
9. Remove all contents of marquee as required and directed
10. Check, clean and store equipment, materials, and PPE correctly
11. Wash and dry hands thoroughly after completing the task
12. Close marquee

Caretaking Task Procedure (example Keyholding)

1. Carry out site inspection on arrival
2. Check for hazards (damage, leaks, unsafe conditions)

3. Ensure safe access/egress routes are clear
4. Unlock/lock buildings following site procedures
5. Report defects to your Line Manager or via the site specific process (control room/helpdesk)
6. Set up areas as required (classrooms/events)
7. Ensure all areas are left safe and secure after work
8. Record tasks completed (logbook or system)

Method Statement Number: 79

Cleaning in Pottery Studios

Associated Risk Assessments

06: Damp Wiping and Polishing 79: Cleaning in Pottery Studios
20: Damp Mopping

Associated Method Statements

06: Damp Wiping and Polishing
20: Damp Mopping

Associated Toolbox Talks

1: Health and Safety for Everyone
2: COSHH 12 Golden Rules
3: Chemical Safe Dilution
6: Slips, Trips and Falls
8: PPE
9: Manual Handling
16: Colour Coding

Personal Protective and Safety Equipment Requirement

1. FFP2 Mask
2. Warning / Safety Sign
3. Chemical Protection Gloves EN374-2/3







Small Tools / Materials (Refer to folder as to what they need)

1. Colour Coded Mop and Bucket
2. Sponges
3. Dustpan and brush
4 Colour codes cloths
5 Colour coded trigger spray

Machinery

Vacuum fitted with HEPA filter

Approved Chemicals			
Chemical	Use	Hazardous Classifications	COSHH Assessment Number
2PURE Odorbac Tec 4	Multi Cleaner, Disinfectant	None – Product is not deemed to have any adverse effects on human health or the environment	89

Identified Risks and Safety Controls

Inhalation of silica dust	
	• FFP2 Mask to be worn • Damp mopping only • Damp wiping only • No dry sweeping / dusting • Dustpan and damp sponge to be used to collect lumps of pottery • HEPA vacuum only • Pottery studio cleaning equipment not to be used anywhere else
Contact with chemical via spills/splashes causing irritation of skin	
	• Only use approved chemicals • Refer and follow required COSHH assessment on safe use of chemicals • Limit the time using chemical • Natural ventilation to be used prior to work commencing. Instructions and training in the safe use of chemicals. Follow COSHH risk assessment on safe use of chemicals Appropriate PPE to be worn, first aid facilities to be known in case of emergency
Slips, Trips and Falls including wet floors and trailing cables	
	• Warning signs to be placed before work commences • Warning signs displayed in a suitable position to give other users sufficient time to absorb the information before entering hazard area • Signage displayed until floor dry and/or completed • Store signage away safely when completed • Appropriate footwear to be worn (good grip on soles) • Always mop up any lying pools of water as the work commences, never leave any pools of • water on completion of work area
Manual Handling machines/loads and repetitive strain injuries	
	• Rotation of jobs (frequent breaks in pattern of work) • Specific Manual Handling training on Kinetic Lifting for all employees

Awkward Posture (Reaching, Bending, Twisting)	
	• Rotation of jobs • Moving in various directions to spread out the workload to various muscles. Use a light grip • Maintain neutral postures • Neck flexion and stretching in opposite directions
Faulty Cables/Equipment (Electrocution, Electrical Fires)	
	• Visual user check on equipment prior to use (sockets, plug and entire cable) • Any faults found reported immediately to the supervisor to attach Red Tag to prevent use • No stretching of cable • Annual PA testing of all electrical appliances

Task Procedure

Preparation

1. Carry out a dynamic risk assessment on arrival at work – this means you are checking the area is free from immediate risks to ensure the area is safe to work in
2. Place warning signs correctly at each entrance/exit point to the area
3. Complete the task following this method statement (all method statements can be accessed in the H&S Manual by scanning the QR code on the Guide to Using Chemicals Safely poster)
4. Wash hands and check for any cuts and abrasions, (if any found, cover with waterproof dressing)
5. Thoroughly check all parts of equipment for wear, damage and that they work properly
6. Prepare the cleaning solution using the correct ratios and to manufacturer's directions, adding the cleaning agent to the water
7. Wear FFP2 mask

Task Procedure

Vacuuming

1. Use a damp sponge and dustpan to collect lumps of pottery from the floor
2. Using a vacuum with a HEPA filer only - vacuum up the pottery dust
3. Remove large pieces of debris and sharp items using dustpan and brush. Dispose of in the correct container
4. Adjust brushes to suit the surface to be cleaned
5. Start at furthest point from the door with machine behind.
6. Using push/pull method overlaps, each stroke moving further as you go.
7. Keep flex away from traffic areas, changing sockets as you go
8. Should pipe become blocked visually inspect after switching off and unplugging machine. Do not attempt to place fingers into the parts to remove debris if this cannot as this may be sharp. Please replace with spare tool and report blocked item to supervisor.
9. Safely remove the plug from the power socket and recoil the cable safely
10. Ensure the appearance of the floor and surrounding areas are satisfactory after completion of the task
11. Complete the task without damage or risk to people, furniture, and fittings
12. Check, clean and store equipment, materials, and PPE correctly
13. Remove warning signs and close ventilation (as appropriate)
14. Wash and dry hands thoroughly after completing the task

Damp Mopping
1. Use a damp sponge and dustpan to collect lumps of pottery from the floor 2. Begin mopping at furthest point from door and start around edges working around the skirting board 3. Mop the floor using a figure of eight or overlapping line movement 4. Ensure buckets are always kept behind the line of work 5. Rinse mop out regularly 6. Change cleaning solution when required 7. Ensure the appearance of the floor and surrounding areas are satisfactory after completion of the task 8. Complete the task without damage or risk to people, furniture, and fittings 9. Check, clean and store equipment, materials, and PPE correctly 10. Wash mop heads and hang out to dry as required 11. Remove warning signs once the floor is completely dry and close ventilation (as appropriate) 12. Wash and dry hands thoroughly after completing the task
Damp Wipiing
1. Damp wiping using cleaning chemical diluted in water bucket - ensure area about to be cleaned is clear use the cloth to remove dirt by wiping the surface from top to bottom using smooth strokes with the damp cloth. Rinse the cloth and change the water frequently 2. Damp wiping use trigger spray, spray the cloth with cleaning chemical (do not spray chemical directly on to the surface) 3. Ensure the area has been completely wiped clean and all of the dirt/dust has been removed 4. Ensure the appearance of the areas are satisfactory after completion of the task 5. Complete the task without damage or risk to people, furniture, and fittings 6. Check, clean and store equipment, materials, and PPE correctly 7. Remove warning signs and close ventilation (as appropriate) Wash and dry hands thoroughly after completing the task.

Method Statement Number: 80

Monthly Cleaning of Level 2 Corridor Brighton Dome

Associated Risk Assessments

80: Brighton Dome Cleaning of Level 2 corridor

Associated Method Statements

2: Vacuuming Suction Cleaning
4: Cleaning of Floors and other Areas by Use of a Scrubber / Dryer
20: Damp Mopping

Personal Protective and Safety Equipment Requirement

1. Gloves



2. FFP3 Face Mask



3. Warning Sign



Small Tools / Materials

1. Mops and buckets x 2 with disposal heads
2. Blue Roll

Machinery

1. Hazard Vacuum Numatic HZ200-2
2. Scrubber with dedicated brush disc

Approved Chemicals			
Chemical	Use	Hazardous Classifications	COSHH Assessment Number
2PURE Odorbac Tec 4	Multi Cleaner, Disinfectant	None – Product is not deemed to have any adverse effects on human health or the environment	89

Identified Risks and Safety Controls	
Identified Risk	**Mitigation**
Inhalation of lead paint dust	
	• Use of dedicated machinery for area: Hazard Vacuum and Scrubber machine, not to be used outside of area. Scrubber disc to be disposed after each use and Hazard Vacuum full bag both to be disposed in Hazard Waste Container in Room#1. • Face Masks FFP3 and nitrile gloves must be worn when cleaning in area • Do not use mobile phone when working in corridor area • Don't lean / rest on surfaces that have not been cleaned to avoid transference of dust on to clothes • No eating or drinking or rolling of cigarettes whilst working in corridor • Always work from cleaned areas to non-cleaned areas to prevent the spread of dust
Awkward Posture (Reaching, Bending, Twisting)	
	• Rotation of jobs • Moving in various directions to spread out the workload to various muscles Use a light grip • Maintain neutral postures • Neck flexion and stretching in opposite directions

Identified Risks and Safety Controls	
Identified Risks	**Mitigations**
Faulty cables/equipment (electrocution, electrical fires)	
	• Visual user check on equipment prior to use (sockets, plug, cables, Equipment) • Any faults found are reported immediately to the supervisor and not used • Any RCD used to be tested prior to use • No stretching of cables • Annual PA testing of all electrical appliances
Identified Risk	**Mitigation**
Slips, Trips and Falls including wet floors and trailing cables	
	• Warning signs to be placed before work commences • Warning signs displayed in a suitable position to give other users sufficient time to absorb the information before entering hazard area • Signage displayed until floor dry and/or completed • Store signage away safely when completed • Appropriate footwear to be worn (good grip on soles) • All employees trained in safety procedure • Always mop up any lying pools of water as the work commences, never leave any pools of water on completion of work area
Identified Risk	**Mitigation**
Manual Handling machines/loads and reparative strain injuries	
	• All machinery/attachments/chemical containers weigh below 25 Kilos • Rotation of jobs (frequent breaks in pattern of work) • Specific Manual Handling training on Kinetic Lifting for all employees

Additional Safety Controls

Preparation

- Ensure warning signs are displayed at all entrances
- Ensure that all cleaners have been issued with the correct PPE and that it is worn throughout the task
- Ensure each cleaner carrying out the task have the correct training and that a record of their training is held on central system

Machinery

- Do not plug in machinery until fully assembled
- Do not leave machinery unattended
- Cables should be kept behind machinery and away from water
- Do not allow the cable to become taut at ankle height
- When not in use machinery should be left in the correct position
- Check electrical equipment in particular plugs and cables to ensure they are safe, report any faults to a supervisor or manager

Chemicals

- Do not splash chemical solutions
- Ensure chemicals are diluted correctly (See Toolbox Talk 3. Chemical- Safe Dilution)
- Follow COSHH instructions on safe use of chemicals (Toolbox Talk 2: 12 Golden Rules)
- Do not sweeping with brush.

Task Procedure

Cleaning of corridor

1. Carry out a dynamic risk assessment on arrival at the work area – this means you are checking the area is free from immediate risks to ensure the area is safe to work in.
2. Place warning signs correctly at each entrance/exit point to the area that you are cleaning
3. Complete the task following this method statement (all method statements can be accessed in the H&S Manual by scanning the QR code on the Guide to Using Chemicals Safely poster)
4. When using chemicals, you must follow the relevant COSHH Assessment which can be accessed in the H&S Manual as above which details PPE, and what to do in respect of a spillage and first aid requirements
5. Wash hands and check for any cuts and abrasions, (if any found, cover with waterproof dressing)
6. Always work from cleaned areas to non-cleaned areas to prevent the spread of dust
7. Select, check, and wear correct PPE
8. Mop the floors using the two-bucket system as follow: Dip mop in first bucket which contains water with detergent and mop the floor. Dip and rinse the dirty mop in the second bucket which can also contain a disinfectant. Start over to mop again.
9. After mopping, use designated scrubber machine for corridor floors, using brush head used only in corridor. Avoid use of scrubber machine in proximity of powered electrical equipment
10. After use of scrubber machine, mop again using two-bucket system. Change the buckets water at least once following the allocated risk assessment for this task

After cleaning

11. Hazard Vacuum to be encapsulated in large plastic bag and sealed when transported after use to storage area. The used plastic bag should be placed in Hazardous Waste Container located in Room#1. A new plastic bag should be used to transport the vacuum after each use
12. When the Hazard Vacuum bag is full it should be disposed in Hazard Waste Container located in Room#1
13. Rinse Hazard vacuum brush heads in water to eliminate any residue
14. Dispose of scrubber machine disc in Hazard Waste Container in Room#1 after each corridor clean and return to storage area
15. Dispose dirty water in external drain
16. Dispose any PPE in doffing area
17. Wash hands thoroughly, rinse and dry upon completion of task
18. When required contact Machinery@nviro.co.uk to arrange for Hoopers to replace the HEPA Filter

Method Statement Number: 81

Norovirus Decontamination Cleaning (Buses, Gangways and Conveyors)

Associated Risk Assessments

6a: Microfibre Dry Dusting, Damp Wiping, Drying and Polishing/Buffing.
35: Sanitising and Cleaning a Contaminated Vehicle
41: Infection Control and Decontamination Cleaning
73: Surface Enhancement Coatings

Associated Method Statements

6a: Microfibre Dry Dusting, Damp Wiping, Drying and Polishing/Buffing.
35: Sanitising and cleaning a contaminated Vehicle
41: Infection Control and Decontamination Cleaning
73: Surface Enhancement Coatings

Associated Toolbox Talks

1: Health and Safety for Everyone
2: COSHH 12 Golden Rules
3: Chemical Safe Dilution
8: PPE

Personal Protective and Safety Equipment Requirement

1. Gloves



2. Mask FFP3



3. Goggles



4. Disposable Plastic Apron



5. Suit optional



Small Tools / Materials

1. Colour coded cloths (blue)
2. Colour Coded buckets and mops (blue)
3. Lobby dustpan and brush
4. Waste bag

Machinery

1. Electrostatic sprayer

Approved Chemicals

Chemical	Use	Hazardous Classifications	COSHH Assessment Number
Medimark Chemgene	Disinfectant	H302: Harmful if swallowed H314: Causes severe skin burns and eye damage H318: Causes serious eye damage H373: May cause damage to organs through prolonged or repeated exposure H400: Very toxic to aquatic life H410: Very toxic to aquatic life with long lasting effects H412: Harmful to aquatic life with long lasting effects	111
2 Pure Odorbac Tec4 liquid	Multi-purpose cleaner and disinfectant	None – Product is not deemed to have any adverse effects on human health or the environment.	89

Identified Risks and Safety Controls	
Identified Risk	**Mitigation**
Contact with chemical via spills/splashes causing irritation of skin and respiratory problems	
	• Only use approved chemicals • Refer and follow required COSHH assessment on safe use of chemicals with the opening of windows and/or use of extractor system. • Limit the time using chemical • Mandatory wearing of gloves • Natural ventilation to be used prior to work commencing. Instructions and training in the safe use of chemicals. Follow COSHH risk assessment on safe use of chemicals • Appropriate PPE to be worn, first aid facilities to be known in case of emergency
Slips, Trips and Falls including wet floors and trailing cables	
	• Warning signs to be placed before work commences • Warning signs displayed in a suitable position to give other users sufficient time to absorb the information before entering hazard area • Signage displayed until floor dry and/or completed • Store signage away safely when completed • Steel toe caps must be worn (good grip on soles) • All employees trained in safety procedure • Always mop up any lying pools of water as the work commences, never leave any pools of water on completion of work area
Manual Handling machines/loads and repetitive strain injuries	
	• All machinery/attachments/chemical containers weigh below 25 Kilos • Rotation of jobs (frequent breaks in pattern of work) • Specific Manual Handling training on Kinetic Lifting for all employees

Identified Risks and Safety Controls	
Identified Risk	**Mitigation**
Brush and Wiping Movement causing Musculo-skeletal Disorders	
	• Restriction in duration at any given time (max 15 minutes) • Rotation of jobs as much as possible within the restraints of method statement/procedure • Intersperse tasks to provide variety and a change in posture and muscular effort if available
Collision with Other Personnel and/or Vehicle Movement/Struck by Vehicles Moving Around Site	
	• Nviro employees to be aware of traffic routes • High Visibility signs to be always used before work commences, positioned so information can easily be understood in advance of approaching the working area • Mandatory wearing of appropriate PPE (wet weather gear, High Vis Jacket)
Exposed to Outside Weather Conditions/Hypothermia/Heat Stroke/Dehydration/Cold Weather Injuries	
	• Mandatory wearing of appropriate personnel protective equipment (wet weather gear, thermal clothing High Vis Jacket) • Operatives to be regularly monitored during extreme weather conditions • Extra care to be taken when working in high winds with vehicle doors open

Additional Safety Controls

Preparation

- Ensure warning signs are displayed at all entrances
- Ensure that all staff have been issued with the correct PPE and that it is worn throughout the task
- Ensure staff carrying out the task have the correct training and that a record of their training is held on central system
- Gloves and mask must be worn
- Ring your line manager or contact if you are unsure of any item to be removed/damaged or if area needs additional work

Chemicals

- Do not splash chemical solutions
- Ensure chemicals are diluted correctly (See Toolbox Talk 3. Chemical- Safe Dilution)
- Follow COSHH instructions on safe use of chemicals (Toolbox Talk 2: 12 Golden Rules)

Task Procedure

Preparation

1. Carry out a dynamic risk assessment on arrival at the work area – this means you are checking the area is free from immediate risks to ensure the area is safe to work in
2. Place warning signs correctly at each entrance/exit point to the area that you are cleaning
3. Check the vehicle for damage and report any findings to the person in charge of the vehicle
4. Complete the task following this method statement (all method statements can be accessed in the H&S Manual by scanning the QR code on the Guide to Using Chemicals Safely poster)
5. When using chemicals, you must follow the relevant COSHH Assessment which can be accessed in the H&S Manual as above which details PPE, and what to do in respect of a spillage and first aid requirements
6. Ventilate area (as appropriate)
7. Wash hands and check for any cuts and abrasions, (if any found, cover with waterproof dressing)
8. Select, check, and wear correct PPE

Task Procedure

Cleaning of Terminal Bus

1. Start with all windows and doors of bus open to ensure ventilation
2. Electrostatic spraying with a 50/50 Odorbac solution
3. Start at the door on the left side, work your way around to the top of the bus and back down on the right side.
4. Wipe all touchpoints, poles, handrails, buttons, and ledges.
5. With a well-rung-out cloth, lightly wipe the seating
6. Sweep and mop the floor.
7. Bin mop heads, cloths, gloves, masks, apron and take to bins
8. Wipe and clean bucket, lobby brush, pan, and stick
9. Drying time of 10 mins between each pick-up

Cleaning of Gangway

1. Start at the bottom of the gangway, walk up and check the area is secure before starting the task. Always check with the Berthing Master before entry to the gangway
2. Electrostatic spraying with a 50/50 Odorbac solution
3. Start at the bottom on the left side, work your way around to the top of the gangway and back down on the right side.
4. Wipe all touchpoints, poles, handrails, buttons, and ledges.
5. Sweep and mop the floor.
6. Bin mop heads, cloths, gloves, masks, apron, and take to bins
7. Wipe and clean bucket, lobby brush, pan and stick
8. Drying time of 10 mins between each embark and disembark from ship

Cleaning of conveyor belt

1. Ensure power to conveyor is switched off before cleaning
2. Electrostatic spraying with a 50/50 Odorbac solution
3. Start on the left side, work your way around to the top of the conveyors and back down on the right side.
4. Wipe all touchpoints, handrails, and buttons.
5. Cloths, gloves, masks, apron, and take to bins
6. Wipe and clean equipment used, charger, and box ready for next use.
7. Drying time of 10 mins between each use of conveyor operation.

Method Statement Number: 82

Fire Station Decontamination

Associated Risk Assessments

02: Vacuuming Suction Cleaning
41: Infection Control and Decontamination Cleaning
20: Damp Mopping

Associated Method Statements

02: Vacuuming Suction Cleaning
20: Damp Mopping

Associated Toolbox Talks

1: Health and Safety for Everyone
8: PPE
11: Machinery – Maintenance
2: COSHH 12 Golden Rules
9: Manual Handling
15: Vacuuming

Personal Protective and Safety Equipment Requirement

1. Chemical Protection Gloves EN374-2/3



2. Warning/Safety Sign



3. Over Suit/Coveralls



4. Overshoes



5. FFP 3 Face Mask



6. Goggles/Glasses 2



Small Tools / Materials

1. Colour Coded Cloths
2. Colour Coded Buckets
3. Colour Coded Mops
4. Paper Roll
5. Waste Bags and Yellow Biohazard Bags
6. Broom and Dustpan/Brush
7. Scraper

Machinery

1. Vacuum Cleaner and attachments

Approved Chemicals			
Chemical	Use	Hazardous Classifications	COSHH Assessment Number
Medimark Chemgene	Disinfectant	H302: Harmful if swallowed H314: Causes severe skin burns and eye damage H318: Causes serious eye damage H373: May cause damage to organs through prolonged or repeated exposure H400: Very toxic to aquatic life H410: Very toxic to aquatic life with long lasting effects H412: Harmful to aquatic life with long lasting effects	155
Chemgene Medlad Surface Wipes	Disinfectant	H412: Harmful to aquatic life with long lasting effects	174
Prochem Ultrapac Renovate	Floor Cleaner tyre marks and oil	H290: May be corrosive to metals H314: Causes severe skin burns and eye damage.	186

Identified Risks and Safety Controls	
Identified Risk	**Mitigation**
Brush and Wiping Movement causing Musculo-skeletal Disorders	
	• Restriction in duration at any given time (max 15 minutes) • Rotation of jobs as much as possible within the restraints of method statement/procedure • Intersperse tasks to provide variety and a change in posture and muscular effort if available
Contact with Chemical via Spills/Splashes Causing Irritation of Skin and Respiratory Problems	
	• Only use approved chemicals • Refer and follow required COSHH assessment on safe use of chemicals • Limit the time using chemical • Mandatory wearing of gloves 'Rubber or Neoprene' • If there is insufficient ventilation wear suitable mask • Natural ventilation to be used prior to work commencing • Instructions and training in the safe use of chemicals • Follow COSHH risk assessment on safe use of chemicals • Appropriate PPE to be worn, first aid facilities to be known in case of emergency • First aid facilities to be known in case of emergency

Identified Risks and Safety Controls

Identified Risk	Mitigation
Slips, Trips and Falls Including Wet Floors and Trailing Cables	
	• Warning signs to be placed before work commences • Warning signs displayed in a suitable position to give other users sufficient time to absorb the information before entering hazard area • Signage displayed until floor dry and/or completed • Store signage away safely when completed • Appropriate footwear to be worn (good grip on soles) • All employees trained in safety procedure • Always mop up any lying pools of water as the work commences, never leave any pools of water on completion of work area • Nviro staff to be vigilant to contaminates which are substances such as water, oil and dust that cause a floor surface to become slippery especially in known hazard areas (i.e., kitchens, canteens/dining areas, changing rooms and washrooms • If required to wear disposable overshoes – be aware of the increased risk • If wearing overshoes, work methodically into the area to avoid cross contamination and to decrease the risk of slipping over and walking over wet/damp floors
Manual Handling (Movement of General Items) Causing Musculo-Skeletal Disorders	
	• Only move items that you are comfortable and able to move safely • Break downloads for ease of movement where applicable • Specific Manual Handling training on Kinetic Lifting for all employees

Identified Risks and Safety Controls	
Identified Risk	**Mitigation**
Cross Contamination	
	• All employees carrying out the work should be trained to do so • Staff should be issued with the correct PPE for the situation so they can select and wear items as required • Suitable chemicals for eliminating the virus/bacteria should be provided • The correct method statement should be adhered to, and staff should work methodically into the area, so they are in contact with 'clean' space and reduce the risk of cross contamination and exposure
Use of Electrical Equipment/Machinery	
	• Please refer to the specific RAMS for the piece of equipment or machinery that is being used (vacuum cleaner/carpet extraction machine) • Only trained operatives to use equipment
Faulty Cables/Equipment (Electrocution, Electrical Fires)	
	• Visual user check on equipment prior to use (sockets, plug, cables, equipment) • Any faults found are reported immediately to the supervisor and not used • Any RCD used to be tested prior to use • No stretching of cables • Annual PA testing of all electrical appliances • Refer to the specific RAMS for the piece of equipment or machinery that is being used • Only trained operatives to use equipment.

Additional Safety Controls

Preparation

- Ensure warning signs are displayed at all entrances
- Ensure that all staff have been issued with the correct PPE and that it is worn throughout the task
- Ensure staff carrying out the task have the correct training and that a record of their training is held on central system
- Gloves and mask must be worn
- Natural ventilation is to be used prior to work commencing

Machinery

- Equipment used for decontamination cleaning should not be used for any other task
- Do not plug in machinery until fully assembled
- Do not leave machinery unattended
- Cables should be kept behind machinery and away from water
- Do not allow the cable to become taut at ankle height
- When not in use machinery should be left in the correct position
- Check electrical equipment in particular plugs, exposed wiring, broken body, buttons, and cables to ensure they are safe and test TCD report any faults to be reported to a supervisor or manager

Chemicals

- Do not splash chemical solutions
- Ensure chemicals are diluted correctly (See Toolbox Talk 3. Chemical- Safe Dilution)
- Follow COSHH instructions on safe use of chemicals (Toolbox Talk 2: 12 Golden Rules)

Task Procedure

Preparation

1. Carry out a dynamic risk assessment on arrival at the work area – this means you are checking the area is free from immediate risks to ensure the area is safe to work in
2. Place warning signs correctly at each entrance/exit point to the area that you are cleaning
3. Complete the task following this method statement (all method statements can be accessed in the H&S Manual by scanning the QR code on the Guide to Using Chemicals Safely poster)
4. When using chemicals, you must follow the relevant COSHH Assessment which can be accessed in the H&S Manual as above which details PPE, and what to do in respect of a spillage and first aid requirements
5. Ventilate area (where appropriate)
6. Wash hands and check for any cuts and abrasions, (if any found, cover with waterproof dressing)
7. Select, check and wear correct PPE
8. Select, check and safely assemble the correct equipment, correctly diluting the disinfecting chemical according to manufacturer's instructions
9. Work into the room logically, always starting at the furthest point from the entrance of the room to avoid any cross contamination

Cleaning of Area

1. Collect any debris and vacuum/sweep the floor as required
2. Deal with any obvious body fluid spillages in accordance with relevant method statement
3. Clean the floor using Scrubber Dryer, leaving the floor as dry as possible and high level with SkyVac
4. Clean the walls by cleaning up and finishing downwards
5. Clean all furniture/items in the area as applicable
6. If body fluids are found apply appropriate disinfectant to the spillage/item and allow sufficient contact time (again refer to body fluid spillage method statement)
7. Remove contaminated items to the waste bag or box
8. Clean the surface and rinse to a satisfactory standard and allow to dry
9. Remove all disposable protective equipment correctly and place in a waste bag/box
10. Seal and tag the bags/boxes and remove to a designated area for disposal
11. Check, clean and store equipment, materials and PPE correctly
12. Remove warning signs (only if the floor is dry) and close ventilation (as appropriate)
13. Wash and dry hands thoroughly after completing the task

Method Statement Number: 83

Sanitising and Cleaning Contaminate Fire Vehicles

Associated Risk Assessments

02: Vacuuming Suction Cleaning
41: Infection Control and Decontamination Cleaning
45: Upholstery Cleaning
35: Sanitising and Cleaning a Contaminated Vehicle

Associated Method Statements

02: Vacuuming Suction Cleaning
41: Infection Control and Decontamination Cleaning
45: Upholstery Cleaning

Associated Toolbox Talks

1: Health and Safety for Everyone
8: PPE
11: Machinery – Maintenance
2: COSHH 12 Golden Rules
9: Manual Handling
15: Vacuuming

Personal Protective and Safety Equipment Requirement

1. Face Mask FFP3



2. Signage



3. Coveralls



4. Over Shoes



5. Chemical Protection Gloves EN374-2/3



9. Eye Protection



Small Tools / Materials

1. Colour Coded Cloths
2. Yellow Biohazard Bags
3. Dustpan and Brush

Machinery

1. Vacuum Cleaner and Attachments
2. Upholstery Cleaner

Approved Chemicals

Chemical	Use	Hazardous Classifications	COSHH Assessment Number
Medimark Chemgene	Disinfectant	H302: Harmful if swallowed H314: Causes severe skin burns and eye damage H318: Causes serious eye damage H373: May cause damage to organs through prolonged or repeated exposure H400: Very toxic to aquatic life H410: Very toxic to aquatic life with long lasting effects H412: Harmful to aquatic life with long lasting effects	155
Chemgene Medlad Surface Wipes	Disinfectant	H412: Harmful to aquatic life with long lasting effects	174

Identified Risks and Safety Controls	
Identified Risk	**Mitigation**
Brush and Wiping Movement causing Musculo-skeletal Disorders	
	• Restriction in duration at any given time (max 15 minutes) • Rotation of jobs as much as possible within the restraints of method statement/procedure • Intersperse tasks to provide variety and a change in posture and muscular effort if available
Contact with Chemical via Spills/Splashes Causing Irritation of Skin and Respiratory Problems	
	• Only use approved chemicals • Refer and follow required COSHH assessment on safe use of chemicals • Limit the time using chemical • Mandatory wearing of gloves 'Rubber or Neoprene' • If there is insufficient ventilation wear suitable respiratory equipment 'Dust Mask' • Natural ventilation to be used prior to work commencing • Instructions and training in the safe use of chemicals • Follow COSHH risk assessment on safe use of chemicals • Appropriate PPE to be worn, first aid facilities to be known in case of emergency • First aid facilities to be known in case of emergency • Continuation of identifying safest agents that can be used to reduce long term occupational safety to a minimum, no agents used recorded under the EH 40 list 2007 (workplace exposure limits)

Identified Risks and Safety Controls	
Identified Risk	**Mitigation**
Slips, Trips and Falls Including Wet Floors and Trailing Cables	
	• Warning signs to be placed before work commences • Warning signs displayed in a suitable position to give other users sufficient time to absorb the information before entering hazard area • Signage displayed until floor dry and/or completed • Store signage away safely when completed • Appropriate footwear to be worn (good grip on soles) • All employees trained in safety procedure • Always mop up any lying pools of water as the work commences, never leave any pools of water on completion of work area • Nviro staff to be vigilant to contaminates which are substances such as water, oil and dust that cause a floor surface to become slippery especially in known hazard areas (i.e., kitchens, canteens/dining areas, changing rooms and washrooms • If required to wear disposable overshoes – be aware of the increased risk • If wearing overshoes, work methodically into the area to avoid cross contamination and to decrease the risk of slipping over and walking over wet/damp floors
Manual Handling (Movement of General Items) Causing Sprains/Strains to Arms and Backs	
	• Only move items that you are comfortable and able to move safely • Break down loads for ease of movement where applicable • Specific Manual Handling training on Kinetic Lifting for all employees

Identified Risks and Safety Controls	
Identified Risk	**Mitigation**
Cross Contamination	
	• All employees carrying out the work should be trained to do so • Staff should be issued with the correct PPE for the situation so they can select and wear items as required • Suitable chemicals for eliminating the virus/bacteria should be provided • The correct method statement should be adhered to and staff should work methodically into the area so they are in contact with 'clean' space and reduce the risk of cross contamination and exposure
Exposed to Outside Weather Conditions/Hypothermia/Heat Stroke/Dehydration/Cold Weather Injuries	
	• Mandatory wearing of appropriate personnel protective equipment (wet weather gear, thermal clothing High Vis Jacket) • Operatives to be regularly monitored during extreme weather conditions • Extra care to be taken when working in high winds with vehicle doors open
Collision with Other Personnel and/or Vehicle Movement/Struck by Vehicles Moving Around Site	
	• Nviro employees to be aware of traffic routes • High Visibility signs to be always used before work commences, positioned so information can easily be understood in advance of approaching the working area • Mandatory wearing of appropriate PPE (wet weather gear, High Vis Jacket)

Identified Risks and Safety Controls

Identified Risk	Mitigation
Faulty Cables/Equipment (Electrocution, Electrical Fires)	
	• Visual user check on equipment prior to use (sockets, plug, cables, equipment) • Any faults found are reported immediately to the supervisor and not used • Any RCD used to be tested prior to use • No stretching of cables • Annual PA testing of all electrical appliances • Refer to the specific RAMS for the piece of equipment or machinery that is being used • Only trained operatives to use equipment.
Use of Electrical Equipment/Machinery	
	• Please refer to the specific RAMS for the piece of equipment or machinery that is being used (vacuum cleaner/carpet extraction machine) • Only trained operatives to use equipment

Additional Safety Controls

Preparation

- Ensure warning signs are displayed at all entrances
- Ensure that all staff have been issued with the correct PPE and that it is worn throughout the task
- Ensure staff are aware of HIFRS hazard survey and Smoke contaminate toolbox talk
- Ensure staff carrying out the task have the correct training and that a record of their training is held on central system
- Gloves and mask must be worn
- Ring your line manager or contact if you are unsure of any item to be removed/damaged or if area needs additional work

Additional Safety Controls

Machinery

- Equipment used for decontamination cleaning should not be used for any other task
- Do not plug in machinery until fully assembled
- Do not leave machinery unattended
- Cables should be kept behind machinery and away from water
- Do not allow the cable to become taut at ankle height
- When not in use machinery should be left in the correct position
- Check electrical equipment in particular plugs, exposed wiring, broken body, buttons, and cables to ensure they are safe and test TCD report any faults to be reported to a supervisor or manager

Chemicals

- Do not splash chemical solutions
- Ensure chemicals are diluted correctly (See Toolbox Talk 3. Chemical- Safe Dilution)
- Follow COSHH instructions on safe use of chemicals (Toolbox Talk 2: 12 Golden Rules)

Task Procedure

Preparation

1. Carry out a dynamic risk assessment on arrival at the work area – this means you are checking the area is free from immediate risks to ensure the area is safe to work in
2. Place warning signs correctly at each entrance/exit point to the area that you are cleaning
3. Complete the task following this method statement (all method statements can be accessed in the H&S Manual by scanning the QR code on the Guide to Using Chemicals Safely poster)
4. When using chemicals, you must follow the relevant COSHH Assessment which can be accessed in the H&S Manual as above which details PPE, and what to do in respect of a spillage and first aid requirements

5. Ventilate area (where appropriate)
6. Wash hands and check for any cuts and abrasions, (if any found, cover with waterproof dressing)
7. Select, check, and wear correct PPE
8. Select, check, and safely assemble the correct equipment, correctly diluting the disinfecting chemical according to manufacturer's instruction

Cleaning of Area

1. Spray all contaminated areas in vehicle with the sanitising product
2. Clean upholstery and vacuum as required
3. Deodorise if required
4. Complete cleaning certificate

Method Statement Number: 85

Pressure Washing – Mini Bowser P2 Jetwash

Introduction

This method statement provides guidance on the safe use and maintenance of the Demon Tornado Mini Bowser P2 pressure washer. This machine is a self-contained cleaning unit with an integrated water tank (bowser) and is designed for outdoor high-pressure cleaning, especially in locations where no mains water supply is available.

Associated Risk Assessments

14/14a: Use of Petrol Electric Jet or Propane Pressure Washer

Associated Method Statements

14/14A: Pressure Washing – Electric/Petrol and Propane

Associated Toolbox Talks

1: Health and Safety for Everyone
8: PPE
9: Manual Handling
11: Machinery – Maintenance

Personal Protective and Safety Equipment Requirement

1. Gloves	2. Warning Signs	3. Safety Goggles	4. Waterproof Coveralls	5. Wellington Boots	6. Soft Face Mask	7. Hearing Protection	8. Hi Vis Vest
							
Non-slip		or face shield	as appropriate			If prolonged use	

Small Tools / Materials

1. Measuring apparatus
2. Circuit breaker as required
3. Protective covers
4. Hand Wipes

Machinery

1. Pressure Washer and Required Wands, Hoses and Attachments
2. Wet Suction Machine

Approved Chemicals			
Chemical	Use	Hazardous Classifications	COSHH Assessment Number
N/A	N/A	N/A	N/A

Identified Risks and Safety Controls

Identified Risk	Mitigation
Faulty Cables/Equipment (Electrocution, Electrical Fires)	
	• Visual user check on equipment prior to use (sockets, plug, cables, Equipment) • Any faults found are reported immediately to the supervisor and not used • Any RCD used to be tested prior to use • No stretching of cables • Annual PA testing of all electrical appliances
Exposed to Outside Weather Conditions	
	• Mandatory wearing of appropriate personnel protective equipment (wet weather gear, thermal clothing High Vis Jacket) • Operatives to be regularly monitored during extreme weather conditions
Collision with Other Personnel and/or Vehicle Movement	
	• Nviro employees to be aware of traffic routes • High Visibility signs to be always used before work commences, positioned so information can easily be understood in advance of approaching the working area • Mandatory wearing of appropriate PPE (wet weather gear, High Vis Jacket)

Identified Risks and Safety Controls	
Identified Risk	**Mitigation**
Contact with Water Jet	
	• Mandatory wearing of appropriate personnel protective equipment (protective coveralls, Wellington boots, safety goggles) • Ensure that the jet washer wand is not pointed towards anyone
Water Egress onto Electrics	
	• Ensure that the water jet is not in contact with any electrical equipment • Any exposed plug sockets must be covered to prevent water penetrating • Residual current device to be used
Manual Handling of Machines and Use of Wand Resulting in Musculoskeletal Disorders	
	• All machinery/attachments/ • containers weigh below 25 Kilos • Rotation of jobs (frequent breaks in pattern of work) • Specific Manual Handling training on Kinetic Lifting for all employees • Ensure suitable grip is engaged on wand in order that it does not slip out of hand whilst in use

Identified Risks and Safety Controls

Identified Risk	Mitigation
Uneven/Wet Floors, Slipping on Pockets of Water and Tripping Over Jet Hose	
	• Cordoned off area, warning signs to be placed before work commences, warning signs displayed in a suitable position to give other users sufficient time to absorb the information before entering hazard area • Signage displayed until floor dry and/or completed • Leads to be placed behind line of work • Keep trailing cables to a minimum • Appropriate footwear to be worn (good grip on soles) • All employees trained in safety procedure • Carry out work when least amount of personnel around

Additional Safety Controls

Preparation

- Ensure warning signs are displayed at all entrances
- Ensure that all staff have been issued with the correct PPE and that it is worn throughout the task
- Ensure staff carrying out the task have the correct training and that a record of their training is held on central system
- Carry out a check of the area before work commences to ensure that hazards are identified and fittings are protected such as light fittings and electrical points Do not leave machinery/equipment unattended

Machinery – Pre-Use Checks

- Before starting the machine, carry out the following checks:
- Inspect the machine and hoses for signs of damage, leaks or wear
- Check oil levels to ensure not running dry
- Check that the fuel tank is filled with the correct fuel (refer to the manufacturer's label)
- Check that the water tank (bowser) is filled (see Section 4)
- Ensure all hose connections are secure and undamaged
- Confirm the working area is clear of obstructions and hazards
- Ensure all warning signs and barriers are in place if working in public or shared spaces
- Do not leave machinery/equipment unattended

Identified Risks and Safety Controls

Identified Risk	Mitigation

General Safety Guidelines

- Never point the spray lance at yourself or others.
- Do not operate in enclosed or poorly ventilated spaces.
- Keep away from flammable liquids and heat sources.
- Do not attempt to repair any damaged hoses, nozzles or fuel components yourself – report to a supervisor.
- Do not leave the machine running unattended.

Chemicals

- N/A

Emergency Procedures

- In case of injury, **stop the machine immediately** and seek first aid.
- In the event of a fuel spill, ventilate the area and notify a supervisor immediately.
- If a fire occurs, use a **CO2** or **dry powder** fire extinguisher – **never use water** on fuel fires.

Training and Authorisation

Only employees who have received appropriate training and been authorised by their supervisor may operate the **Demon Tornado Mini Bowser P2**. Refresher training should be given at regular intervals and following any updates to procedures or equipment.

Task Procedure

Preparation

1. Carry out a dynamic risk assessment on arrival at the work area – this means you are checking the area is free from immediate risks to ensure the area is safe to work in
2. Place warning signs correctly at each entrance/exit point to the area that you are cleaning
3. Complete the task following this method statement (all method statements can be accessed in the H&S Manual by scanning the QR code on the Guide to Using Chemicals Safely poster)
4. Ventilate area (as appropriate)
5. Wash hands and check for any cuts and abrasions, (if any found, cover with waterproof dressing)
6. Select, check, and wear correct PPE
7. Check PA test date
8. Thoroughly check all parts of the electrical equipment for wear, damage and that they work properly - including plugs, pipes, wheels and cables

9. Check filters are in place and are clean, check the dust collection bag is clean and in place
10. If floor sockets are being used, put a warning sign over the floor socket that is being used
11. Cover electrical services to prevent entry of water (if applicable)
12. Clear area of unnecessary obstructions and trip hazards
13. Select an appropriate temperature for the task
14. Direct nozzle in a low and safe position during switch-on procedure

Filling the Water Bowser

1. Park the machine on **level ground**.
2. Ensure the **engine is turned off** and has cooled down.
3. Open the water tank lid (usually located on top of the bowser).
4. Fill the bowser using a hosepipe or container filled with clean water.
    - Only use **potable (clean)** water to avoid damaging the pump or blocking the filters.
    - **Do not overfill** – stop when water reaches the designated fill level or just below the tank inlet.
5. Securely **close the lid** of the water tank.
6. Check underneath the unit for any signs of water leakage before proceeding.

Starting the Machine

1. Ensure the machine is on a **flat, stable surface**.
2. Open the **water supply valve** to allow water to flow from the bowser to the pump.
3. Turn the **fuel tap to ON**.
4. If starting from cold, activate the **choke**.
5. Switch the ignition to **ON**.
6. Pull the **recoil starter cord** firmly until the engine starts.
7. Once running, gradually **disengage the choke**.

Using the Pressure Washer

1. Hold the **spray lance securely with both hands**.
2. Always point the nozzle **away from yourself, others, and delicate surfaces**.
3. Squeeze the trigger on the lance to begin cleaning.
4. Maintain a safe working distance (approximately **30–50 cm**) from the surface being cleaned.
5. Avoid spraying electrical equipment, people, animals or soft surfaces.
6. If pausing for more than 5 minutes, release the trigger, **turn off the engine**, and close the water supply valve.

Shutting Down the Machine

1. Release the spray trigger.
2. Switch the engine **OFF** using the stop switch.
3. Turn the **fuel valve OFF**.
4. Close the **water valve** from the bowser.
5. Squeeze the spray trigger briefly to **release pressure** in the hose.
6. Disconnect the hose and lance carefully.
7. Coil hoses neatly and store them safely.

After Use & Routine Maintenance

1. Allow the machine to **cool down fully** before storing.
2. Clean the lance and nozzle after each use to prevent blockages.
3. Check the **inlet filter** and remove any debris.
4. Empty and rinse out the bowser if dirty or if the machine won't be used again soon.
5. Refill fuel if required (store all fuel in a **locked, ventilated cabinet**, away from ignition sources).
6. Store the pressure washer in a **dry, secure, and frost-free** area.

Cleaning of Area

1. Start cleaning at furthest point from the door
2. Keep flex away from traffic areas changing sockets as you go
3. Clean the floor area using systematic overlapping passes, on second stage cleaning work right angles to original direction
4. Maintain optimum distance from the spray nozzle
5. Pay particular attention to heavily soiled areas
6. On completion, unplug machine, dispose of dirty water (as per machine instructions)
7. Remove excess water using an appropriate method to leave the floor as dry as possible
8. Carry out electrical and equipment safety checks. Remove masking tape from electrical services
9. Safely remove the plug from the power socket and recoil the cable safely
10. Ensure the appearance of the floor and surrounding areas are satisfactory after completion of the task
11. Complete the task without damage or risk to people, furniture and fittings
12. Check, clean and store equipment, materials and PPE correctly
13. Remove warning signs and close ventilation (as appropriate)
14. Wash and dry hands thoroughly after completing the task (or use hand wipes)

Method Statement Number: 86

Use of Small Battery Powered ride on Collection Vehicles and tugs

Associated Risk Assessments

86: Use of Multi-Mover L2255 for Bin Towing

Associated Method Statements

None

Associated Toolbox Talks

1: Health and Safety for Everyone
8: PPE
11: Machinery – Maintenance
9: Manual Handling
15: Vacuuming

Personal Protective and Safety Equipment Requirement

1. Gloves Suitable for Handling



2. High Visibility Outdoor Workwear and appropriate weather gear



3. Protective Footwear



Small Tools / Materials

None

Machinery

1. Multi-Mover L25 S

Approved Chemicals

Chemical	Use	Hazardous Classifications	COSHH Assessment Number
N/A	N/A	N/A	N/A

Identified Risks and Safety Controls	
Identified Risk	**Mitigation**
Waste Unloading	
	• Switch off machine and ensure brake is located in park position before waste unloading starts • Specific manual handling training on Kinetic Lifting for all employees
Exposed to Outside Weather Conditions	
	• Mandatory wearing of appropriate personnel protective equipment (wet weather gear, thermal clothing and High Vis Jacket as required)
Collision with Other Personnel and/or Vehicle Movement	
	• Clear coloured conspicuous work wear with reflective strips to be provided • Clear coloured rainwear with reflective strips to be provided • Nviro employees to be aware of traffic routes • Horn to be provided for warning • Site speed limits, warnings, signals and roadway restrictions must be adhered to • Where possible movements should take place at times where there are the least number of site users present • Vehicle must never be parked on an incline

Identified Risks and Safety Controls	
Identified Risk	**Mitigation**
Impact with Stationary Objects and/or Tipping of Vehicle	
	• ABSOLUTELY no standing on the back or in loading parts of vehicle • Always consider the terrain, existing vehicular and pedestrian traffic conditions, as well as environmental factors that may affect your ability to operate the vehicle safely • Drive the vehicle only as fast as the terrain and safety considerations allow • To avoid tipping over, drive straight up and down slopes • Slow down before corners • All turns must be executed at reduced speeds • Avoid sudden stops or change of direction that may result in loss of control • Vehicles must never be driven in inclement weather including; Snow/Ice/Frost, excessive Surface water/Waterlogging/Heavy rain or where conditions have created unsuitable or uneven ground • Driver must stick to designated roadways
Towing	
	• Where a vehicle is being used as a tug for towing the weight restrictions should never be exceeded • All safety coupling should be checked prior to start • Attached trailers/bins should be at a maximum length where the operative is able to visibly monitor the load safety • Corners should be taken at a wider width into account in order the tracking load avoiding collisions • Towing operations should always take place at lower speeds

Identified Risks and Safety Controls	
Identified Risk	**Mitigation**
Risk Through Unauthorised Use	
	• Keys should never be left in the vehicle • Vehicle should be parked in secure area • Vehicle should never be left unattended in public area • The parking brake must always be applied when stationary
Equipment use Machinery Hazards (Entrapment, Injection, Shear Point, Pinch Point etc.), Vibration, Noise/Awkward Posture (Reaching, Bending, Twisting) Musculoskeletal Disorders (Strains/Sprains to Back, Legs, Arms, Neck and Fingers)	
	• Visual user check prior to work commencing checking that all guarding are in place • Mandatory checking of, horn, brakes (individual to machine) • All Nviro employees are trained in the safe operation of vehicle – training record held on CMS
Poor Driver Competency	
	• Only drivers who hold a valid UK driving licence are authorised to drive company vehicles • People who are under the influence of drug or alcohol or unwell should not drive • Drivers who have been advised by a medical practitioner not to drive must inform their supervisor immediately

Identified Risks and Safety Controls

Identified Risk	Mitigation
Vehicle Malfunction Resulting in Injuries/Damage to People/Equipment/Infrastructure	
	• Visual user check prior to work commencing • Mandatory checking of lights, indicators, horn and brakes • Check sheet to be completed • Use of lap belt when using vehicle • All Nviro employees are trained in the safe operation of ATV
Vehicle Turning Over Resulting in Impact from Vehicle Roll/Broken Bones/Cuts	
	• Speed limit to be maintained • Seat belts are provided and to be worn • Avoid slopes and/or any steep gradients • DO NOT go up or down any kerbs • Vehicles to only be driven on the lawns in special circumstances

Additional Safety Controls

Preparation

- Ensure that all staff have been issued with the correct PPE and that it is worn throughout the task
- Ensure staff carrying out the task have the correct training and that a record of their training is held on central system
- Only specifically trained authorised personnel are to use this equipment

Safety

- A pre-use check system should be implemented using the check sheet supplied
- The towing pin should have a retaining pin to prevent it jumping up during the towing operation
- As the operators are using their hands to connect and disconnect the tow bars, they should be issued with heavy duty gloves that are more suitable for the tasks
- Wheels from bins should be replaced when required - it is good practice to number all of the bins, so if a wheel is faulty, it can be removed from use until it has been repaired
- Just as the truck needs to be checked, the bins should also, and a monthly check could be implemented

Machinery

- Do not leave machinery and equipment unattended
- When not in use machinery should be left in the correct position
- Vehicle checks must be completed
- When charging the battery, the cab should be open and the battery cover raised to allow free gassing

Task Procedure

Preparation

1. Obtain keys and follow key sign out procedure
2. Select, check and wear the correct PPE
3. Avoid using vehicle at times of high site traffic or People movement
4. Perform vehicle daily/weekly check as appropriate to specific machine and record findings
5. Check brake is engaged prior to any loading
6. Unplug from charging point
   Assess weather conditions are suitable for use

Use of vehicle
1. Load vehicle taking into account any manual handling requirements, making sure loads are secure and within vehicle 2. Never overload or have items protruding past vehicle limits 3. Where attaching additional trailing items ensure coupling on each item is securely fastened and that fall back safety chains are in place where supplied 4. Do not attempt to tow a weight greater than the manufactures guidelines or attempt any towing length which is longer than a field of vision or unsuitable for the route - If unsure then the route should be assessed on foot prior to any attempt 5. Ensure all control levers are free moving and set in the right position to start the machine 6. Insert key and check for warning lights 7. Perform brake check 8. Perform visual check of road ahead prior to setting off for people or obstacles 9. Keep the machine under control at all times during the task, reducing speeds if towing or carrying loads 10. Slow for corners, when obstacles are in vision and or when other route users including pedestrians are within vicinity 11. Never attempt steep inclines or inclines where the vehicle is not on a direct climb and take into account loads and towing loads when attempting inclines 12. Always follow designated routes and site instructions and adhere to warnings 13. Complete the task without damage or risk to people or property 14. Unloading should be completed in line with manual handling guidelines 15. Parking brake should be engaged and keys removed 16. Never leave vehicle unattended and unsecured 17. Return vehicle to an area secure from the public 18. Never park on an incline 19. Ensure parking brake is engaged prior to any disembarkation 20. Clean vehicle as appropriate 21. Complete vehicle inspection and document 22. Report any damage/defect to person responsible for maintenance 23. Plug back into charging point 24. Sign key back according to process

Task Procedure – Specific John Deere Gator ATV

Preparation

1. If vehicle needs fuel then contact Gardening Team to fuel vehicle - do not fuel vehicle yourself
2. Visual inspection of the Gator ATV for defects before use to ensure it is in good condition
3. Warm Glow plugs for 20 seconds before starting vehicle

Cleaning of Area

1. Start vehicle and perform visual check before setting off
2. Keep to walking speed at all times and avoid driving on grass areas
3. Always be aware of your surroundings and students/staff on site when operating ATV
4. When emptying bins, turn engine off and remove key from ignition
5. Make sure load in rear of vehicle is secure before moving off again - use straps to secure load
6. Sound horn when approaching corners of buildings
7. Before leaving vehicle, stop engine, set park brake and remove key