



## **Method Statement**

### **Site:**

### **Contractor:**

### **Health, Safety and Environmental Assessments:**

- Wear Personal Protective Equipment (blue gloves (optional), safety foot wear, safety glasses (optional), helmet, vest).
- Check electrical equipment, particularly plugs and cables.
- Only trained and competent employees of RPJ Cleaning and Painting may undertake High / Low Level Work.
- All personnel undertaking High / Low Level cleaning operations will be deemed fit to do so. On a day to day basis it will be the duty of the team supervisor to ascertain the 'fitness' of the individual members of his working team.
- Before any works are undertaken above Ground Level, an exclusion zone will be assessed by the area of work. This will include all relevant signage, tape and if applicable a 'ground person'. The exclusion zone is particularly important in areas, which allow public access.
- Whilst work is in progress the operatives will work in pairs (this is only applicable above Ground Level) and at all times stay in direct contact with each other either by visual or verbal communication.

### **Emergency Procedures:**

- When on site, on a building or structure the operative will be governed by the rules for emergency procedures down by the Client / Building Management.
- In the case of an emergency within the working team, only the working team (unless otherwise requested by a member of the team shall undertake any form of rescue).
- Once the casualty is a ground level, and after being briefly examined and any emergency procedures having been carried out (all members of each team will have been trained in first aid) and further action i.e. Ambulance, hospitalisation, will be then decided.
- All accidents / injuries will be reported following the procedures laid down in the Company Health and Safety guidelines and adhering to all current Legislation.



### **Exclusion Zone:**

The Exclusion zone should be big enough to keep people clear of any risk of falling objects. Account should be taken of the possibility of materials deviating from a straight fall as a result after bouncing off the structure or ground. People should be prevented from entering the exclusion zone by posting suitable notices, warning signs, erecting barriers or by posting sentries. All warning signs will comply with the Safety Signs Regulations.

### **Reducing Risk:**

1. Good housekeeping practices.
2. Continual inspection of any tools and cleaning equipment.
3. Assessing tasks prior to carrying them out and wearing correct PPE where required.
4. Use of manual handling techniques.
5. Reduced use of Chemicals and substances hazardous to health.
6. Protection of the public.

### **Arrival on Site:**

1. Sign in at the gatehouse.
2. Report to site manager.
3. Complete site induction.
4. Proceed to working area and check areas are safe to work.
5. Check equipment is safe and in good working order, reporting any discrepancies.
6. Proceed to work as per method of work.

### **Method of Work – Vacuuming Carpets & Vinyl Floors:**

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



**Method of Work – Cleaning Skirting, Skills, Shelves, Radiators, Doors, Door Frames, Door Furniture, Conduit Trunking, Fixed Furniture, Notice Boards, Column Cladding:**

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

**Scope of Work – Mopping Floors:**

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

**Scope of Work – Cleaning Toilets:**

1. Put up caution sign at door.
2. Fill bucket and solution according to manufacturers instructions.
3. Damp dust all wall tiles and splash backs removing any grouting and dry polish.
4. Clean all IPS panels leaving in a streak free condition.
5. Clean all sanitary ware including sinks and urinals.
6. Soak stickers then remove.
7. Clean and polish all fixtures and fittings including pipe work.
8. Remove pencil marks with cream cleanser applied to cloth.
9. Change water regularly to prevent streaking.
10. Polish mirrors on completion.
11. Report any damage to Foreman.



**Scope of Work – Cleaning Stainless Steel Equipment:**

1. Caution – wear gloves, as sharp edges may be prevalent underneath stainless steel tables.
2. Stainless steel polish to be placed on cloth (not directly onto floor).
3. Place caution signs at doorway.
4. Remove protection and place in black bags.
5. Fill buckets with water and add Savona detergent according to manufacturers instructions.
6. Damp dust all surfaces, legs and allow drying.
7. Apply stainless steel polish to cloth then polish, leaving in a clean streak free condition ready for use.

**Scope of Work – Cleaning Stairwells:**

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

**Upon Completion of Work:**

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