



Method Statements

Issue Date

January 2015





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Method Statements Buffing -MS 001

Equipment	Chemicals	PPE
Rotary Machine Drive disc Appropriate Pad Caution/Warning Sign	No chemicals to be used for this task	Standard work wear Sensible work shoes
Knowledge of	Safety	Method
Correct use of electrical equipment Risk Assessment Hazards in the location where this procedure is to be carried out The Site User Manual and its location Correct task procedures. Manual handling techniques. Local fire & evacuation procedures	Check electrical equipment has in date PAT test sticker Check all parts of electrical equipment particularly plugs and cables before use If electrical equipment is found to be faulty, DO NOT USE Attach DO NOT USE label to equipment and report it immediately to supervisor When operating electrical equipment ensure the cables and extension leads are kept behind the machine so as to avoid entanglement with equipment Do not stretch the cable, always unplug and reconnect to the supply nearer to the location of the task DO NOT WEAR trainers, sandals or other light open footwear. Sensible footwear only Display caution/warning signs	Assemble equipment Display caution/warning signs Safety check equipment including the cable, plug, socket, bag and filters Insert circuit breaker into power socket before inserting machine plug Buff areas adjacent to skirting boards by 'cutting in' Commencing at the furthest point of the area, buff the area using overlapping passes Ensure the cable is always behind the line of work at all times. At intervals check the condition of the pad and turn or replace it as necessary On completion of task switch off and unplug the machine If the rotary machine is not fitted with a vacuum attachment the floor will require dust control mopping Return all equipment to store Safety check and clean all equipment and store away Return to areas and replace furniture Check the condition of the floor Remove caution/warning signs



Washroom & Toilet Cleaning & Descaling - MS 002

Equipment	Chemicals	PPE
Bucket colour coded Cloths colour coded Toilet brush & holder Warning/Caution signs	As designated	Standard work wear Protective gloves Sensible work shoes
Knowledge of	Safety	Method
Relevant COSHH assessments Risk Assessment TRA002 Hazards in the location this procedure is to carried out The Site User Manual and its location Local evacuation procedures	Always wear suitable designated PPE Check equipment is safe to use Where necessary place warning signs at the perimeters of operation area Care in dilution of all chemicals. Always dilute to the recommended dilution ratio Clean any spillages as per the instructions in the COSHH assessment	Assemble equipment & check for safety. Display Warning/Caution sign or barrier the area off for cleaning. Ventilate area if possible. Check for bio hazards (blood, urine, vomit etc) & use protective clothing & bio hazard spill kit to remove if required – always dispose of bio hazard waste & all equipment worn in the correct manner. Once the bio hazard has been removed put on normal colour coded gloves. Empty waste bins. Three quarter fill bucket with water. Fill spray bottle with water to correct level & then add detergent (as per manufacturers' instructions). Remove soap etc from basins etc. Remove debris from plug holes & place in waste sack. Spray all items to be cleaned. With cloth well wrung out in water, wipe all items from clean to dirty – door handles, light switches, skirting's, ledges, pipework, cabinets, dispensing machines, mirrors etc Wipe all outside areas of wash basins Clean top of basin, including taps. Wipe inside basin, including overflow, plug & chain. Wit dry cloth or paper remove excess liquid from items, polish mirrors & bright metal. Replenish soap, towels etc. Mop floor area using method statement for single solution mopping. Remove materials & equipment to store. Clean & check equipment. Once areas are dry remove signs.



Litter Bin Emptying & Litter Removal -MS 003

Equipment	Chemicals	PPE
Plastic rubbish sacks (type as designated in contract specification). Rubbish trolley Cloths Bin liners	As designated	Standard work wear Protective gloves Sensible work shoes
Knowledge of	Safety	Method
Correct authorisation from client to access areas to be cleared. Designated risk assessment TRA003 Designated COSHH assessment Hazards of waste Hazards of sharps & glass Hazards of changes to the environment (if external bins) Implications of contamination Clients designated procedures for the disposal of waste Health & Safety procedures The location of the Site User Manual	Clearance, permission & access by client before operation Do not substitute correct equipment or use other than designated access route to required area Only trained personnel shall carry out this task Check all equipment before use Check on weather and environmental condition before starting work (if external bins) Do not put yourself and others at risk by taking short cuts to correct procedures or work practices Constant awareness to the dangers of unseen hazards (glass, sharps, blades, cans, ring pulls etc) NEVER REACH IN TO BINS TO REMOVE ITEMS Abide to local safety regulations	Where bin liners are in use, check weight is within the individuals lifting capability, then remove the bin liner and place in the collection bag Replace bin liner Where no bin liner, check weight is within the individuals lifting capability and empty contents of the bin directly into rubbish collection sack Ensure collection sack is not overloaded and is capable of taking the weight of the rubbish Never put your hand inside any sack or bin If you need to compress the rubbish in the sack or bin always use a brush or other hard object - NEVER USE YOUR HANDS Remove rubbish bag to designated collection point – please take care not to drag the bag along the floor – in case there has been liquid spilt – this could cause damage to the carpet or floor surface.



Vacuum Cleaning-MS 004

Equipment	Chemicals	PPE
Vacuum cleaner & attachments Spare dust bags Refuse sack Cloths Caution/warning signs Gloves	No chemicals required for this task	Standard work wear Sensible work shoes Protective gloves
Knowledge of	Safety	Method
Correct use of electrical equipment Risk assessment TRA004 Hazards in location where this procedure is to be carried out The Site User Manual and its location Correct task procedures Manual handling techniques Local fire & evacuation procedures	Check electrical equipment has in date PAT test sticker Check all parts of electrical equipment particularly plugs and cables before use If electrical equipment is faulty, DO NOT USE. Attach DO NOT USE label to equipment and report it immediately to the Supervisor When operating electrical equipment ensure the cables and extension leads are kept behind the machine so as to avoid entanglement with equipment Do not stretch the cable, always unplug and reconnect to the supply nearer to the location of the task Regularly change the dust bag to avoid over-heating and excess dust emission Clean air filters regularly DO NOT WEAR trainers, sandals or other light open footwear. Sensible footwear only Display warning/caution signs	Assemble equipment. Display warning/caution signs. Safety check vacuum cleaner and attachments including the cable, plug, socket, bag & filters Put on gloves Remove large items of litter and place in refuse sack. Plug in vacuum and switch on to test suction. Using crevice nozzle, vacuum corners, edges & difficult areas. Take vacuum to the furthest point of area. Commence vacuuming using overlapping passes. Work back towards exit/socket. Ensure the vacuum & cables are always behind you. Vacuum small, manageable sections to prevent over stretching. Vacuum under heavy furniture but move lighter items. On completion of task, remove all items to store, safety check & clean all equipment. Store away all items correctly. Return to areas and replace furniture. Check the condition of the floor. Remove caution/warning signs.



Single Solution Mopping-MS 005

Equipment	Chemicals	PPE
Colour coded bucket & wringer Gloves Detergent Refuse sack Colour coded mop Caution/waning sign Colour coded cloth Scourer	As designated by contract specification	Standard work wear Sensible non slip work shoes Protective gloves
Knowledge of	Safety	Method
Correct use of equipment designated in this task Risk assessments TRA005 Hazards of slippery surfaces Hazards in the location where this procedure is to be carried out The Site User Manual and its location	Assess the environment where this task is to be carried out Always wear suitable PPE Check equipment is safe to use COSHH Risk assessments Display warning/caution signs	Assemble equipment & check for safety. Display warning/caution signs. Open window for ventilation. Put on gloves. Remove large items of litter & place in refuse sack. Mop sweep the floor. Fill bucket to appropriate level with water. (point 7). Still wearing gloves, add correct amount of detergent (as per manufacturer's instructions) to water. (point 8). Take mop & bucket to the furthest point of the area. Tightly wring the mop & commence mopping. Use overlapping (figure of 8) movements work back towards exit, ensuring the bucket is always behind you & your feet are on dry floor. Rinse mop frequently in bucket. When water requires changing, do so following points 7 & 8. Use scourer to remove stubborn marks as necessary. Pay attention to all edges & corners. Allow floor to dry thoroughly – ensure warning signs are visible while the floor is drying. Whilst floor is drying remove equipment to store. Return detergent to storage point. Empty bucket, rinse & store upside down. Rinse mop under running water, wring & store head up to dry. Rinse scourer, scraper & gloves, store correctly Return to area. Check floor is dry. Wipe marks from skirting's using damp cloth. Close window, remove warning signs. Remove gloves.



Damp wiping, dusting & washing application-MS 006

Equipment	Chemicals	PPE
<p>Two colour coded buckets Detergent Dusters Caution/warning signs Gloves Colour coded cloth</p>	<p>As designated by contract specification</p>	<p>Standards work wear Sensible work shoes Protective gloves</p>
Knowledge of	Safety	Method
<p>Relevant COSHH Risk assessments Task Risk Assessment TRA006 Hazards in the location where this procedure is to be carried out The Site User Manual and its location</p>	<p>Always wear suitable designated PPE Where necessary display caution/warning signs Clean any spillages as per the instructions in the COSHH Risk assessment</p>	<p>Assemble equipment Dusting – Using a clean, dry duster dust vertical surfaces from top to bottom using overlapping strokes. Draw dust out of corners & away from edges of horizontal surfaces. Dust horizontal surfaces using overlapping strokes Re-fold duster as necessary. Do not flick or shake duster, as this will cause a cloud of dust to re-settle on cleaned surfaces. Replace duster as necessary. Display warning/caution signs. Damp dusting – wearing gloves, three quarter fill a hand bucket with water. Add detergent (as per manufacturer’s instructions) to the water. Tightly wring a cloth out in the detergent solution, ensuring it is only damp. Clean surfaces using smooth overlapping passes. Recharge cloth frequently in detergent solution. Change solution when it becomes dirty. Washing – wearing gloves, three quarter fill 2 hand buckets with water. To one bucket add detergent (as per manufacturer’s instructions) to the water. Apply detergent solution to the surfaces using a loosely wrung cloth & starting from the bottom working up to the top. With the cloth tightly wrung out in detergent solution, remove the liquid again, working from the bottom to the top. Using the second bucket containing water only and a fresh cloth which is loosely wrung. Apply the rinse water to the surfaces, working from the top down. Then, with the cloth well wrung, remove all traces of liquid from the surfaces. Return all materials & equipment to store. Return to area & check that all furniture is returned to its original place & that it is dry. Remove warning/cautions signs.</p>



Wall Washing to Hand Height- MS 007

Equipment	Chemicals	PPE
Two colour coded buckets Detergent Masking tape Caution/warning signs Gloves Colour coded cloths Abrasive pad	As designated by contract specification	Standard work wear Sensible work shoes Protective gloves
Knowledge of	Safety	Method
Relevant COSHH Risk Assessments Task Risk Assessment TRA007 Hazards in the location where this procedure is to be carried out The Site User Manual and its location	Always wear suitable designated PPE Where necessary display caution/warning signs	Assemble equipment Open window for ventilation Display caution/warning signs Check wall covering is washable Move all furniture away from walls Any furniture which cannot be moved must be covered in order to protect it from splashes Cover all electrical sockets & switches with masking tape Three quarter fill both buckets with water Put on PPE & protective gloves & add detergent (as per manufacturer's instructions) to one of the buckets of water Still with gloves on, wring out a cloth in the detergent solution Starting at the bottom of the wall, apply the cleaning solution using overlapping passes, working up the wall. Apply solution to small sections only at a time – approximately 2 feet square Allow a short time for the chemical to work Using a second cloth wrung out in the clean water only (second bucket) rinse wipe the area from top to bottom. Leave the wall as dry as possible Wipe up drips & runs as they occur Continue in sections until the whole area is cleaned Use abrasive pad for stubborn marks Leave wall to dry Whilst wall is drying, remove cleaning equipment to store Clean & store away all equipment, cloths etc Return to area – when wall is dry With dry hands, remove masking tape. Remove any covers from furniture. Return all furniture to original position Close windows Remove caution/warning signs NB – When cleaning walls above hand height, access equipment will be required. All access equipment must be safety checked before use.



Floor Scrubbing & Drying– MS 008

Equipment	Chemicals	PPE
Standard speed rotary machine with tank Drive disc Appropriate scrubbing pad or brush Caution/warning sign Gloves, colour coded cloths Wet vacuum Hard surface cleaner Edging tool Scrubbing pad, plastic square	As designated by contract specification	Standard work wear Sensible work shoes Gloves
Knowledge of	Safety	Method
Correct use of electrical equipment Risk assessment Hazards in the location where this procedure is to be carried out The Site User Manual and its location Correct task procedures Manual handling techniques Local fire & evacuation procedures	Check all electrical equipment has in date PAT test sticker Check all parts of electrical equipment particularly plugs & cables before use If electrical equipment is found to be faulty, DO NOT USE. Attach DO NOT USE label to equipment & report it immediately to Supervisor When operating electrical equipment ensure the cables & extension leads are kept behind the machine so as to avoid entanglements with equipment Do no stretch the cable, always unplug and reconnect to the supply nearer to the location of the task DO NOT WEAR trainers, sandals, or other light open footwear. Sensible footwear only Display caution/warning signs	Assemble equipment. Visually check electrical equipment – particularly plugs, cable, float valve sockets etc. Display warning / caution sign. If possible ventilate area. Put on gloves. Using the bucket – fill with correct amount of water and add to water correctly measured quantity of chemical (as per manufacturer's instructions) then fill the tank in the machine Wipe up spillages as they occur. Plug in wet vacuum. Mix another amount of solution into the bucket. Using edging tool, apply chemical solution to edges & corners of the area to be scrubbed. Agitate the chemical with the edging tool. On completion, place edging tool on plastic square. Using overlapping passes scrub the floor area commencing at the furthest point from the door/exit working backwards. On completion stand rotary machine on plastic Before the floor can dry naturally, use wet vacuum to pick up slurry. Begin picking up the water from where the scrubbing operation ended – then work forwards. In this way you will be sure to be standing on a dry floor at all times. On completion stand the wet vacuum on the plastic square Allow floor to dry thoroughly When the floor is dry – use a damp cloth to remove any splash marks from skirting's etc Remove equipment to store, clean check & disassemble all equipment Store equipment & materials correctly Check area is satisfactory Close windows Remove warning/caution signs, remove gloves Store all away



Chewing Gum Removal -MS 009

Equipment	Chemicals	PPE
PPE Scraper Dust pan & brush or vacuum cleaner Caution/warning sign Clack refuse sacks Cloths Chewing gum remover	Appropriate solvent	Standard work wear Sensible shoes Protective gloves
Knowledge of	Safety	Method
Trained competent operatives in the correct use of equipment designated for this task Relevant COSHH Task Risk assessment TRA009 Hazards in the location where this procedure is to be carried out Hazards of dust and airborne particles & debris The Site User Manual and its location	Always wear suitable designated PPE Assess the environment this task is to be carried out in Where necessary display caution/warning signs Check equipment is safe to use If equipment is found to be faulty attach OUT OF ORDER label and report it immediately to the Supervisor	Identify the area this task is to take place Identify the environment of the area this task is to take place Identify any possible changes in the environment of the area this task is to take place Assemble equipment & check it is safe to use Place caution/warning signs as necessary Spray directly onto with the chemical or apply with a cloth if using liquid solvent (point 6) Use plastic scraper immediately to scrape off residue when using a freezing spray, otherwise allow solvent to be absorbed and wipe off excess with cloths (point 7) Collect debris with dustpan and brush or vacuum cleaner and place into a black refuse sack (point 8) Repeat steps 6 – 8 as necessary until all gum is removed Clean all equipment used Store all equipment into designated storage areas correctly, report completion of task to supervisor Supervisor to inspect task on completion Supervisor to arrange for replacement of any faulty equipment ready for the next operation.



Floors – Dry mop sweeping- MS 010

Equipment	Chemicals	PPE
Mop sweeper Refuse sack Caution/warning sign Gloves Dustpan & brush Vacuum & attachments scraper	No chemicals required for this task	Standard work wear Sensible work shoes
Knowledge of	Safety	Method
Risk Assessments TRA010 Hazards in the location where this procedure is to be carried out The Site User Manual and its location	Assess environment where this task is to be carried out Always wear suitable PPE Check equipment is safe to use COSHH Risk Assessments Display caution /warning signs	Assemble equipment. Safety check equipment including cable, plug, socket (s), bag & filters. Display caution/warning signs. Put on gloves Remove large items of litter from floor. Use scraper to remove chewing gum/sticky labels etc. and place all into refuse sack. Commence mop sweeping from furthest point of area, working back towards exit. Sweep, using overlapping passes ensuring the mop head remains in contact with the floor at all times. At intervals, check condition of head; vacuum clean if necessary. Where necessary, sweep underneath large/heavy items of furniture; move lighter items On completion of the task, vacuum clean sweeper head, then vacuum corners, edges and difficult areas. Dustpan & brush can be used as an alternative. Return all equipment to store Clean & store away all items Return to area; replace any furniture Check floor condition Remove caution/warning signs



Removal of Sharps- MS 011

Equipment	Chemicals	PPE
Sharps disposal box Litter picker Warning/caution sign	No chemicals are required for this task	Hi-visibility vest / overalls Rubber or harp resistant protective gloves Suitable sensible work shoes
Knowledge of	Safety	Method
Correct use of sharps box and its disposal Hazards relating to Hepatitis and similar infections from syringes and needles Personal care and awareness in syringe and needle and broken glass removal Task risk assessments and their location The Site User Manual and its location Hazards in local perimeters	Authorisation to carry out this procedure Always wear PPE provided Place caution/warning signs at the perimeters of the pick-up operation Trained operatives in sharps removal Only trained competent operatives must carry out this procedure Awareness when placing hands into receptacles you cannot see into, that could have sharps in especially known areas for drug activities	Be alert when placing your hands into places you cannot see & always wear protective gloves. When you have seen or found a syringe, needle or other possible contaminated sharp object do not touch Place warning/caution signs to perimeters of find Confirm with the supervisor what & where the sharp hazard is Put on PPE Open sharps box and with extreme care pickup broken glass, syringe or needle with litter picker or protected hands Always make sure you are protected and never handle sharp objects with bare hands Sharps box closed & secured and returned to its permanent location Remove warning/caution signs



Cleaning Glass Partitions & Mirrors-MS 012

Equipment	Chemicals	PPE
Two colour coded hand buckets Detergent Masking tape Caution/warning sign Gloves Colour coded cloths	As designated by contract specification	Standard work wear Sensible work shoes
Knowledge of	Safety	Method
Contract specification Relevant COSHH risk assessments Task Risk Assessment TRA013 Hazards in the location where this procedure is to be carried out Hazards in cleaning glass / mirrors The Site User Manual and its location	Correct client procedures for entering & leaving premises Client & public customer awareness Care in dilution of chemicals if recommended avoiding splashes and spillages Clean up any spillages with water and mop up. Any large spillages should be soaked up with sand or sawdust, swept up and disposed of in accordance with local environmental guidelines Correct access equipment procedures Correct designated PPE Correct caution/warning signs Trained operatives Only work to arms-length above shoulder height	Display caution/warning sign Collect and prepare equipment to be used (see contract specification) For spray chemical application – apply chemical to damp clean cloth and apply to surface Buff off with a clean dry cloth to a non-smear appearance



Cleaning Shower Facilities-MS 013

Equipment	Chemicals	PPE
Colour coded bucket Colour coded cloths Deck scrubber & mop Mop bucket Slow speed rotary machine Black/green scrubbing pad Warning / caution signs	Appropriate chemical as per contract specification and according to floor type and dirt level	Standard work wear Rubber gloves Sensible non slip work shoes
Knowledge of	Safety	Method
Correct use of electrical equipment Relevant COSHH assessments Task Risk assessments TRA017 Hazards in the location this procedure is to be carried out The Site User Manual and its location Correct task procedures Manual handling techniques Local fire & evacuation procedures	<p>Check electrical equipment has current PAT test label and that the equipment, its cables & extension leads are safe.</p> <p>If the equipment is unsafe to use attach DO NOT USE label and report it to your supervisor.</p> <p>When operating electrical equipment ensure the cables and extension leads are kept behind the machine so as to avoid entanglement during operation.</p> <p>Place warning/caution signs at the perimeters of operation area.</p> <p>Always wear suitable designated PPE.</p> <p>Care in dilution of all chemicals. Always dilute to the manufacturer's recommended dilution ratio.</p> <p>Clean any spillages as per the instructions in the COSHH assessment.</p>	<p>Ventilate area if possible.</p> <p>Remove any litter or other discarded items from area to be cleaned.</p> <p>Display warning/caution sign or barrier the area off for cleaning.</p> <p>Select which chemical is required for areas to be washed down. Dilute chemical into bucket. Wash down required areas with cloths</p> <p>Check slow speed machine has current PAT test sticker and is safe to use</p> <p>Select which chemical is required for area to be scrubbed off. Dilute chemical into bucket</p> <p>Damp mop floors with designated decanted product</p> <p>Scrub floor with the low speed machine with a black or green buffing pad according to contract specification for area task which is being carried out, rotate pads to provide even wear. For heavy soiled marks and edges use the deck scrubber and scrub off.</p> <p>Rinse off all areas with clean water and allow drying.</p> <p>Repeat to all areas as designated in contract specification.</p> <p>Report completion of task to supervisor</p> <p>Do not remove warning/caution sign until the areas are dry & all equipment has been removed. Dispose surplus or waste chemicals & any slurry in the correct designated drain or butler sink in accordance with local environmental guidelines</p> <p>Clean electrical equipment, wiping with damp cloth & ensuring cables are wound up to prevent knotting or stretching & return to designated store area</p> <p>Clean all other equipment, washing out buckets & mops. Return to designated area.</p> <p>Clean all PPE & store in designated area.</p> <p>Remove warning/caution signs ensuring surfaces are dry before doing so.</p> <p>Only trained competent monitored operatives to carry out this procedure.</p> <p>Supervisor to inspect task on completion & check equipment has been stored away as directed & to arrange for any replacement faulty equipment or exhausted products ready for next operation. Supervisor to ensure building procedures are carried out.</p>



Fridge Cleaning -MS 014

Equipment	Chemicals	PPE
Colour coded plastic bucket Plastic scraper Caution/warning sign Black refuse sacks Colour coded cloths	As designated by contract specification	Standard work wear Sensible work shoes Protective gloves Warning/caution signs
Knowledge of	Safety	Method
Correct use of equipment designated for this task Task risk assessment Awareness of dangers connected with electrical appliances Hazards in the location where this procedure is to be carried out The Site User Manual and its location	Appliance must be isolated from the electricity supply before you start this task Disposable gloves must be worn when handling foodstuffs All foodstuffs stores within the appliance must be removed Always wear PPE as designated by COSHH assessments of chemicals used Only use a designated anti-bacterial cleaner Remove all chemical residue from the cleaned surfaces (to avoid contamination of foodstuffs) Where necessary (e.g. in a busy kitchen environment) display warning/caution signs	Isolate appliance from electrical supply Decant and / or dilute designated chemical to be used in this task as instructed within the associated COSHH assessment Remove all foodstuffs from the fridge with care to designated temporary storage area Ensure foodstuffs cannot be contaminated Remove all shelving Remove any large particles of foodstuffs with the plastic scraper Clean with designated anti-bacterial cleaner the interior of the fridge Rinse and dry surfaces Clean all shelving with designated anti-bacterial cleaner and replace in original position Clean exterior of fridge where accessible Replace foodstuffs to fridge Re-connect fridge to electricity supply End of task - Clean all equipment used Store all equipment into designated store area Report completion of task to supervisor Supervisor to inspect task on completion Only trained competent staff to carry out this procedure. Site management & supervisor to monitor task at all times. Site management & supervisor must record any training or instruction given to operatives. Any accidents or incidents that could be detrimental to Health & Safety must be reported immediately. IF THE FRIDGE IS TO BE ISOLATED FOR MORE THAN A FEW MINUTES THE FOODSTUFF MUST BE RELOCATED IN ANOTHER FRIDGE OR DESIGNATED COLD AREA. IF THE FRIDGE IS TO BE ISOLATED FOR MORE THAN A FEW MINUTES IT SHOULD BE ALLOWED TO DEFROST COMPLETELY BEFORE THIS OPERATION IS CARRIED OUT.



Generic Manual Handling-MS 015

Equipment	Chemicals	PPE
As Specified In Task Specific Risk Assessment	None required	Heavy duty gloves Leather apron if required Safety shoes / boots Use trolley Centre of gravity NB – Specific assessments will identify further PPE as required by the specific task and the environment e.g. hard hats, external clothing etc.
Knowledge of	Safety	Method
Manual handling techniques Designated task specific risk assessment Hazards of container, its weight, centre of gravity, and the environment Individual limitations Signage / containers Duty of care (employer and employee)	Authorisation to carry out this task (move or remove object) No person with severe back or muscular disorders should be expected to perform these tasks Do not substitute correct equipment or use other than designated equipment for the task Access route to required area. Do not substitute correct access route to required area. Only persons trained in Manual Handling Techniques shall carry out this task Check all containers for damage, sharp edges, etc. before moving the object DO NOT LIFT ANYTHING WITH A STOOPED OR TWISTED BACK POSTURE Check on environmental condition before starting task (is there room to move, no danger to others etc.) Do not put yourself and others at risk by taking shortcuts to correct procedures or work practices IF IN DOUBT <u>ASK</u>	Obtain permission to carry out this task from the client or company representative Assess object to be moved Assess aid from another person or mechanical Obtain permission to use any designated equipment or lifting aids (point 4) Assess the environmental conditions before proceeding with the task Examine the object to assess if there are any hazards likely to injure the person Put on designated PPE (gloves, apron etc.) Assemble and check equipment (if designated for the task) (point 8). Commence handling procedures (as designated to the specific task) Ensure the object moved or handled is safe and stable before leaving the area Continue as number 4 to 8 until the task has been completed End of task – ensure objects area safe & stable. Report any damage to containers or packaging to line Manager / supervisor The line manager/supervisor is to monitor the task and the compliance to safety requirements. Check equipment used (if any) report to supervisor if damaged. Store in designated area



Graffiti Removal-MS 016

Equipment	Chemicals	PPE
PPE Black refuse sacks Cloths Warning/caution signs	Appropriate solvent (aerosol or liquid)	Standard work wear Sensible work shoes Protective goggles Warning/caution signs
Knowledge of	Safety	Method
Trained competent operatives in the correct use of equipment designated for this task. Relevant COSHH Task Risk Assessment TRA020 Hazards in the location where this procedure is to be carried out Hazards of dust and airborne particles and debris The Site User Manual and its location	Always wear suitable PPE as designated in PPE section of this statement Assess the environment where this task is to be carried out Where necessary display caution/warning signs Check equipment is safe to use If equipment is faulty attach OUT OF ORDER label and report it immediately to Supervisor	Identify the area this task is to take place Identify the environment of the area this task is to take place in Identify any possible changes in the environment of the area this task is to take place in Assemble equipment and check it is safe to use Place warning/caution signs as necessary Insert tube into the spray head valve if using aerosol (point 6) Spray directly onto the chemical or apply with a cloth if using liquid solvent Allow solvent to be absorbed and wipe off excess with cloths (point 8) Place dirty cloths into black refuse sack and dispose of as per local guidelines Repeat steps 6 – 8 as necessary until all graffiti is removed. End of task – clean all equipment used and store away into designated storage areas. Report completion of task to supervisor and supervisor to inspect task on completion. Only trained competent staff to carry out this procedure. Site management & supervisor to monitor operation at all times and record any training or instruction given to operatives. Any accidents or incidents that could be detrimental to Health & Safety must be reported immediately.



Spillage Control-MS 017

Equipment	Chemicals	PPE
PPE Colour coded bucket Colour coded mop Colour coded cloths Warning/caution signs	As designated Clean water	Standard work wear Protective gloves Sensible work shoes
Knowledge of	Safety	Method
Task risk assessment TRA021 Correct PPE Hazards in the location where this procedure is to be carried out The Site User Manual and its location Hazards of a slippery surface	Assess environment where this task is to be carried out Always wear suitable PPE Display caution / warning signs	Attend location of spillage and immediately place warning/caution signs around the perimeter at a safe distance. Warn all operatives and client staff in the area of the spillage and arrange for persons to be redirected until area is safe and dry Dry mop or use spill granules to soak up if the spill is excessive If spill granules are used then dispose of according to site policy Once the majority of the spillage is clear either mop or scrub the area until clean and leave to dry Once safe, dry and slip free release the area and remove caution/warning signs



Decanting & Dilution of Chemicals-MS 018

Equipment	Chemicals	PPE
Container for diluted product Funnel Chemical identification labels Water source	All types Clean water	Standard work wear Safety Goggles Protective gloves The appropriate COSHH assessments will identify the correct PPE to be worn
Knowledge of	Safety	Method
COSHH Assessment Task Risk Assessment TRA023 Safety Data Sheets Correct PPE (see COSHH assessment) Correct First Aid Equipment (see COSHH assessment) if required Correct spillage procedures (see COSHH assessment) if required Correct fire fighting equipment (see COSHH assessment) if required Hazards of concentrated or undiluted chemicals Correct way of diluting chemical into water Designated areas for dilution and decanting	Correct designated PPE as designated by the relevant COSHH assessment COSHH documentation COSHH Assessments Correct clean containers with correct labels Clean water supply Correct storage	Select correct designated chemical for task to be carried out Select & read correct COSHH assessment for selected chemical Assemble designated container (s) chemical is to be decanted or diluted in (bucket, spray bottle etc.) Assemble designated PPE (see designated COSHH assessment) Decanting – decant required chemical into designated containers using funnel Decanting – label containers with correct information for product decanted Dilution – pour designated amount of clean water into required container Dilution – do not fill container beyond 75% of the container capacity Dilution – decant required chemical at the correct dosage into the water Dilution – label new container of its contents & dilution End of task – seal original container and return to the designated storage area. Empty containers must be disposed of according to the specified COSHH assessment & local environmental guidelines. Clear any spillages as defined with the chemicals relevant COSHH assessment. Report to the supervisor chemical type & quantity used to enable replenishment of stock. Only trained competent monitored operatives to carry out.