

METHOD STATEMENT – CLEANING BALUSTRADES & HANDRAILS



STEP 1 – ASSESSMENT DETAILS

Method Statement Reference:	CCRM-016	FREQUENCY (TICK AS APPROPRIATE)				
Issue Number	08	Daily	Weekly	Monthly	Quarterly	Yearly
Task:	Cleaning Balustrades & Handrails					
Date Completed:	5 March 2025					
Employee Consultation and Involvement	Sandra Bedoya	✓				
Re-Assessment Due*:	One year from above date					
Method Statement Completed By:	Health & Safety Manager					
		Emergency Telephone Number: 020 7624 6330				

STEP 2 – PERSONEL REQUIRED (DURING ACTIVITY)

Lone Worker	2 or More Persons	First Aider	Supervisor/Team Leader	Management
✓	✓			

STEP 3 – PROCEDURES TO BE CARRIED OUT (BEFORE STARTING WORK)

Read and Understand the importance of this Method Statement	Planed and Understand your work in advance	Adhere to the Operational Controls of the company	Awareness On BS EN 1154 : 1997 Building hardware - controlled door closing devices	Follow safety control implemented by us on the SSW FLOOR MAPS RED ZONES	
✓	✓	✓	✓	✓	✓

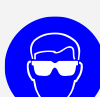
STEP 4 –POTENTIAL HAZARDS

Manual Handling	Hand Crushing	Trapping	Falling	Slips, Trips & Falls	Falling Objects	Biohazard	Electric Shock
							
✓	✓	✓	✓	✓	✓		

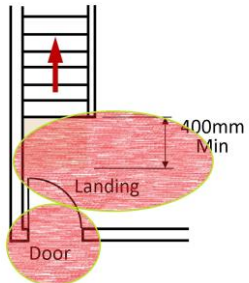
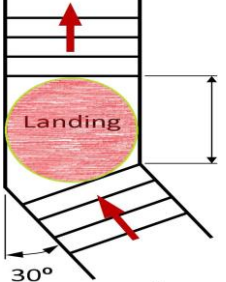
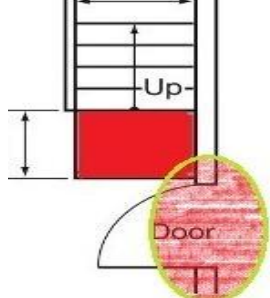
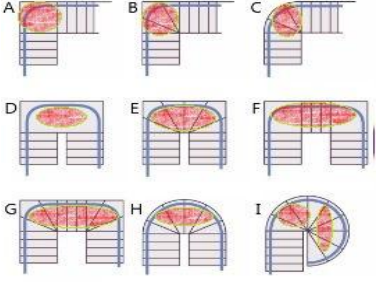
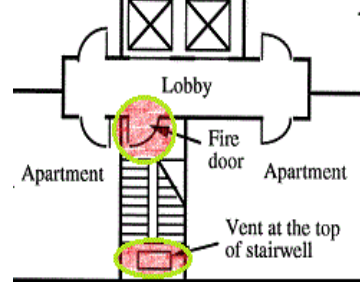
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STEP 5 – PERSONAL PROTECTIVE EQUIPMENT (PPE) to be used

Personal Protective Equipment to be used								
								
Apron	Face Visor	Goggles	Eye Protection	Ear Defenders	Flat Trainers	Safety Boots	Rubber Gloves	Respirator Face Mask FFP2/FFP3or Surgical Mask
					✓		✓	

STEP 6 – Operational Controls & Good Practices using Landings and stair's Lobby Doors

DO NOT attract, occupy the attention or engage into conversations with people or colleagues on the RED ZONE AREAS marked on the SSW floor plans			Watch out for distraction across Lobbies, Exit Doors, Landings, and Staircases. Do not engage in extra activities on RED ZONE AREAS	
				
✓	✓	✓	✓	✓

STEP 7 – Operational Controls & Good Practices

DO NOT place your hand or fingers between the door and frame	Use the handrail	Do not use phones	Watch out for Irregular Steps	Watch out for Short Steps	Check Nosing condition and Colour Contrast
					



✓	✓	✓	✓	✓	✓
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STEP 8 – METHOD STATEMENT

Strict adherence to this method statement is critical to the health and safety of both public and all engaged in the work

Any deviation or modification must be first be authorised by management

SAFETY

1. Only authorised operatives, trained in the procedure to carry out this task.
2. Place warning signs, before you commence the task.
3. Inspect Equipment for any faults.
4. Follow Manufacturers Instruction when using Chemicals.
5. Wipe any spillages as they occur.
6. Use always handrail with your one hand when carrying any waste.
7. Only take one step at a time when ascending or descending the stairway
8. DO NOT use hand-held devices or phones when using staircases
9. DO NOT rush along the staircases
10. DO NOT carry heavy objects on the staircases
11. DO NOT phone or text when descending or ascending staircases
12. DO NOT carried **opened** chemicals or cleaning products
13. DO NOT use bucket
14. DO NOT store cleaning products or equipment along the staircases at any time
15. Check for Adequate lighting
16. Check for Handrail
17. Check for the condition and colour contrast of the Nosing on the steps
18. Check identify Short steps
19. When vacuum cleaning use cordless equipment if possible
20. When Vacuum cleaning with standard electric vacuums, take extra care and make sure no cables are left crossing steps or landings, keep cables along the base of the banister
21. Make sure your shoes are tied before using any stairway.

Balustrades and Handrails

1. Identify the type of soil to be removed.
2. If dry dust, clean using a static duster paying particular attention to balustrade rails, string capping, outer string and handrail.
3. If damp wiping is necessary, prepare in spray bottle according to manufacturer's instructions, adding detergent to water.
4. Using a damp BLUE cloth wrung almost dry, wipe surface using smooth strokes. As necessary, rinse cloth in clean water, recharge with cleaning solution and wring out until almost dry.
5. Pay particular attention to balustrade rails, string capping, outer string and handrail.

CARE OF EQUIPMENT

1. Wash cloths and allow to dry.
2. Wash white abrasive pads out and allow to dry.
3. Wash dustpan, brush, deck scrubber, edging tool and pads and allow to dry.
4. Return equipment and materials to store.

Responsible Person

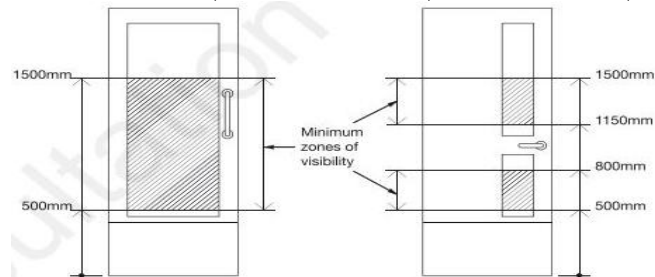
Employees and any person covering from sick leave or annual leave

The pieces of Health and Safety legislation applicable to this operation at are:

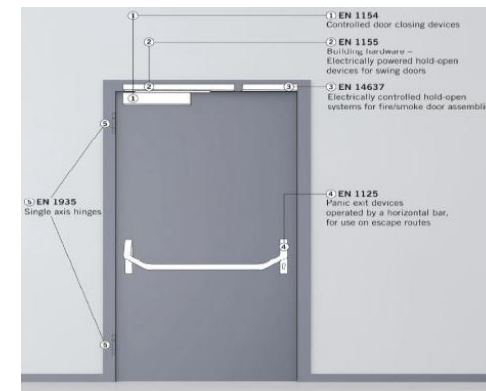
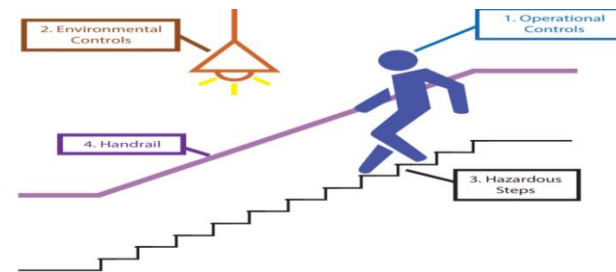
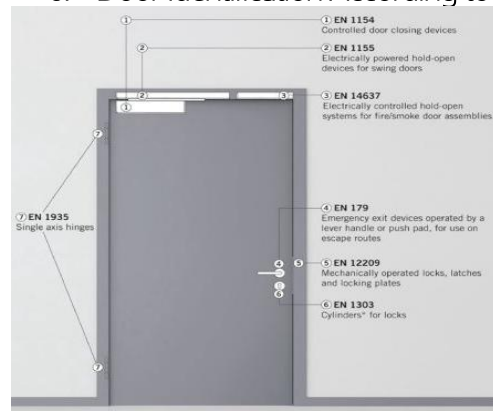
- The Health and Safety at work etc Act 1974
- Management of Health and Safety at Work Regulations 1999.
- The personal protective equipment regulation
- Work at heights regulation 2005

SAFETY AND OPERATIONAL CONTROLS METHOD

1. Follow step 5 and step 6 of this method statement
2. **Do not** wedge or use any equipment to force any door open
3. **Do not Attract**, occupy the attention or engage into conversations with people or colleagues on the **RED ZONE AREAS** marked on the floor plans.
4. Follow step 6 Operational Controls & Good Practices
5. Use vision panels on doors to prevent and anticipate impact trapping from someone opening or entering the area



6. Door Identification According to BSI



EN Size	Maximum Door leaf width	Maximum door weight
1*	up to 750mm 9 Nm	20Kg
2*	from 750 to 850mm 13Nm	40Kg
3	from 850 to 950mm 18Nm	60Kg
4	from 950 to 1100mm 26Nm	80Kg
5	from 1100 to 1250mm 37Nm	100Kg
6	from 1250 to 1400mm 54Nm	120Kg
7	from 1400 to 1600mm 87Nm	160Kg

Door closer power in **Newton x Metre (Nm)** =
Torque for a given size door

STEP 9 – RISK ASSESSMENT (Frequency X Severity = Risk)

AREA	HAZARD	POTENTIAL HARM	Frequen cy	Severit y	Risk	Risk After Controls	CONTROL MEASURES
Contact and Usage	Trapping, crushing, cuts, Entrapment,	Broken bones/bruises/cuts / Amputation.	4	3	12	3	Staff training/good housekeeping. Employees train on Helath Saftey Awarenees use of doors at work
Slips, Trips & Falls	Slips, trips & falls	Broken bones/bruises/cuts	2	3	6	3	Training and Comunication Awareness to develop knowledge on safe working practices
Slips, Trips & Falls	Slips, trips & falls due to rushing	Broken bones/bruises/cuts	3	3	9	3	Training and Comunication Awarness to develop knowledge on safe working practices Operatives are aware of hazards of rushing on stairs
Slips, Trips & Falls	Slips, trips & falls due to carry items when working on stairs	Broken bones/bruises/cuts	4	3	12	3	Training and Comunication Awarness to develop knowledge on safe working practices Operatives are not allowed to carry items especially heavy items on stairs
Usage	Irregular steps and environment	Broken bones/bruises/cuts	2	3	6	3	Staff training/Open reporting and communication to detect and correct early irregularities

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Manual Handling	Heavy objects/bending Carry large objects to prevent employee seen steps beyond the load	Back injuries, fall, injuries	4	3	12	3	Staff training Consideration of manual handling, posture and ergonomics, Competent supervision Introduction of Red Zones to segregate hazards from employees
OVERALL RISK RATING BEFORE CONTROL: 9.5			Very Low	Low	Medium	High	COMMENTS
					✓		
OVERALL RISK RATING AFTER CONTROL: 3.0			Very Low	Low	Medium	High	
			✓				
LIKELIHOOD 1. IMPROBABLE OCCURRENCE 2. REMOTED OCCURRENCE 3. REASONABLY PROBABLE OCCURRENCE 4. VERY LIKELY OCCURRENCE 5. ALMOST CERTAIN OCCURRENCE		SEVERITY 1. SLIGHT: NO INJURY or Injury requiring first Aid treatment 2. MINOR: INJURY requiring medical treatment with absence from 3 days to 3 weeks 3. MODERATE: Injury illness resulting in temporary disability (eg. fractures) and absence over 3 weeks 4. SERIOUS: Severe injury or permanent disability (e.g loss of limb, sight) property and equipment damage 5. MAJOR: Immediate danger exist, capable of causing death, loss or damage on a wide scale and serious business disruption (e.g. Explosion, fire, structural damage, etc.)				INTERPRETATION 4 and below very Low risk = No further action, but ensure controls are maintained and review 5 to 8 Low risk = Risk Can be tolerated or for only short term. Plan introduction of measures with a define time period 9 to 15 Medium Risk = Planned and introduce further control measures to mitigate the risk within a time scale 16 and Above = Stop activity and immediate action	