

METHOD STATEMENT – DUSTING, DAMP WIPING, GENERAL SURFACES (EXCL- BATHROOMS)



STEP 1 – ASSESSMENT DETAILS

Method Statement Reference:	CCRM-018	FREQUENCY (TICK AS APPROPRIATE)				
Issue Number	09	Daily	Weekly	Monthly	Quarterly	Yearly
Task:	Dusting, Damp Wiping, General Surfaces (Excl- Bathrooms)					
Date Completed:	5 March 2025	✓				
Employee consultation and involvement:	Paula Cruz					
Re-Assessment Due*:	One year from above date					
Method Statement Completed By:	Health & Safety Manager	Emergency Telephone Number:				
		020 7624 6330 / 111 / 999				

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)

Training and Knowledge Company safety Site -induction form: F039	Place Warning Signs	Perform Visual Check of Equipment
✓	✓	✓

STEP 4 – HAZARDS, PRODUCT AND PPE

Slips, Trips & Falls	Manual Handling	Harmful/Irritant	Rubber Gloves	Sensible work shoes	Respirator Face Mask FFP2/FFP3or Surgical Mask
					
✓	✓	✓	✓	✓	

STEP 5 – PRODUCT USAGE

Product Name	Product Usage	Product Type	Usage Dilution	Application / Equipment
Synbio Multi	General Multi-Surface Cleaner	Clear Blue Liquid	25ml to every 5 Lt of water	Bucket, mop, spray bottle, colour coded cloths & abrasive pads
Lacto Des	Disinfectant	Clear liquid	Ready to use product	Use forensic cleaning technique with bucket & cloth



STEP 6 – METHOD STATEMENT

SAFETY	METHOD	CARE OF EQUIPMENT
- Only authorised operatives, trained in the procedure to carry out this task. - Put warning signs if washing - Wear gloves - Follow COSHH instructions on safe use of chemicals. - Inspect Equipment for any faults. - Wipe any spillages as they occur.	- Method: - Put on gloves - Place caution signs around the area to be cleaned. - Ventilate the room if possible either by opening windows or leaving the door ajar. - Spray the correctly diluted chemical on to the cloth. - Wipe the outer edges first. - With systematic overlapping passes wipe over the remaining area. - Continue the system until all the area is wiped and left smear free. - Remove signs and return all the equipment to the cleaning cupboard. - Wash out cloths and gloves and place them in an area to dry. - Return the chemical to correct storage place. - Dispose of any waste in black sacks in the correct area. - Check and secure room.	- Wash dusters and cloths and hang to dry. - Wash buckets wipe out and store upside down. - Empty and clean wall washing machine - Clean all items used, including any access equipment

STEP 7 – RISK ASSESSMENT (Likelihood X Severity = Risk)

CATEGORY	HAZARD	POTENTIAL HARM	LIKELIHOOD	Severity	Risk before Controls	Risk After Controls	COMMENTS
Slips, Trips & Falls	Slips, trips & falls	Broken bones/bruises/cuts	4	3	12	3	Employee Induction / training/good housekeeping/
Usage	Contaminated ground	Inhalation/ingestion	4	3	12	3	Staff training/PPE provided / Toolbox programme / supervision
Manual Handling	Heavy objects/bending	Back injuries	4	2	8	2	Staff training/Toolbox programme / supervision / site induction
Dust	Dust inhalation	Difficulty breathing	3	2	6	2	Staff training/PPE provided
Cleaning of general surfaces	Contact with body fluids due to using contaminated cloths and poor personal hygiene	Biohazard risk / contamination / infection	4	4	16	4	Training, induction and Toolbox programme in place Reporting of near miss and dangerous occurrence Competent supervision and monitoring Disposable gloves and aprons provided Biohazard Fluids and sharp risk assessment and training in place Forensic cleaning technique is in place Colour coding system for cloths & buckets are in place GBAC trained supervisor Operatives are aware and informed regarding personal hygiene rules on sites

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OVERALL RISK RATING BEFORE CONTROL: 10.8		Very Low	Low	Medium	High	COMMENTS
				✓		
OVERALL RISK RATING AFTER CONTROL: 2.8		Very Low	Low	Medium	High	
		✓				
<u>LIKELIHOOD</u> 1. IMPROBABLE OCCURRENCE 2. REMOTED OCCURRENCE 3. REASONABLY PROBABLE OCCURRENCE 4. VERY LIKELY OCCURRENCE 5. ALMOST CERTAIN OCCURRENCE	<u>SEVERITY</u> 1. <u>SLIGHT</u> : NO INJURY or Injury requiring first Aid treatment 2. <u>MINOR</u> : INJURY requiring medical treatment with absence from 3 days to 3 weeks 3. <u>MODERATE</u> : Injury illness resulting in temporary disability (eg. fractures) and absence over 3 weeks 4. <u>SERIOUS</u> : Severe injury or permanent disability (e.g loss of limb, sight) property and equipment damage 5. <u>MAJOR</u> : Immediat danger exist, capable of causing death, loss or damage on a wide scale and serious business disruption (e.g. Explosion, fire, structural damage, etc.)				<u>INTERPRETATION</u> 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	