

METHOD STATEMENT - SUCTION CLEANING



STEP 1 – ASSESSMENT DETAILS

Method Statement Reference:	CCRM-023	FREQUENCY (TICK AS APPROPRIATE)				
Issue Number	12	Daily	Weekly	Monthly	Quarterly	Yearly
Task:	Suction Cleaning					
Date Completed:	20 February 2025	✓				
Employee consultation and involvement:	Massiel Esteva					
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	Awareness Vacuum cleaning operations Toolbox-Talk	Test for Electrical Safety	Check for Damage of Equipment	Do not trail cables behind or across doors	Do not trail cables on exits or stairways	Transport appliance Safely
✓	✓	✓	✓	✓	✓	✓

STEP 4 – HAZARDS, PRODUCT AND PPE

Slips, Trips & Falls	Electric Shock	Fire Risk	Manual Handling	Noise	Sensible work shoes	Respirator Face Mask FFP2/FFP3or Surgical Mask	Protective Gloves
							
✓	✓	✓	✓	✓	✓		✓

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STEP 5 – METHOD STATEMENT

SAFETY	METHOD	CARE OF EQUIPMENT
1. Only authorized operatives trained in the procedure to carry out this task. 2. Inspect equipment for any faults 3. Follow manufactures instructions when using chemicals 4. For Staircases/ Lobbies/ Landings Entrances, Etc. use ONLY Cordless Backpack Vacuum Cleaners..!" 5. For the inaccessible areas, if you have doubt to reach that area and if you don't safe space to keep the other parts of the machine, ASK for HELP or call your supervisor.	- Put on personal protective equipment. - According with the cleaning plan or schedule choose the appropriate and most suitable vacuum cleaner for the task (standard vacuum) or (Cordless Backpack Vacuum) - Assemble equipment, check electrical equipment for safety, particularly plugs and cables. - Place warning signs. - Adjust height of brush/beater bar to suit surface being cleaned. - Pick up any large or sharp items by hand before suction cleaning and place them into a plastic sack. - Insert circuit breaker into power socket before inserting a machine plug. - Cover the area systematically, giving more attention to heavily trafficked areas, edges and corners. - Use dust pan and brush to clean under furniture and areas inaccessible by machine. - Remove plug and circuit breaker from power socket and recoil machine cable. - Clean equipment and check for safety. - Return equipment, materials and warning signs to store.	- Empty suction cleaner. - Clean brushes. - Clean dust pan. When Unplugging / Plugging equipment from one point (A) to another point (B). - Unplug appliance from the plug - Transport or walk to point (B) holding from the cable Never hold from the plug  When switching power points or sockets - Unplug pulling from plug - Walk to the nearest socket or power point holding from cable 

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

AREA	HAZARD	POTENTIAL HARM	Likelihood	Severity	Risk Before	Risk After	CONTROL MEASURES
Slips, Trips & Falls	Slips, trips & falls	Broken bones/bruises/cuts	4	3	12	3	Staff training/good housekeeping/ induction in place/ toolbox programme in place Cordless Backpack Vacuum Cleaners..!" available on site for operations across staircases, entrances, lobbies, landings, etc
Usage	Contaminated ground/obstacles/ cables/transport/ electricity	Electric shock/Broken bones/injury on limbs /traumas/	3	3	9	3	Staff training/PPE provided / Method Statement in place / Competent supervision Communication & Awareness periodical ToolBox programme in place / good house keeping / competent supervision Use ONLY Cordless Backpack vacuums on staircases..!"
Manual Handling	Heavy objects/bending	Back injuries	3	2	6	2	Staff training / Method Statement in place / Competent supervision / Communication & Awareness periodical ToolBox programme in place

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Usage	Dropping parts of the machine on surface	Injury Damage to property	4	3	12	6	Dynamic risk assessment Method statement in place Staff training
OVERALL RISK RATING BEFORE CONTROLS : 9.75			Very Low	Low	Medium	High	COMMENTS
					✓		
OVERALL RISK RATING AFTER CONTROLS: 3.5			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 defined 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	