

METHOD STATEMENT – CLEANING EXTERNAL AREAS



STEP 1 – ASSESSMENT DETAILS

Method Statement Reference:	CCRM-024	FREQUENCY (TICK AS APPROPRIATE)				
Issue Number	16	Daily	Weekly	Monthly	Quarterly	Yearly
Task:	External Cleaning					
Date Completed:	5 March 2025	✓	✓			
Employee consultation and involvement:	Jhon Otalvaro					
Re-Assessment Due*:	One year from above date					
Method Statement Completed By:	Health & Safety Manager	Emergency Telephone Number:				

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	Training and Knowledge Company safety Site -induction form: F039	Adhere to the Operational Controls of the company	Assess the foot fall of the Stairs at the time of Operation	Fit Other safety control implemented by us or the client	Read and Understand Risk Assessment CCRM-016 Cleaning of balustrades & handrails	Place Warning Signs	Read and Understand Risk Assessment CCRM-031 and CCRM-032 Biohazardous Waste Clean UP
✓	✓	✓	✓	✓	✓	✓	✓

STEP 4 – HAZARDS, PRODUCT AND & PPE

Slips, Trips & Falls	Vehicles	Manual Handling	Biohazard	Harmful/Irritant	Protective Gloves	Hi-Visibility Jacket	Sensible work shoes	Respirator Face Mask FFP2/FFP3or Surgical Mask
								
✓	✓	✓	✓	✓	✓	✓	✓	

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STEP 5 – PRODUCT USAGE

Product Name	Product Usage	Product Type	Usage Dilution	Application / Equipment
Synbio Multi	General Multi-Surface Cleaner	Clear Blue Liquid	25 ml to every 5 Lt	Bucket, cloth, mop, Broom & abrasive pads,

STEP 6 – METHOD STATEMENT

SAFETY	METHOD	CARE OF EQUIPMENT
- Only authorised operatives, trained in the procedure to carry out this task. - Put warning signs - Follow COSHH instructions on safe use of chemicals. - Inspect Equipment for any faults. - Contaminated waste must not be handled - Sharps must be placed in designated rigid containers	LITTER PICKING - Put on personal protective equipment. - Pick up litter using appropriate equipment and place into designated plastic sacks - Put sharps into designated rigid containers - Mark and report any suspected contaminated waste. - Remove sacks and rigid containers to designated waste collection areas. - Clean equipment and check for safety. - Return equipment to store. - Wash hands. WASTE CLEARANCE - Put on personal protective equipment. - Identify waste to be cleared. - Sweep up waste and place into correct plastic sacks. Use litter picker in difficult to reach litter. - Report any needles (sharps) found and place in hard hazardous waste container. - Report any body fluid found and place around the building - Remove cardboard, cartons, glass, tins and other items to the correct collection point and. - Segregate any clinical or hazardous wastes from other wastes and complete report. - Obtain help or use lifting gear when handling heavy waste. - Prepare cleaning solution according to manufacturer's instructions, adding detergent to water. - Clean surrounding area and light well floor with disinfectant. - Report any signs of infestation.	- Clean equipment and check for safety. - Wash buckets wipe out and store upside down. - Return equipment, materials and warning signs to store

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

CATEGORY	HAZARD	POTENTIAL HARM	LIKELIHOOD	Severity	Risk before Controls	Risk After Controls	COMMENTS
Sweeping & litter picking	Slips, trips & falls	Broken bones/bruises/cuts	4	3	12	4	- Operatives trained in these operations. - Awareness of environment and other people's actions. Tool box programme in place - Staff instructed to report hazards to area managers. - Staff instructed to wear sensible shoes.
Sweeping & litter picking	Hit by moving vehicles	Broken bones/bruises/cuts/trauma/possible death	3	5	15	5	- Warning signs, cones or barriers erected. - High visibility clothing worn at all times. - If possible work done 'out of hours' so there is less traffic.
Sweeping & litter picking	Low visibility (Hit by vehicles)	Broken bones/bruises/cuts/trauma/possible death	3	5	15	5	High visibility clothing worn at all times.
Sweeping & litter picking	Manual Handling	Musculoskeletal injury (e.g. Back, arms, shoulders injuries)	4	2	8	2	Staff training/Toolbox programme / supervision / site induction
Sweeping & litter picking	Dust inhalation	Difficulty breathing	3	2	6	2	Face mask and goggles provided and worn if environment is dusty.
Sweeping & litter picking	Sharp objects	Cuts/ bruises	3	4	12	4	- Operatives trained in these operations. - Awareness of environment and other people's actions. Tool box programme in place - Staff instructed to report hazards to area managers. - Operatives informed about biohazardous waste hazards
Sweeping & litter picking	Body Fluids		3	4	12	4	- Operatives trained in these operations. - Awareness of environment and other people's actions. Tool box programme in place - Staff instructed to report hazards to area managers. - Operatives informed about biohazardous waste hazards
OVERALL RISK RATING BEFORE CONTROL: 11.4			Very Low	Low	Medium	High	COMMENTS
					✓		
OVERALL RISK RATING AFTER CONTROL: 3.71			Very Low	Low	Medium	High	
				✓			

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<u>LIKELIHOOD</u>	<u>SEVERITY</u>	<u>INTERPRETATION</u>
1. IMPROBABLE OCCURRENCE 2. REMOTED OCCURRENCE 3. REASONABLY PROBABLE OCCURRENCE 4. VERY LIKELY OCCURRENCE 5. ALMOST CERTAIN OCCURRENCE	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.)	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