

METHOD STATEMENT - CLEANING LIFTS & STAINLESS-STEEL FIXTURES



STEP 1 – ASSESSMENT DETAILS

Method Statement Reference:	CCRM-026	FREQUENCY (TICK AS APPROPRIATE)				
Issue Number	10	Daily	Weekly	Monthly	Quarterly	Yearly
Task:	Cleaning Lifts / Stainless Steel Fixtures					
Date Completed:	5 March 2025					
Employee consultation and involvement:	Dina Oliveira					
Re-Assessment Due*:	One year from above date	✓	✓			
Method Statement Completed By:	Health & Safety Manager	Emergency Telephone Number:				
		0800 052 0185				

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	Lock Off or Isolate	Obtain Permit to Work	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
GREENSPEED	Inox Polish Spray	Colourless	N/A	Spray bottle & colour coded cloths

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STEP 6 – METHOD STATEMENT

SAFETY Stainless Steel Fixtures	METHOD	CARE OF EQUIPMENT
- Only authorised operatives, trained in the procedure to carry out this task. - Put warning signs - Wear the required PPE - Follow COSHH instructions - Visually check that fittings and fixtures are safe for cleaning - Wipe any spillages as they occur.	- Put on gloves - Place caution signs close to the area to be cleaned. - Ventilate the room if possible either by opening windows or leaving the door ajar. - Apply the chemical/product sparingly to cloth and then wipe in even strokes to metal - Remove signs and return all the equipment to the cleaning cupboard. - Return the chemical/product to correct storage place. - Check and secure room.	- Wash cloths and allow to dry. - Clean all items used, including any access equipment
SAFETY Lifts	METHOD	CARE OF EQUIPMENT
- On no account must the lifts be cleaned unless it is isolated - The lift should not be cleaned unless it is resting level with the landing. - Visually check the inside of the lift to see it is safe for cleaning and the area is free from any sharp surfaces, any broken/ damaged items or any obstacles - If you are in doubt, inform your line manager and ask for help.	- Suction clean the door track. - Pick up loose dirt and debris with suction cleaner or dustpan and brush - Close and clean the door, then clean roof, sides and control buttons - Remove signs and return all the equipment to the cleaning cupboard. - Return the chemical/product to the correct storage place.	- Empty suction cleaner - Remove soil from broom - When dirty, wash mop sweeper head, rinse and hang to dry - Clean dust pan and brush
SAFETY Lift Lobbies	METHOD	CARE OF EQUIPMENT
Cleaning of the Lift Lobby during unoccupied times - Only authorised operatives trained in the procedure to carry out this task. - Put enough warning signs close to the area to be cleaned - Wear Required PPE - Flat mops must be used in all public areas (reception, lift lobby etc.) Refreshing or cleaning stains during the day/ occupied building - Only authorised operatives trained in the procedure to carry out this task. - Put enough warning signs close to the area to be cleaned - Wear Required PPE - If you need to clean the stain at the lift	Cleaning of the Lift Lobby during UNOCCUPIED times - Put on gloves - Fill the bucket to the correct level. AND add the chemical to the water - Select the correct colour-coded mop. - Place caution signs around the area to be mopped as can be seen clearly by the occupiers! - Pick up any large waste and place it in a black sack. - Sweep or vacuum the area, paying attention to the corners and edges. - Soak the mop in the solution and water then wring to a damp head. - Damp mop the edges then, with overlapping passes, mop the remaining area. - Check the floor area to ensure it is completely dry. (swap a piece of toilet paper around the floor to assess the dryness) - Once completely dry and only when it is, remove signs. - Wipe down the skirting board or walls with a damp cloth. - Inform building management to unisolate the lifts. - Return your mop and bucket to the cleaning cupboard. - Empty the bucket into the drain. Rinse and wipe clean the mop head and stand to dry.	- Wash cloths / mops and allow to dry. - Clean all items used, including any access equipment

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lobby while the building is occupied or during the day, inform building security/management to isolate the lift. 19. Use only a damp CLOTH to clean only the stain on the surface, not the surroundings.	27. Dispose of any waste in the black sacks in the correct area. 28. Rinse out clothes and gloves. 29. Remove Caution signs and return them to the cupboard 30. Secure the area if necessary. Refreshing or cleaning stains DURING THE DAY / OCCUPIED building 31. Put on gloves 32. Select the correct colour-coded CLOTH 33. Slightly damp the cloth while you are in the cleaning cupboard. 34. Take the required amount of warning signs and go to the area to be cleaned. 35. Place warning signs around the area to be cleaned as can be SEEN CLEARLY BY THE OCCUPIERS! 36. Wipe the surface with damp cloth to remove just the stain, not the surrounding. 37. Check the floor area to ensure it is completely dry. (swap a piece of toilet paper around the floor to assess the dryness) 38. Once completely dry and only when it is, remove signs. 39. Not leave area before it is completely dry. 40. Return the dirty cloth to the cupboard.	
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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
Slips, Trips & Falls	Slips, trips & falls	Broken bones/bruises/cuts	5	4	20	8	Employee Induction / training/good housekeeping/ - Staff training/good housekeeping - Equipment not left unattended - Warning signs displayed - Staff instructed to wear sensible shoes - As possible work is carried out while building unoccupied
Usage	Contaminated ground	Inhalation/ingestion	3	3	9	3	Staff training/PPE provided / Toolbox programme / supervision
Manual Handling	Fitting and sharp edges / Mechanisms	Cut / punctures / slashes, lacerations	4	3	12	6	Staff training/Toolbox programme / supervision / site induction / inspect fittings and edges
OVERALL RISK RATING BEFORE CONTROL: 13.6			Very Low	Low	Medium	High	COMMENTS
					✓		
OVERALL RISK RATING AFTER CONTROL: 5.6			Very Low	Low	Medium	High	
				✓			

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<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>: 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.)	<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
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