METHOD STATEMENT – DAMP MOPPING

STEP 1 – ASSESSMENT DETAILS

Method Statement Reference:	CCRM-037	FREQUENCY (TICK AS APPROPRIATE)				
Issue Number	11					
Task:	Damp Mopping	Daily	Weekly	Monthly	Quarterly	Yearly
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 & Knowledge Company safety Site - induction form: F039	Adhere To the Operational Controls Of The Company	Assess The Foot Fall of The Area at The Time Of Operation	Place Warning Signs	Perform Visual Check of Equipment	Fit Other safety Control Implemented by Us Or The Client
✓	✓	✓	✓	✓	✓

STEP 4 – HAZARDS, PRODUCT AND & PPE

Slips, Trips & Falls	Manual Handling	Harmful/Irritant	Protective 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
Probio Floor Scrub	Floor cleaner for daily use.	Clear Blue Liquid	20ml to every 5 Lt	Bucket, cloth, mop, & abrasive pads,
Synbio Multi	Multi purpose cleaner	Clear Blue Liquid	25 ml to every 5 Lt	Bucket, cloth, mop, & abrasive pads

METHOD STATEMENT – DAMP MOPPING

STEP 6 – METHOD STATEMENT

SAFETY	METHOD		CARE OF EQUIPMENT
1. Only authorised operatives, trained in the procedure to carry out this task. 2. Flat mops must be used in all public areas at all time (reception, lift lobby etc.) except busy hours of the building- please see CCRM-021. 3. Conventional mops could be used in back of house areas as last resort only when the surface is: (flat, rough, footfall is low) such as loading bay , store/machine rooms, etc. . PLEASE CONSULT YOUR LINE MANAGER BEFORE 4. Put enough yellow warning signs. 5. Follow COSHH instructions on safe use of chemicals. & wear PPE 6. Inspect Equipment for any faults. 7. Wipe any spillages as they occur. 8. Stress and time management on new operatives are the cause for skill base mistakes like (rule base, laps of memory and knowledge base mistakes). ALWAYS ASK YOUR SUPERVISOR " IF NOT SURE" OF THE SEQUENCE AND/OR METHOD OF THE OPERATION 9. When mopping inside cubicles, step fully inside or into the cubicle. DO NOT HOLD THE DOOR WITH ANY PART OF YOUR BODY. MAKE SURE DOOR IS CLOSE BEHIND YOU. 10. Pay special attention to doors with a short ending edge at the bottom (space between the door and the floor) 11. NEVER HOLD THESE DOORS WITH ANY PART OF YOUR BODY WHEN TRYING TO REACH THE FAR CORNERS. especially when they (doors) open outwards.....!"!!"	Front of house areas: • Caution yellow signs. • Colour Coded Flat Mop • Cloth • Correct Materials for the type of floor • Dust control sweeper • Dustpan and Brush • Black Sacks Method: 1. Put on gloves 2. Add the chemical to the water in the flat mop to the dilution stated with the pelican pump or dosing cap 3. Select the correctly coded flat mop. 4. Place Caution signs around the area to be mopped. 5. Pick up any large waste and place in black sack. 6. Sweep the area paying attention to the corners and edges. 7. Sweep up with dustpan and brush into the black sack. 8. Spray the solution and on the floor 9. Mop the edges then, with over lapping passes, mop the remaining area. 10. Return your mop to the cleaning cupboard. 11. Empty the flat mop water tank into the drain. Rinse and wipe clean. 12. Rinse out the flat mop head and stand to dry. 13. Dispose of any waste in the black sacks in the correct area. 14. Check the floor area to ensure it is completely dry follow steps below:. **Use of toilet tissue to ensure the floor is completely dry and free from moisture, (dab, tap or press) some tissue on 3 different parts of the floor and check the tissue for moisture.** **OR** **After mopping give sufficient time for the floor to dry. Then take a second clean dry mop. And DRY OFF the area from possible moisture.** Health and Safety:	Equipment back of house areas : • Caution yellow signs. • Colour Coded Mop • Colour coded bucket and wringer • Cloth • Correct Materials for the type of floor • Dust control sweeper • Dustpan and Brush • Black Sacks Method: 1) Put on gloves 2) Fill the bucket to the correct level. 3) Add the chemical to the water to the dilution stated with the pelican pump. 4) Select the correctly coded mop. 5) Place Caution signs around the area to be mopped. 6) Pick up any large waste and place in black sack. 7) Sweep the area paying attention to the corners and edges. 8) Sweep up with dustpan and brush into the black sack. 9) Soak the mop in the solution and water then wring to a damp head. 10) Damp mop the edges then, with over lapping passes, mop the remaining area. 11) Return your mop and bucket to the cleaning cupboard. 12) Empty the bucket into the drain. Rinse and wipe clean. 13) Rinse out the mop head and stand to dry. 14) Dispose of any waste in the black sacks in the correct area. 15) Check the floor area to ensure it is completely dry follow steps below:. **Use of toilet tissue to ensure the floor is completely dry and free from moisture, (dab, tap or press) some tissue on 3 different parts of the floor and check the tissue for moisture.** **OR** **After mopping give sufficient time for the floor to dry. Then take a second clean dry mop. And DRY OFF the area from possible moisture.** Health and Safety:	1. Wash mops and cloths and hang to dry. 2. Wash flat mop heads and hang to dry 3. Wash buckets wipe out and store. 4. Clean all items used, including yellow signs.

METHOD STATEMENT – DAMP MOPPING

BEFORE REMOVING YELLOW SIGNS: Polished, shiny or glossy floors can normally give a wet appearance. Therefore it is sometimes difficult to tell from a purely visual assessment as to what areas may still be damp specially if the atmosphere is humid. There are two options before removing yellow signs safely.	• Use good manual handling technique when moving • Use correct colour coded mop and correct type of the mop depending on the area you are cleaning • Follow COSHH instructions on safe use of chemicals. 1. Once completely dry and only when it is, remove signs. 2. Wipe down skirting board or walls with damp cloth. 3. Rinse out cloths and gloves. 4. Remove Caution signs and return them to the cupboard. 5. Secure the area if necessary	• Use good manual handling technique when moving equipment such as buckets of water. • Use correct colour coded mop and correct type of the mop depending on the area you are cleaning • Follow COSHH instructions on safe use of chemicals. 1) Once completely dry and only when it is, remove signs. 2) Wipe down skirting board or walls with damp cloth. 3) Rinse out cloths and gloves. 4) Remove Caution signs and return them to the cupboard. 5) Secure the area if necessary.	

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

CATEGORY	HAZARD	POTENTIAL HARM	LIKELIHOOD	Severity	Risk before Controls	Risk After Controls	COMMENTS
Damp mopping of floor	Slips, trips & falls / Equipment (Mop poles, buckets etc) – trips and falls	Broken bones/bruises/cuts	4	3	12	3	• Staff training/good housekeeping • Staff trained in safe method of work • Site induction &Toolbox Programme • Competent Supperviosion • Equipment not left unattended
Damp mopping of floor	Slips, trips & falls / Wet and slippery floor surfaces /	Broken bones/bruises/cuts	4	3	12	3	• Warning signs displayed • Staff instructed to wear sensible shoes • As possible work carried out while building unoccupied • Site induction &Toolbox Programme • Competent Supperviosion • Follow instructions & Method = **BEFORE REMOVING YELLOW SIGNS – Step 14**
Damp mopping of floor	Use of cleaning chemicals	Inhalation, skin irritation, eye irritation.	3	3	9	3	• Staff training/PPE provided / Toolbox propgramme / supervision • COSHH assessments
Manual Handling	Heavy objects/bending/ awkward positions	Back injuries	3	2	6	2	• Staff trained in manual handling • Manual handling assessment

METHOD STATEMENT – DAMP MOPPING

OVERALL RISK RATING BEFORE CONTROL: - 9.75	Very Low	Low	Medium	High	COMMENTS
			✓		
OVERALL RISK RATING AFTER CONTROL: - 2.75	Very Low	Low	Medium	High	
	✓				

LIKELIHOOD	SEVERITY	INTERPRETATION
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 illnes resulting in temporary disibility (eg. fractures) and absence over 3 weeks 4. SERIOUS: Severe injury or permanent disibility (e.g loss of limb, sight) property and equipment damage 5. MAJOR: Immidiate 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 an review 5 to 8 Low risk = Risk Can be tolerated or for only short term. Plan introduction of meassures 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