

METHOD STATEMENT - WINDOW CLEANING (INSIDE SURFACE OF EXTERNAL WINDOWS)



STEP 1 – ASSESSMENT DETAILS

Method Statement Reference:	CCRM-025	FREQUENCY				
Task:	Window Cleaning	Daily	Weekly	Monthly	Quarterly	Yearly
Date Completed:	5 March 2025					
Re-Assessment Due*:	One year from above date	✓	✓			
Method Statement Completed By:	Health and Safety Manager					
Employee Participation & Inv.	Fabio Mazzeo	Emergency Telephone Number:				
		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)

Lock Off	Obtain Permit to Work	Fit Guards	Use Ladder Stops	Place Warning Signs	Perform Visual Check of Equipment
				✓	✓

STEP 4 – POTENTIAL HAZARDS

Slips, Trips & Falls	Low or High Temperatures	Noise	Vehicles	Falling	Biohazard	Falling Objects	Electric Shock	Fire Risk	Manual Handling
									
✓				✓		✓			✓

STEP 5 – PRODUCT USAGE

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Product Name	Product Usage	Product Type	Usage Dilution	Mix with other products	Application / Equipment
Synbio Multi	Interior Surfaces Including Windows	Pro and Pre biotic Cleaning Agent	25 ml to a bucket containing 5 l of water	No	Applicator, Squeegee, Bucket, Blue Cloth

STEP 6 – PRODUCT HAZARDS

Explosive	Highly Flammable	Oxidising	Corrosive	Toxic	Dangerous for the Environment	Harmful/Irritant	Serious Longer Term Health Hazards	Contains Gas under Pressure	Non-Hazardous
									Non-Hazardous
									✓

STEP 7 – PERSONAL PROTECTIVE EQUIPMENT (PPE) to be used

Personal Protective Equipment to be used								
Apron	Face Visor	Goggles	Safety Glasses	Ear Defenders	Safety Wellingtons	Safety Boots	Anti-Static Strap	Fume/Vapour Mask
			✓					
								OTHER (please state):
Dust Mask	Rubber Gloves	Protective Gloves	Lifejacket	Overalls	Hi-Visibility Jacket	Disposable Overshoes	Hard Hat	Harness
	✓							



STEP 8 – METHOD STATEMENT

SAFETY

1. Only authorised operatives, trained in the procedure to carry out this task.
2. Place warning signs, before you commence the task.
3. Inspect Equipment for any faults.
4. Follow Manufacturers Instruction when using Chemicals.
5. Wipe any spillages as they occur.

METHOD

1. Put on personal protective equipment.
2. Assemble equipment and check for safety.
3. Place warning signs.
4. Remove furniture or cover with dust covers if cleaning interior glass.
5. Cover electrical sockets with masking tape, if applicable.
6. Prepare cleaning solution according to manufacturer's instructions.
7. Clean large panes of glass by applying cleaning solution with a sponge to sides and top of frames, then to edges of pane and, in a zig-zag pattern, to the rest of the pane.
Remove water and dirt by:
Either
a) Use a well wrung leather or scrim and start at the sides and top of frame, followed by a zig-zag pattern down the frame.
Or
b) Wipe the sides and top of frame using a well wrung leather or scrim, followed by using a squeegee, make a vertical stroke from top to bottom at one side of pane, then use a zig-zag stroke across the pane horizontally keeping the blade at 45° to the direction of travel. Move the blade horizontally in a zig-zag fashion across the pane from top to bottom, never lifting the blade off the pane. Finally finish with a straight vertical stroke down each edge of pane. Wipe blade with absorbent cloth after each operation.
8. Use extension pole with leather on it to dry top edge. Wipe bottom edge of pane with leather or scrim.
9. Clean small pane windows by applying cleaning solution with a sponge to top row of panes. Then squeegee across upper part of the windows, tilting handle slightly to push towards bottom of glass. Make a second pass with squeegee to remove remaining solution. With sponge, wipe dry lower moulding, then proceed to next row of panes and repeat.
10. On completion, clean equipment and check for safety.
11. Return equipment, materials and warning signs to store.

CARE OF EQUIPMENT

- b) Clean all items used
- c) Wash bucket, wipe and store upside down.

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

AREA	HAZARD	POTENTIAL HARM	Likeliho od	Severity	Risk Before Controls	Risk After Controls	CONTROL MEASURES
Slips, Trips & Falls	Slips, trips & falls	Broken bones/bruises/cut	2	3	6	4	Training and Comunication Awarness to develop knowledge on safe working practices
Manual Handling	Heavy objects/bending Carry large objects to prevent employee seen steps beyond the load	Back injuries, fall, injuries	2	3	6	4	Staff training Consideration of manual handling, posture and ergonomics, Competent supervision
OVERALL RISK RATING BEFORE CONTROL: 6			Very Low	Low	Medium	High	COMMENTS
				✓			
OVERALL RISK RATING AFTER CONTROL: 4			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 illnes 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 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	

STEP 10 – CONTROL MEASURES

INFORMATION/INSTRUCTION/TRAINING

1. Formal (certified) training in the use of the equipment.
2. Formal (certified) training in the process.
3. Formal maintenance of all equipment
4. Inform operatives of the hazards from the substances they are using



5. Training in the use and selection of appropriate PPE
6. Inform operatives in the correct disposal of waste products

MANAGERIAL CONTROLS

1. Inspection procedures to ensure staff have the correct training
2. Inspection procedures for the equipment being used including the maintenance of the site's equipment
3. Ensure adequate supervision is provided and that control measures remain valid for the duration of the work
4. Use of permit to work

PHYSICAL CONTROLS

1. Use of Permit to Work system
2. Ensure all waste items are appropriately disposed of following current legislation
3. Ensure a safe working is provided to access all areas
4. Formal maintenance of all equipment
5. Provision of the correct tools and equipment for carrying out the tasks
6. All operatives to be certified as competent and experienced in the use of all equipment
7. Compliant with site "workplace" health & Safety and welfare facilities including location of First Aid box

PROCEDURAL CONTROLS

1. Use of Permit to work
2. Carry out COSHH assessment on each product used
3. Do not allow smoking in the area of work
4. Do not permit eating and drinking in the work area
5. Company policy on drugs and alcohol
6. Company policy on the use of mobile phones

COMMENTS

1. Do NOT move computers or similar.
2. Use small pole to reach difficult areas.
3. Do NOT stand on furniture as this may cause slip / fall hazard.
4. Do not drip water, mop up to minimize slip hazard.
5. Wipe down and dry all areas upon completion of work.
6. Do not drip water onto computers etc; this would cause an electrical hazard.
7. Access site as early as possible to minimise inconvenience to others.