

METHOD STATEMENT – CLEANING BALUSTRADES & HANDRAILS




STEP 1 – ASSESSMENT DETAILS

| | | | | | | |
|---|----------------------------------|---------------------------------|--------|---------|-----------|--------|
| Method Statement Reference: | CCRM-016 | FREQUENCY (TICK AS APPROPRIATE) | | | | |
| Issue Number | 09 10 | Daily | Weekly | Monthly | Quarterly | Yearly |
| Task: | Cleaning Balustrades & Handrails | | | | | |
| Date Completed: | 2 March 2026 | | | | | |
| Employee Consultation and Involvement | Sandra Bedoya | ✓ | | | | |
| Re-Assessment Due*: | One year from above date | | | | | |
| Method Statement Completed By: | Health & Safety Manager | | | | | |
| Emergency Telephone Number: 020 7624 6330 | | | | | | |









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 | Planned and Understand your work in advance | Adhere to the Operational Controls of the company | Awareness On BS EN 1154 : 1997 Building hardware - controlled door closing devices | Follow safety control implemented by us on the SSW FLOOR MAPS RED ZONES |  |
|---|---|---|--|--|---|
| ✓ | ✓ | ✓ | ✓ | ✓ | ✓ |



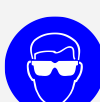





STEP 4 – POTENTIAL HAZARDS

| Manual Handling | Hand Crushing | Trapping | Falling | Slips, Trips & Falls | Falling Objects | Biohazard | Electric Shock |
|---|---|---|---|---|---|---|---|
|  |  |  |  |  |  |  |  |
| ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | | |

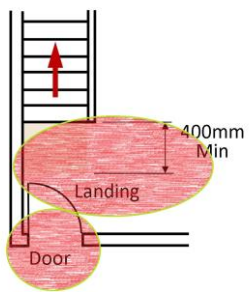
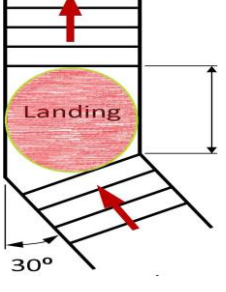
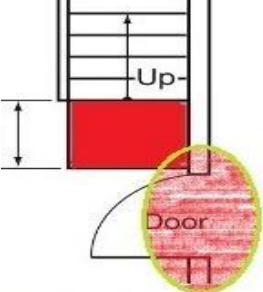
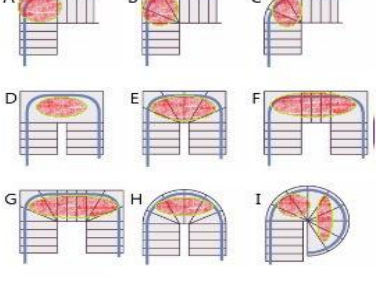
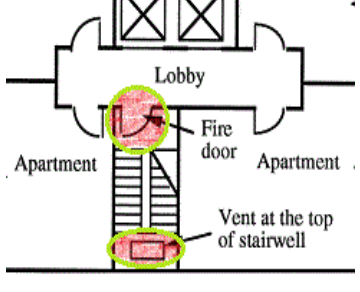
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STEP 5 – PERSONAL PROTECTIVE EQUIPMENT (PPE) to be used

| Personal Protective Equipment to be used | | | | | | | | |
|---|---|---|---|---|---|---|---|---|
|  |  |  |  |  |  |  |  |  |
| Apron | Face Visor | Goggles | Eye Protection | Ear Defenders | Flat Trainers | Safety Boots | Rubber Gloves | Respirator Face Mask FFP2/FFP3or Surgical Mask |
| | | | | | ✓ | | ✓ | |

STEP 6 – Operational Controls & Good Practices using Landings and stair's Lobby Doors

| | | | | |
|--|--|---|--|--|
| DO NOT attract, occupy the attention or engage into conversations with people or colleagues on the RED ZONE AREAS marked on the SSW floor plans | | | Watch out for distraction across Lobbies, Exit Doors, Landings, and Staircases. Do not engage in extra activities on RED ZONE AREAS | |
|  |  |  |  |  |
| ✓ | ✓ | ✓ | ✓ | ✓ |

STEP 7 – Operational Controls & Good Practices

| | | | | | |
|---|---|--|---|---|---|
| DO NOT place your hand or fingers between the door and frame | Use the handrail | Do not use phones | Watch out for Irregular Steps | Watch out for Short Steps | Check Nosings condition and Colour Contrast |
|  |  |  |  |  |  |



| | | | | | |
|---|---|---|---|---|---|
| ✓ | ✓ | ✓ | ✓ | ✓ | ✓ |
|---|---|---|---|---|---|

STEP 8 – METHOD STATEMENT

Strict adherence to this method statement is critical to the health and safety of both public and all engaged in the work

Any deviation or modification must be first be authorised by management

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.
6. Use always handrail with your one hand when carrying any waste.
7. Only take one step at a time when ascending or descending the stairway
8. DO NOT use hand-held devices or phones when using staircases
9. DO NOT rush along the staircases
10. DO NOT carry heavy objects on the staircases
11. DO NOT phone or text when descending or ascending staircases
12. DO NOT carried **opened** chemicals or cleaning products
13. DO NOT use bucket
14. DO NOT store cleaning products or equipment along the staircases at any time
15. Check for Adequate lighting
16. Check for Handrail
17. Check for the condition and colour contrast of the Nosing on the steps
18. Check identify Short steps
19. When vacuum cleaning use cordless equipment if possible
20. When Vacuum cleaning with standard electric vacuums, take extra care and make sure no cables are left crossing steps or landings, keep cables along the base of the banister
21. Make sure your shoes are tied before using any stairway.

Balustrades and Handrails

1. Identify the type of soil to be removed.
2. If dry dust, clean using a static duster paying particular attention to balustrade rails, string capping, outer string and handrail.
3. If damp wiping is necessary, prepare in spray bottle according to manufacturer's instructions, adding detergent to water.
4. Using a damp BLUE cloth wrung almost dry, wipe surface using smooth strokes. As necessary, rinse cloth in clean water, recharge with cleaning solution and wring out until almost dry.
5. Pay particular attention to balustrade rails, string capping, outer string and handrail.

CARE OF EQUIPMENT

1. Wash cloths and allow to dry.
2. Wash white abrasive pads out and allow to dry.
3. Wash dustpan, brush, deck scrubber, edging tool and pads and allow to dry.
4. Return equipment and materials to store.

Responsible Person

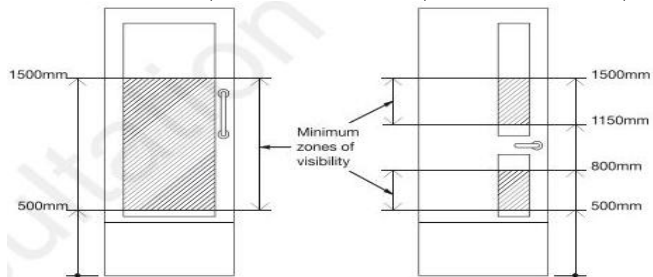
Employees and any person covering from sick leave or annual leave

The pieces of Health and Safety legislation applicable to this operation at are:

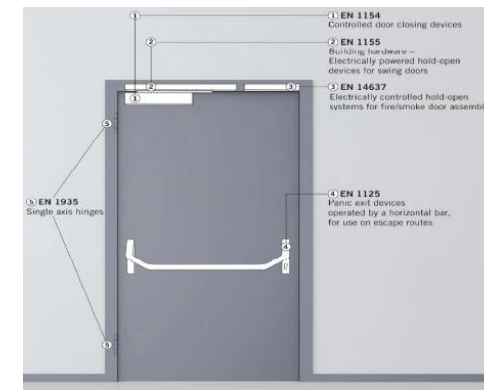
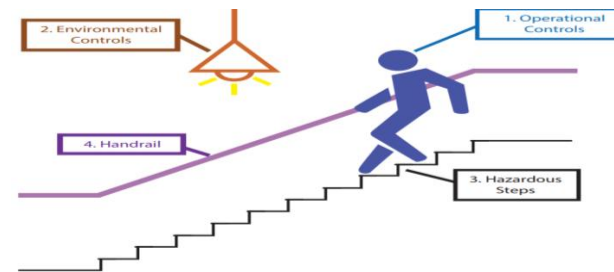
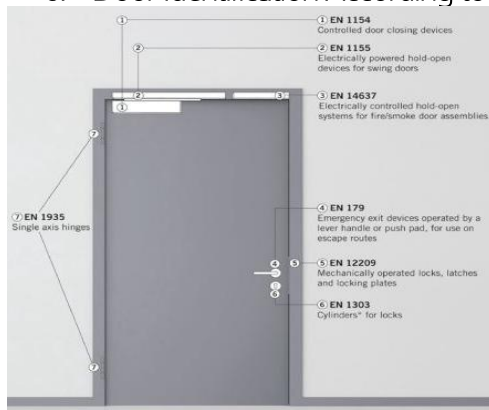
- The Health and Safety at work etc Act 1974
- Management of Health and Safety at Work Regulations 1999.
- The personal protective equipment regulation
- Work at heights regulation 2005

SAFETY AND OPERATIONAL CONTROLS METHOD

1. Follow step 5 and step 6 of this method statement
2. **Do not** wedge or use any equipment to force any door open
3. **Do not Attract**, occupy the attention or engage into conversations with people or colleagues on the **RED ZONE AREAS** marked on the floor plans.
4. Follow step 6 Operational Controls & Good Practices
5. Use vision panels on doors to prevent and anticipate impact trapping from someone opening or entering the area



6. Door Identification According to BS1



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| EN Size | Maximum Door leaf width | Maximum door weight |
|---------|--------------------------|---------------------|
| 1* | up to 750mm 9 Nm | 20Kg |
| 2* | from 750 to 850mm 13Nm | 40Kg |
| 3 | from 850 to 950mm 18Nm | 60Kg |
| 4 | from 950 to 1100mm 26Nm | 80Kg |
| 5 | from 1100 to 1250mm 37Nm | 100Kg |
| 6 | from 1250 to 1400mm 54Nm | 120Kg |
| 7 | from 1400 to 1600mm 87Nm | 160Kg |

Door closer power in **Newton x Metre (Nm) = Torque** for a given size door

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

| AREA | HAZARD | POTENTIAL HARM | Frequen cy | Severit y | Risk | Risk After Controls | CONTROL MEASURES |
|----------------------|--|---|---------------|--------------|------|---------------------------|---|
| Contact and Usage | Trapping, crushing, cuts, Entrapment, | Broken bones/bruises/cuts / Amputation. | 4 | 3 | 12 | 3 | Staff training/good housekeeping. Employees train on Health Safety Awareness use of doors at work |
| Slips, Trips & Falls | Slips, trips & falls | Broken bones/bruises/cuts | 2 | 3 | 6 | 3 | Training and Communication Awareness to develop knowledge on safe working practices |
| Slips, Trips & Falls | Slips, trips & falls due to rushing | Broken bones/bruises/cuts | 3 | 3 | 9 | 3 | Training and Communication Awareness to develop knowledge on safe working practices Operatives are aware of hazards of rushing on stairs |
| Slips, Trips & Falls | Slips, trips & falls due to carry items when working on stairs | Broken bones/bruises/cuts | 4 | 3 | 12 | 3 | Training and Communication Awareness to develop knowledge on safe working practices Operatives are not allowed to carry items especially heavy items on stairs |
| Usage | Irregular steps and environment | Broken bones/bruises/cuts | 2 | 3 | 6 | 3 | Staff training/Open reporting and communication to detect and correct early irregularities |

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| | | | | | | | |
|--|---|---|----------|-----|--------|--|--|
| Manual Handling | Heavy objects/bending Carry large objects to prevent employee seen steps beyond the load | Back injuries, fall, injuries | 4 | 3 | 12 | 3 | Staff training Consideration of manual handling, posture and ergonomics, Competent supervision Introduction of Red Zones to segregate hazards from employees |
| OVERALL RISK RATING BEFORE CONTROL: 9.5 | | | Very Low | Low | Medium | High | COMMENTS |
| | | | | | ✓ | | |
| OVERALL RISK RATING AFTER CONTROL: 3.0 | | | 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 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 | |