

METHOD STATEMENT – FLOOR CLEANING



STEP 1 – ASSESSMENT DETAILS

Method Statement Reference:	CCRM-021	FREQUENCY (TICK AS APPROPRIATE)				
Issue Number	10	Daily	Weekly	Monthly	Quarterly	Yearly
Task:	Cleaning Floors					
Date Completed:	2 March 2026	✓				
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
✓	✓	N/A	N/A	N/A

STEP 3 – PROCEDURES TO BE CARRIED OUT (BEFORE STARTING WORK)

Training and Knowledge Company safety Site -induction form: F039	Adhere to the Operational Controls of the company	Assess the footfall of the area at the time of Operation	Fit other safety controls implemented by us or the client	Place Warning Signs
✓	✓	✓	✓	✓

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
					
✓	✓	N/A	✓	✓	N/A

STEP 5 – PRODUCT USAGE

Product Name	Product Usage	Product Type	Usage Dilution	Application / Equipment
Probio Floor Scrub	General Multi-Surface Cleaner	Clear Green Liquid	20 ml to every 5 Lt	Bucket, mop, & abrasive pads
Trebio Multi	General Multi-Surface Cleaner	Clear Green Liquid	10 ml to 5 Lt	Bucket, mop

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STEP 8 – METHOD STATEMENT

SAFETY	METHOD
<p>CLEANING OF THE FLOOR DURING UNOCCUPIED TIMES</p> <ol style="list-style-type: none"> 1. Only authorised operatives, trained in the procedure to carry out this task. 2. Put enough yellow warning signs close to the area to be cleaned 3. Flat mops must be used in all public areas at all time (reception, lift lobby etc.) 4. If you are cleaning lift lobby, isolate the lift by informing building security / management. 5. Wear gloves 6. Follow COSHH instructions on safe use of chemicals. 7. Inspect Equipment for any faults. 8. Wipe any spillages as they occur. <p>CLEANING STAINS DURING THE DAY / OCCUPIED BUILDING</p> <ol style="list-style-type: none"> 9. Only authorized operatives trained in the procedure to carry out this task. 10. Put enough warning signs close to the area to be cleaned 11. Wear Required PPE 12. Use a damp CLOTH to clean only the stain on the surface, not the surroundings. 	<p>CLEANING OF THE FLOOR DURING UNOCCUPIED TIMES</p> <ol style="list-style-type: none"> 1. Put on gloves 2. Fill the bucket to the correct level. AND add the chemical to the water 3. Select the correct color-coded mop. 4. Place caution signs around the area to be mopped as can be seen clearly by the occupiers! 5. Pick up any large waste and place in a black sack. 6. Sweep or vacuum the area, paying attention to the corners and edges. 7. Soak the mop in the solution and water then wring to a damp head. 8. Damp mop the edges then, with overlapping passes, mop the remaining area. 9. Return your mop and bucket to the cleaning cupboard. 10. Empty the bucket into the drain. Rinse and wipe clean the mop head and stand to dry. 11. Dispose of any waste in the black sacks in the correct area. 12. Check the floor area to ensure it is completely dry. (swap a piece of toilet paper around the floor to assess the dryness) 13. Once completely dry and only when it is, remove signs. 14. Wipe down the skirting board or walls with a damp cloth. 15. Rinse out clothes and gloves. 16. Remove Caution signs and return them to the cupboard. 17. Secure the area if necessary <p>CLEANING STAINS DURING THE DAY or WHILE THE BUILDING OCCUPIED</p> <ol style="list-style-type: none"> 18. Put on gloves 19. Select the correct colour-coded CLOTH 20. <u>Slightly damp the cloth</u> while you are in the cleaning cupboard. 21. Take the required amount of warning signs and go to the area to be cleaned. 22. Place warning signs around the area to be cleaned as can be SEEN CLEARLY BY THE OCCUPIERS! 23. <u>Wipe the surface with damp cloth to remove just the stain</u>, not the surrounding. 24. Check the floor area to ensure it is completely dry. (swap a piece of toilet paper around the floor to assess the dryness) 25. Once completely dry and only when it is, remove signs. 26. Not leave area before it is completely dry. 27. Return the dirty cloth to the cupboard.

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

CATEGORY	HAZARD	POTENTIAL HARM	LIKELIHOOD	Severity	Risk Before Controls	Risk After Controls	COMMENTS
Mopping	Contaminated ground, Equipment (Mop poles, buckets etc) – trips and falls	Broken bones/bruises/cuts	5	4	20	4	<ul style="list-style-type: none"> - 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 - Operatives are not allowed to use <u>MOPS</u> during the day

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Mopping	Using wrong coloured mops and buckets	Cross-contamination	3	4	12	4	- Staff training/good housekeeping Colour coding training is in place Induction training is in place
Usage	Use of cleaning chemicals -	Inhalation, skin irritation, eye irritation./ingestion	4	2	8	2	Staff trained in safe methods of use for chemicals See COSHH assessment for the chemical (CCE008) PPE supplied – gloves, overalls, safety glasses Area ventilated
Manual Handling	Carrying buckets/bending	Back injuries	3	2	6	2	Staff trained in manual handling See manual handling assessment
OVERALL RISK RATING BEFORE CONTROL: 11.5			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 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	