

# METHOD STATEMENT – CLEANING EXTERNAL AREAS



## STEP 1 – ASSESSMENT DETAILS

|  |                          |                                 |        |         |           |        |
|--|--------------------------|---------------------------------|--------|---------|-----------|--------|
| Method Statement Reference:            | CCRM-024                 | FREQUENCY (TICK AS APPROPRIATE) |        |         |           |        |
| Issue Number                           | 17                       | Daily                           | Weekly | Monthly | Quarterly | Yearly |
| Task:                                  | External Cleaning        |                                 |        |         |           |        |
| Date Completed:                        | 2 March 2026             | ✓                               | ✓      |         |           |        |
| Employee consultation and involvement: | Jhon Otalvaro            |                                 |        |         |           |        |
| Re-Assessment Due*:                    | One year from above date |                                 |        |         |           |        |
| Method Statement Completed By:         | Health & Safety Manager  | Emergency Telephone Number:     |        |         |           |        |










## 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 | Training and Knowledge Company safety Site -induction form: F039 | Adhere to the Operational Controls of the company | Assess the foot fall of the Stairs at the time of Operation | Fit Other safety control implemented by us or the client | Read and Understand Risk Assessment CCRM-016 Cleaning of balustrades & handrails | Place Warning Signs | Read and Understand Risk Assessment CCRM-031 and CCRM-032 Biohazardous Waste Clean UP |
| ✓   | ✓  | ✓   | ✓   | ✓  | ✓  | ✓                   | ✓   |

## STEP 4 – HAZARDS, PRODUCT AND & PPE

|   |   |   |   |   |   |   |   |   |
|---|---|---|---|---|---|---|---|---|
| Slips, Trips & Falls  | Vehicles  | Manual Handling   | Biohazard   | Harmful/Irritant  | Protective Gloves   | Hi-Visibility Jacket  | Sensible work shoes   | Respirator Face Mask FFP2/FFP3or Surgical Mask  |
|  |  |  |  |  |  |  |  |  |
| ✓   | ✓   | ✓   | ✓   | ✓   | ✓   | ✓   | ✓   |   |

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## STEP 5 – PRODUCT USAGE

| Product Name | Product Usage                 | Product Type      | Usage Dilution      | Application / Equipment                    |
|--------------|-------------------------------|-------------------|---------------------|--|
| Trebio Multi | General Multi-Surface Cleaner | Clear Blue Liquid | 10 ml to every 5 Lt | Bucket, cloth, mop, Broom & abrasive pads, |

## STEP 6 – METHOD STATEMENT

| SAFETY  | METHOD   | CARE OF EQUIPMENT  |
|---|--|--|
| <ol style="list-style-type: none"> <li>1. Only authorised operatives, trained in the procedure to carry out this task.</li> <li>2. Put warning signs</li> <li>3. Follow COSHH instructions on safe use of chemicals.</li> <li>4. Inspect Equipment for any faults.</li> <li>5. Contaminated waste must not be handled</li> <li>6. Sharps must be placed in designated rigid containers</li> </ol> | <p><b>LITTER PICKING</b></p> <ol style="list-style-type: none"> <li>1. Put on personal protective equipment.</li> <li>2. Pick up litter using appropriate equipment and place into designated plastic sacks</li> <li>3. Put sharps into designated rigid containers</li> <li>4. Mark and report any suspected contaminated waste.</li> <li>5. Remove sacks and rigid containers to designated waste collection areas.</li> <li>6. Clean equipment and check for safety.</li> <li>7. Return equipment to store.</li> <li>8. Wash hands.</li> </ol> <p><b>WASTE CLEARANCE</b></p> <ol style="list-style-type: none"> <li>1. Put on personal protective equipment.</li> <li>2. Identify waste to be cleared.</li> <li>3. Sweep up waste and place into correct plastic sacks. Use litter picker in difficult to reach litter.</li> <li>4. Report any needles (sharps) found and place in hard hazardous waste container.</li> <li>5. Report any body fluid found and place around the building</li> <li>6. Remove cardboard, cartons, glass, tins and other items to the correct collection point and.</li> <li>7. Segregate any clinical or hazardous wastes from other wastes and complete report.</li> <li>8. Obtain help or use lifting gear when handling heavy waste.</li> <li>9. Prepare cleaning solution according to manufacturer's instructions, adding detergent to water.</li> <li>10. Clean surrounding area and light well floor with disinfectant.</li> <li>11. Report any signs of infestation.</li> </ol> | <ol style="list-style-type: none"> <li>1. Clean equipment and check for safety.</li> <li>2. Wash buckets wipe out and store upside down.</li> <li>3. Return equipment, materials and warning signs to store</li> </ol> |

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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  |
|--|----------------------------------|--|------------|----------|----------------------|---------------------|---|
| Sweeping & litter picking                | Slips, trips & falls             | Broken bones/bruises/cuts                                    | 4          | 3        | 12                   | 4                   | <ul style="list-style-type: none"> <li>Operatives trained in these operations.</li> <li>Awareness of environment and other people's actions. Tool box programme in place</li> <li>Staff instructed to report hazards to area managers.</li> <li>Staff instructed to wear sensible shoes.</li> </ul>             |
| Sweeping & litter picking                | Hit by moving vehicles           | Broken bones/bruises/cuts/trauma/possible death              | 3          | 5        | 15                   | 5                   | <ul style="list-style-type: none"> <li>Warning signs, cones or barriers erected.</li> <li>High visibility clothing worn at all times.</li> <li>If possible work done 'out of hours' so there is less traffic.</li> </ul>  |
| Sweeping & litter picking                | Low visibility (Hit by vehicles) | Broken bones/bruises/cuts/trauma/possible death              | 3          | 5        | 15                   | 5                   | High visibility clothing worn at all times.   |
| Sweeping & litter picking                | Manual Handling                  | Musculoskeletal injury (e.g. Back, arms, shoulders injuries) | 4          | 2        | 8                    | 2                   | Staff training/Toolbox programme / supervision / site induction   |
| Sweeping & litter picking                | Dust inhalation                  | Difficulty breathing   | 3          | 2        | 6                    | 2                   | Face mask and goggles provided and worn if environment is dusty.  |
| Sweeping & litter picking                | Sharp objects                    | Cuts/ bruises  | 3          | 4        | 12                   | 4                   | <ul style="list-style-type: none"> <li>Operatives trained in these operations.</li> <li>Awareness of environment and other people's actions. Tool box programme in place</li> <li>Staff instructed to report hazards to area managers.</li> <li>Operatives informed about biohazardous waste hazards</li> </ul> |
| Sweeping & litter picking                | Body Fluids                      |  | 3          | 4        | 12                   | 4                   | <ul style="list-style-type: none"> <li>Operatives trained in these operations.</li> <li>Awareness of environment and other people's actions. Tool box programme in place</li> <li>Staff instructed to report hazards to area managers.</li> <li>Operatives informed about biohazardous waste hazards</li> </ul> |
| OVERALL RISK RATING BEFORE CONTROL: 11.4 |                                  |  | Very Low   | Low      | Medium               | High                | COMMENTS  |
|  |                                  |  |            |          | ✓                    |                     |   |
| OVERALL RISK RATING AFTER CONTROL: 3.71  |                                  |  | Very Low   | Low      | Medium               | High                |   |
|  |                                  |  |            | ✓        |                      |                     |   |

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| <u>LIKELIHOOD</u>   | <u>SEVERITY</u>   | <u>INTERPRETATION</u>   |
|---|---|---|
| <p>1. <b>IMPROBABLE</b> OCCURRENCE</p> <p>2. <b>REMOTED</b> OCCURRENCE</p> <p>3. <b>REASONABLY PROBABLE</b> OCCURRENCE</p> <p>4. <b>VERY LIKELY</b> OCCURRENCE</p> <p>5. <b>ALMOST CERTAIN</b> OCCURRENCE</p> | <p>1. <b>SLIGHT:</b> NO INJURY or Injury requiring first Aid treatment</p> <p>2. <b>MINOR:</b> INJURY requiring medical treatment with absence from 3 days to 3 weeks</p> <p>3. <b>MODERATE:</b> Injury illness resulting in temporary disability (eg. fractures) and absence over 3 weeks</p> <p>4. <b>SERIOUS:</b> Severe injury or permanent disability (e.g loss of limb, sight) property and equipment damage</p> <p>5. <b>MAJOR:</b> 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.)</p> | <p><b>4 and below very Low risk</b> = No further action, but ensure controls are maintained and review</p> <p><b>5 to 8 Low risk</b> = Risk Can be tolerated or for only short term. Plan introduction of measures with a defined time period</p> <p><b>9 to 15 Medium Risk</b> = Planned and introduce further control measures to mitigate the risk within a time scale</p> <p><b>16 and Above</b> = Stop activity and immediate action</p> |