



High Level SkyVac Cleaning Method Statement

Document author: Peter Hill

Authorised by: Peter Hill

Emergency contact details

In the event of an emergency contact Peter Hill on 07725 349613 immediately.

If you do not receive a response immediately, call the Spotless office on 01283 599219.

Data Protection Statement

The information and data provided herein shall not be duplicated, disclosed or disseminated by the recipient in whole or in part for any purpose whatsoever without the prior written permission from Spotless Cleaning.

The following method statement has been developed to provide a safe system of work and must be adhered to at all times, any significant deviation from this system must first be authorised by your manager or safety representative. **Please read the entire sheet before beginning the procedure, if you have any questions please contact your manager or safety representative.**

Resources Identified:

Vacuum, poles, transformer, wifi camera and inspection equipment, basic hand tools, extension cables

Risk Management for Work:

Risk Assessments have conducted on the following activities:

- Onsite activities
- Working in public places
- Use of tools and equipment
- Manual handling

Summary of activities with potential hazards and risks:

- Use of work equipment
- Slips trips and falls
- Working with electrical equipment
- Working with generators
- Working on a customer's site or in public places

- Manual Handling of materials and equipment
- Possible working from steps/ work at height

See risk assessments for further details.

Controls:

Controls have been identified from the risk assessments and are highlighted both in the risk assessment and in the method statement and include the following:

- Communication and Training of Health and Safety
- Checks and Inspections
- Method of working

Communication and Training of Health and Safety:

- All risk assessments and safe systems of work will be communicated to the team/ operative before work commences.
- A copy of this document plus safety arrangements will be passed onto the client prior to work commencing.
- All relevant toolbox talks will be communicated to the team/ operative prior to work commencing ensuring that the team/ operative have had instruction and awareness information provided.
- Further information on the communication and training of Health and Safety can be found in the Health and Safety Arrangements.

Checks and Inspections:

- All work equipment will be checked before use for safe operation and to ensure that it is "fit for purpose".
- Risk Assessments and safe systems of work will be checked before work commences.
- Further information on workplace inspections can be found in the Health and Safety Arrangements.

Method Statement details

Induction and Permits to Work:

- Check with the Client's site manager for any site induction or permits to work requirements before starting any work on site. Note if hot work is to be conducted a "hot work permit" will be required.
- Check with the site manager that asbestos is not present at the point of work. Asbestos containing materials is not to be disturbed by Spotless Cleaning. This work needs to be conducted by a specialist contractor.

Security:

- Prior to arriving on site ensure that the Client's site manager has authorised access to site and the work area.

Rules:

- The team/ operative will conduct their work within the Client's Health and Safety rules and arrangements. Prior to commencing work these Health and Safety rules will be communicated to the team/ operative.

Smoking:

- **** will operate a no smoking policy on any Client's premises.

Services:

Services will not be interrupted due to work conducted by

Unloading details:

- Delivery to site to be arranged with Client's to ensure minimal disruption.
- Ensure adequate access and the best route to the work place.
- Unload the vehicle of equipment by hand if no mechanical aids available.
- Unloading the vehicle by hand (i.e. manual handling) could be a two person process; if in doubt get help.
- Avoid a route that may bring you in to contact with Client's staff or customers if possible ensure that gangways are clear, before bringing materials through, to the work area.

Access:

- Leave all designated gangways and passageways free from obstructions.
- Ensure all waste is collected and disposed of from the work area.
- Keep all fire exits and fire fighting equipment clear of obstructions .

Tools:

- Ladders/ steps to be used will be inspected before going on site.
- All tools and equipment are to be inspected prior to use.
- All other tools and equipment will be hired from our preferred hire company.
- All tools and equipment hired from the "hire company" will be checked on delivery to ensure they are fit for purpose and have had the necessary safety inspections/ checks.

*Note the majority of portable electric tools are battery operated.

Housekeeping:

- All work areas will be kept clean and tidy where possible; ** operate a "clean as you go policy".
- All tools, equipment and waste will be removed from site after the job has been completed.
- Any (non hazardous) waste will be disposed of using the Client's facilities or where necessary by the team/ operative.

Welfare facilities:

- Prior to work commencing Spotless Cleaning will liaise with Client's local management for use of toilets and wash facilities.
- Food will be provided by the team/ operatives themselves.

Emergency Arrangements:

- The location of First Aid arrangements will need to be provided by the Client prior to work commencing.

- Fire arrangements will need to be provided by Client's prior to work commencing including the location of assembly points, location of fire exits and fire equipment; procedures to follow.
- Further details on **** Emergency Arrangements can be provided in the relevant risk assessments and safety arrangements.
- Further information on accidents can be found in the Health and Safety Arrangements.

Job Safety Analysis:

- A Job Safety Analysis will need to be conducted.
- The following sequence of work has been produced as a guide from the company's safety arrangements, risk assessments and job safety analysis.

Sequence of (onsite) work:

- Prior to work commencing all Personal Protective Equipment will be put on.
- Location of work to be planned and cleared of obstructions. Check for any asbestos.
- A safe working area will be created.
- Our van/ vehicle is to be directed to the point of unloading ensuring minimal disruption and to minimise lifting/ handling activities.
- The team/ operative will unload materials if necessary getting help (i.e. two man operation) to minimise handling hazards.
- Equipment and Materials to be located where they are to be assembled/ used.
- Local floor obstructions to be removed.

Dependent on the work:

- Review each individual risk assessment for the control measures.

On completion of work:

- All equipment and waste to be removed from work area.
- Work area to be handed over to the Client's site management after work is finished.

Use of equipment:

- Caution to be exercised when using tools and equipment.
- Safety glasses/ goggles to be worn to protect eyes.
- Long hair to be tied back/ loose clothing not to be worn, necklaces to be removed.
- Competent users only to use tools and equipment, inexperienced to be supervised.
- When handling tools to and from the van use correct lifting techniques.
- Ensure to keep fingers/ hands away from mechanical hazards.
- To reduce exposure to vibration, take regular breaks, use gloves (HAVS).
- To reduce exposure to noise use hearing protection.
- The use of ladders/ step will be done in accordance with the work at height risk assessment; ladders located/ positioned correctly; individuals working from them for short periods.

When working at height (general):

- Onsite risk assessment (fill in the gaps) to be conducted.
- construct safe working area.
- check steps/ ladders before use.
- position steps/ ladders correctly, face on, level ground.
- use equipment correctly, no over reaching, no standing on top rung, no sideways force.

When working alone:

- Communicate intentions with others within the company (i.e. let some one know).
- Mobile phones to be used to keep in contact (remember to keep battery charged).
- Confirm safety arrangements with client prior to visiting client's site.
- Inform work colleagues of any illness that may affect work.
- Wear PPE where required (as per instructions).

When manual handling

- Where possible use mechanical aids such as a sack barrow, pump truck etc.
- Use good handling techniques.
- If in doubt get help.

Accidents, incidents and near misses:

- In the event of an accident get help and contact a Client's First Aider.
- All accidents need to be reported to Client's and to Spotless Cleaning.
- All property damage needs to be reported to Client's and to Spotless Cleaning.
- All near misses and hazards (i.e. potential accidents) need to be reported to Client's and to Spotless Cleaning.
- In the unlikely event of a spillage report immediately to Client's and get help.

Further information:

Further information on accidents can be found in the Health and Safety Arrangements.