

# METHOD STATEMENT

<b>Task / Activity</b>	Covid-19 Deep clean
<b>Client</b>	
<b>Location of Work</b>	Office premises
<b>Date of Issue</b>	March 2020
<b>Review Date</b>	As necessary
<b>Completed By:</b>	Richard nichols

## Standard Working Practices

### Housekeeping

All good standards regarding housekeeping in the workplace shall be observed. Any spillage shall be cleared immediately to prevent slip hazards. All areas will under our control will be maintained in a clean and tidy condition with clear access and egress at all times.

### Manual Handling

All manual handling shall be minimised through the provision of mechanical aids where practicable. Operatives are not expected to handle loads weighing more than 25kg without assistance.

The following manual handling principles shall be adopted where practicable to do so:

All persons are trained in manual handling and follow training and instruction given. Personnel are instructed to use mechanical assistance wherever practically possible. Loads are broken down as far as is reasonably practicable and team lifting employed where necessary. Where larger loads are involved, a specific manual handling assessment will be required.

### Work Equipment

All current legislation and approved codes of practice shall be complied with. Only persons who are deemed competent will be permitted to use work equipment.

Prior to using any work equipment, it shall be inspected by the user to ensure that it is in good condition and unlikely to cause injury or harm to any person because of its correct usage.

When not in use, work equipment shall be stored to prevent unauthorised use or accidental contact with sharp or dangerous parts.

### Harmful Substances

All current legislative standards and codes of practice relating to chemical / substance usage shall be complied with. Where possible the company will look to substitute harmful substances with less harmful substances, COSHH assessments shall be carried out prior to the use of harmful substances.

Only persons who are fully conversant with a chemical or substance will be allowed to use said substance.

All control measures outline in the COSHH assessment shall be complied with chemicals / substances kept in their original containers in a secure location to prevent unauthorised use.

**Workplace**

Good practice guidelines regarding sufficient clear working space shall be observed. Suitable signage and barriers (as necessary) shall be positioned around the work area to prevent others from entering a restricted area. All work areas shall be monitored for compliance at all times.

**Work at Height**

All current legislation and codes of practice relating to work at height shall be complied with. All work at height is planned in advance and only allowed to proceed if all controls are in place.

Suitable access equipment shall be selected to provide a safe working platform (taking into account the task). All work at height equipment shall be inspected pre-use and used in the intended manner. Suitable edge protection shall be in place where required.

Only person who have received suitable instruction shall be permitted to undertake work at height tasks.

**Storage**

Materials, substances and equipment shall be stored in a safe manner at all times within the works location. Waste material shall be removed at regular intervals in the agreed manner.

**Fire Prevention**

All current legislation and codes of practice relating to fire safety shall be complied with. Where possible, flammable substances will be substituted for alternative non-flammable substances. All hot works will be controlled through the use of a hot works permit to work system.

Prior to the commencement of any works that requires a naked flame, all combustible material / pressurised containers will be removed from the area. Prior to the commencement of any hot works, suitable firefighting equipment shall be in place in line with the requirements of the hot works permit.

Smoking and the use of e-cigarettes is banned on all sites unless in a designated smoking area.

Skips and the storage of flammable substances will be positioned away from sources of ignition. The area shall be checked on a regular basis to ensure compliance.

**Waste Disposal**

All current legislation relating to environmental contamination including waste disposal shall be complied with. Any contaminated or hazardous waste created as a result of our activities shall be properly contained and disposed of by a specialist contractor with the correct documentation being in place.

**Cleaning**

Protection that is suitable to the nature of the works and does not present an additional hazard shall be put in place prior to the commencement of works.

Upon completion of the works, all areas shall be left in a clean and tidy condition with all associated waste removed and properly disposed of.

## Resource

The company shall provide adequate resource to ensure the task is completed in such a way as to be safe, on time and with due regard for others who may be affected by the works.

- 1 X Supervisor
- 1 X operatives (additional labour / trades are available as task dictates)

## Plant & Equipment

The following plant and equipment shall be provided for use on site

- I-clean equipment
- Sanitising cloths

## Personal Protective Equipment

Personal protective equipment (PPE) is issued as standard to all employees. PPE Requirements are identified in the specific risk assessment for each operational task involved in the contract. PPE to be worn by operatives as risk assessments dictate includes:

- Boot covers
- Disposable coveralls
- FFP3 face mask
- Protective eyewear

## Site Set Up

The entire work areas shall be clearly identified.  
Safe access / egress routes shall be identified for emergency purposes.

## Execution of Works

All personnel to attend site induction to include briefing on RAMS  
Set up working / transport / delivery areas as required  
Set up equipment to spray / use Stabilised Aqueous Ozone  
Working sequentially, spray all surfaces with Stabilised Aqueous Ozone  
Special attention paid to high use surfaces  
Upon completion, ventilate for a minimum 15 minutes  
Repeat process as necessary

## Risk Assessments

The supervisor / team leader will be in possession of all task and site-specific risk assessments for this project. He will have ensured that all members of the team have been either briefed on them or had the opportunity to read through them. The team are fully aware of the legal obligations placed upon them to comply in full with the control measures and strategies set down in all assessments and statements effecting their operations.

The client is requested upon the receipt of this method statement and prior to the arrival on site of the team, to inform all other contractors and operatives on site who will be in the vicinity of our operations.

## Emergency Issues

### First Aid

Where practical, a minimum of a qualified one day appointed person (First Aid) will be available. The person will upon arrival at the site identify themselves to the site manager / agent. They will further familiarise themselves with the first aid procedures for the site.

### Fire

Where possible, the fire strategy at the works location shall be adopted. Additional precautions shall be put in place where the works create a higher risk of fire / explosion occurring I.e. hot works, use of chemicals and change in assembly point or blocked off escape routes etc.

### Environmental

Where there is a potential for a spillage, a suitable spill kit shall be maintained in an accessible area for use as necessary.

## Emergency Contact Details

Contact Name	
Telephone No.	
Secondary Contact Name	
Secondary Telephone No.	

The persons below have been briefed on the contents of all documentation associated with this project and agree to abide by the control measures laid out within.

They will also agree to abide by any site rules and requirements stipulated by the principal contractor.

Name	Signature	Date