



Method Statement

Method Statement Details

Method Statement Number 97
Method Statement Date 03/01/2023
Method Statement Author Eduardo Tandazo
Project/Contract Office Cleaning - Ecoserve
Start Date 1/01/2023
Expected job duration 12 Months
Client Contact Ecoserve Cleaning Limited
Description

Site Address 1 Dock Road
London
E16 1AG

Signatures

	Name	Title	Signature	Date
Document Author	Eduardo Tandazo	Manager		03/01/2023

Data protection statement

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It is the duty of all employees to observe the following Risk Assessment framed to provide a code of good practice and conduct with the object of preventing accidents. At all times employees must work in a safe manner both to prevent personal injury to themselves or to other personnel.

Emergency Contact Details

Name	Eduardo Tandazo	Management		
Telephone Number	0800 6125224	07575515726		

To be observed by all staff at all times, any deviation from these control procedures must be authorised by the site manager or safety representative.

COSHH(The control of substances hazardous to health)

All staff are aware of the dangers presented by some chemicals and have received adequate information, instruction and training in the storage, use and disposal of such chemicals. COSHH assessments have been carried out on all substances deemed to be hazardous. Staff will only use chemicals for the task that they have been designated for and will under no circumstances mix chemicals together.

Personal Protective equipment (PPE)

All site workers will wear gloves and protective clothing at all times

Preparation & Induction

A risk assessment will be carried out for all tasks which will be discussed with members of staff and the sub contractors, any queries or concerns will be raised with the contract manager who will ensure it is dealt with. Staff and sub contractors will be inducted onto site by the principle contractor and will follow all site rules and safety procedures.

Slips and Trips (Cleaning)

Cleaning is a key factor in controlling slips and trips because cleaning affects the surface properties of the floor, the safety of pedestrians and cleaners themselves, cleaning staff will be trained in the correct use of floor cleaning agents and warning signs will be posted wherever floor cleaning is taking place

Staff and Training

The task will be carried out by staff from Ecoserve Cleaning Limited, all staff are qualified, experienced and receive ongoing training, and hold suitable qualifications Apprentices are under constant supervision by senior members of staff.

Welfare

The principle contractor is responsible for providing adequate washing, toilet, drying and refreshment facilities for staff and sub-contractors, staff and contractors are responsible for ensuring that such welfare facilities are maintained in a clean and wholesome manner. This will be your responsibility when you are the principle contractor, it may be necessary occasionally for your company to identify suitable local amenities.

Code of Conduct. COVID-19

COVID-19 - Code of Conduct

This code of conduct describes how the movement of people, plant and equipment will be managed during the COVID19 pandemic in order to keep Ecoserve Cleaning Limited Workers, Clients, sub-contractors, customers and the public safe. This Code of conduct should be used in conjunction with other standard safety notices in this document.

Communication with Other Workers on Site

Ecoserve Cleaning Limited will follow the most up to date government guidance on social distancing, face coverings, testing and isolation. If operatives are feeling unwell, they will inform the Ecoserve Cleaning Limited site supervisor who must inform the Site Manager before leaving the site

Personal Protective Equipment (PPE).

Due to the ongoing COVID 19 Viral Pandemic, the following additional PPE may be required subject to the risk assessment or site rules.

- Disposable Latex Gloves.

The current **social distancing guidelines must be adhered to wherever practically** possible.

The duration of close working will be kept to a minimum. Ecoserve Cleaning Limited will follow up to date guidance on use of face coverings such as

- Face Mask. (FFP2 minimum rating)
- Clear Full-Face Visor.

Ecoserve Cleaning Limited will provide all employees with Alcohol Hand Sanitizer and wipes which will be applied at regular intervals.

Ecoserve Cleaning Limited PPE and site standards will also be adhered to. These requirements will be highlighted on entry to the site.

Welfare

Ecoserve Cleaning Limited workers will not travel to or attend work if any of the following apply.

- The recorded temperature of above 38.4°C (100.4°F).

- They have a consistent cough. loss of taste or smell.
- They have had a positive COVID-19 test.
- Anyone within their household has any of the above symptoms or has a positive COVID-19 test.

If any of the above apply you should make you immediate manager aware at the earliest opportunity.

- All workers will wash their hands for 20 seconds with water and soap when they are entering and leaving a site or use a sanitising hand wash/Sanitising Station.

Test and Trace

Ecoserve Cleaning Limited will comply with current Government Guidance regarding Test and Trace.

In order to help minimise the onward spread of Covid-19, Ecoserve Cleaning Limited may release your contact details and shift data to the NHS Test and Trace service where Ecoserve Cleaning Limited employees or subcontractors are identified as people who may have been in contact with the virus.

If there is more than one case of COVID-19 associated with the workplace, this information may be passed to PHE.

COVID-19 (Coronavirus) Personal hygiene measures.

Ecoserve Cleaning Limited workers should follow government guidelines on Personal hygiene measures to reduce the general risk of COVID-19, as outlined below.

- Handwashing technique (use of soap and water, rubbing hands for at least 20 seconds etc.)
- When handwashing is essential (e.g. after contact with hard surfaces or their working environment)
- Respiratory etiquette during coughing and sneezing with disposable tissues or clothing
- Appropriate waste disposal
- Use of appropriate social distancing as per current Government guidance
- Avoidance of close contact with people suffering from or self-isolating from COVID-19

Advice for operatives working in suspected affected areas

Ecoserve Cleaning Limited operatives are reminded to:

- Frequently clean hands by using an alcohol-based hand rub or soap and water.
- When coughing and sneezing cover mouth and nose with flexed elbow or tissue – throw the tissue away immediately and wash hands.
- Avoid close contact with anyone who has a fever and cough.
- If experiencing fever, cough and difficulty breathing seek medical care early and share previous travel history with the health care provider.

Separation

The standard procedures of Ecoserve Cleaning Limited operatives should be followed when attending a client's premises.

- Efforts should be made to minimize contact between clients and employees attending site, I.e photos, video links etc
- Where this is not possible you must comply to social distancing as per current Government Guidance .

Where self-isolation is in force on the client's premises.

- Where self-isolation is known to be in force on the client's premises attendance must be authorised by the MD or his nominated person.
- All operatives will wear the appropriate PPE.
- Communicate via mobile phone behind closed doors etc to avoid personal contact.
- It is recommended that a face mask should be used by the client when you are attending site if available. If a face mask is not available or cannot be tolerated, the ill person should be asked to cover their mouth and nose with tissues when speaking with you.
- If possible, the client (and any pets if applicable) should be asked to move to a separate room and doors closed.

Office Clean last

The PPE required for these tasks includes: non slip shoes, protective clothing (polo t shirt/ tabard), rubber gloves and safety glasses (if required).

1. Ensure and maintain ventilation throughout the task
2. Sweep all floors (other than carpeted areas)
3. Sweep the landings and stairs from top to bottom, paying particular attention to edges and corners.
4. Use a dust pan and brush in all corners
5. Vacuum all floor areas taking extra care on stairs, paying particular attention to corners.
6. Vacuum skirting boards and window sills
7. Thoroughly vacuum all carpeted areas
8. Polish all skirting boards, ledges and surfaces and making sure all is dust free
9. Polish all fixture and fittings
10. Mop all wooden / vinyl floors

Door and Window Cleaning

1. Polish all doors, window sills and skirting boards. Apply polish sparingly, taking care not to apply polish to adjacent surfaces when using aerosol polish, apply to the duster to prevent over spray onto floor areas to prevent creating slippery conditions or damage to carpets
2. Using a duster, buff to the required finish
3. Wipe the sides and top of the frame using a duster
4. Clean window panes by applying cleaning solution with an applicator, polish to a smear free finish

Bathroom Cleaning

1. Before cleaning, flush the toilet with the seat lid closed
2. Clean the toilet bowl with a toilet brush and apply cleaning fluid to the inside of the bowl. If required allow to soak for 5 to 10 minutes
3. Prepare cleaning solution according to the manufacturers instructions and apply using a colour coded cloth to wipe the outside of the toilet, pipe work, cistern, handle and toilet seat, lid and hinges
4. Scrub the inside of the bowl with a toilet brush paying particular attention to remove any stains at water level and under the rim
5. Make a final flush of the toilet, rinsing the brush in the flushing water
6. Dry the toilet seat with a colour coded cloth, and close the lid
7. To clean the wash basin and bath, use a bucket and prepare cleaning solution according to manufacturer's instructions.
8. Using a different colour coded cloth, wrung out in the cleaning solution, wipe all surrounding surfaces including wall tiles, ledges and pedestal
9. Rinse the cloth regularly in clean water, recharge the cleaning solution as required
10. Rinse the wash basin and bath using cold water from the tap, pay particular attention to ensure that the overflows are clean
11. Wring out the cloth and polish all taps
12. Tiles will be cleaned using a proprietary cleaner sprayed directly onto the tiles and wiped off using a colour coded cloth
13. Polish taps, railings and towel rails to a high shine
14. Clean mirrors until smear free

Kitchen Cleaning

1. All floor areas and surfaces should be cleaned with vacuum and or mopping
2. Tiles will be cleaned using a proprietary cleaner sprayed directly onto the tiles and wiped off using a colour coded cloth.
3. The surfaces will be wiped with a dry cloth to remove any smears
4. All appliances will be wiped down and left smear free
5. Clean everywhere and make sure everywhere is dust free
6. Clean out internal cupboards and external doors.
7. Tiles are polished
8. All hard surfaced floors, mopped down

Prior to leaving the building, store all cleaning materials and equipment at the cleaning cupboard and carry out an inspection to ensure that the work has been carried out satisfactorily.

