

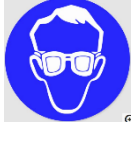
	Safety No. FMS01B Method Statement	File: H&S Site Pack
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Method Statement

Task/Activity	Mopping	
Next Review Date	01.08.2026	
Originator	Keith Carver	Reviewed by: Keith Carver
Site	Fulham Road, Fulham, London	
Site Manager	Grant Lewis	
Date	31.07.2025	

Scope of Works
This details the method to be used when mopping floors

Background / Training Required
Competence of cleaning activities

Safety Equipment and PPE required			
Gloves BS EN 374-1:2003 Protective nitrile gloves		Safety footwear BS EN ISO 20345:2011 Safety footwear	
BS EN ISO 20471:2013 High viz clothing		Eye protection BS EN 166 Chemical resistant goggles	

Tools and Equipment Required			
Dustpan and brush		Mop and bucket (color coded)	
Waste sack		Floor cleaner	
Safety signs			

Method of Works/Safe System of Works	Risks/Hazards/Controls/Notes
Planning 1. Carry out a visual pre-use check of the equipment used to carry out the task. 2. Collect equipment from the storage cupboard. 3. Place the warning signs in any possible access points of the area being mopped to highlight slipping hazards in the area. 4. Follow ABM's agreed colour coded for equipment.	1. Ensure that the warning signs are prominent 2. All debris is to be placed in a clear waste sack.

5. Carry out a clean of any debris of the area to be mopped.
6. Prepare a cleaning solution in the mop bucket following correct dilution rates as instructed in the COSHH assessment.

Safe Methods of Work

7. Ensure correct manual handling technique is followed at all times:
 - a) think before you lift/ plan the lift
 - b) adopt a stable position
 - c) get a good grip of the load
 - d) keep back straight while lifting and the load close to the body at waist height while walking
 - e) avoid twisting back or leaning sideways
 - f) keep head up while handling the load
 - g) place the load down and then adjust it
8. We recommend mopping the floor starting from the furthest point and walking backwards towards the door/ entrance to prevent walking over the wet floor.
9. If floor to be mopped has a large surface split the area in section and mop one area at the time.
10. Always place the mop bucket on your side, never behind you to prevent tripping over it.
11. Place the mop in the bucket of cleaning solution, use the strainer to reduce the amount of solution from your mop. Do not leave the mop dripping wet on your floor.
12. Keep your back straight while mopping.
13. Mop the floor sideways using the number 8 figure.
14. Rinse the mop regularly. Change the water in your bucket regularly to ensure it's clean and no marks are let on the floors.
15. Continue washing the floor until the floor is clean and any ingrained dirt has been removed.
16. Remove any excess of solution from the floor.
17. Check that all areas are clean and wipe down any splashes from the solution.
18. Continue to mop the rest of the floor, changing the solution regularly.

Completion of Task

19. Complete an inspection of the areas mopped to ensure it meets the required standard.
20. Repeat the above procedure for any areas that have not met the required standard.
21. Once the areas are dry, remove the warning signs.
22. Return equipment to the storage cupboard.
23. Clean the mop and the bucket under hot running water until they are clean.

3. Ensure chemical is used in accordance with the CoSHH Assessment
4. Ensure that the area is not too large
5. Do not apply too much solution to the floor
6. Care should be taken to not splash the solution

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24. Ensure the mop is fanned over the strainer, spray disinfectant over it using your spray bottle and leave to dry.		
Environmental Impacts	All waste disposal must be carried out in accordance with the site procedures and locations. All chemicals must be used in conjunction with COSHH Assessments and manufacturer's instructions.	
Emergency Arrangements	If the task includes any periods of Lone Working, follow ABM's Lone Working Procedure (available with your manager). First aid available from security. 2-way radio provided to staff while at work.	