

Method Statement

Task/Activity	Vacuuming	
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 vacuuming floors

Background / Training Required

Competence of working in shopping centres

Safety Equipment and PPE required

Protective clothing Workwear - No Standard		Safety footwear BS EN ISO 20345:2011 Safety footwear	
Gloves BS EN 420:2003+A1:2009 general protective gloves		Hearing protection BS EN 352-2:2002 Earplugs (If required)	

Tools and Equipment Required

Vacuum		Warning signs	
Dust pan and brush		Waste sack clear	

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. This checks will include plug, cable, dust bag, brush, battery, charging unit and the vacuum itself. 2. Any damages/ faults will be reported to line manager immediately for action. 3. Mark damaged equipment with a 'Do not use' tag until repaired, replaced or disposed of.	1. Place the warning signs in prominent positions 2. Carry out litter pick if required 3. Pay particular attention to cables 4. All waste should be emptied in a clear waste sack

4. Do not use faulty or damaged vacuum cleaners.
5. Remove battery from the charging unit and place it onto the vacuum, where applicable.
6. Collect equipment from the storage cupboard.
7. Ensure warning signs are in place to highlight any hazards in the area.
8. Empty the vacuum if required to provide good suction.

Safe Method of Work

9. Fully unwind the cable from the vacuum cleaner prior to commencing work.
10. Ensure that the trailing leads do not create trip hazards. Always use the closes wall socket to the area of work.
11. Work throughout the area starting from one end and systematically work towards the other end.
12. Where the areas are large, complete the task in sections ensuring that all sections are completed at the end of the task.
13. Work with the vacuum and cables to the side of you, using a push pull and overlapping strokes to vacuum the area.
14. For cleaning corners or difficult areas, use any specific attachments supplied with the vacuum, where these are not supplied use a brush as with sweeping.

Completion of Task

15. Carry out an inspection of the completed areas to ensure they meet the required standards.
16. Repeat as above for any areas that do not meet the required standards.
17. Switch off the vacuum before unplugging, unplug the vacuum and fully wind up the cable, empty the vacuum contents and return the vacuum to the correct storage location.
18. Remove the battery and check for damages. Place the battery into the charging unit.

5. Rolled up cables create heat and a potential for fire
6. Pay particular attention to edges and corners
7. All waste to be places in a clear waste sack
8. Batteries and charging units are checked prior to using the equipment and again once task is complete

Environmental Impacts	All waste must be disposed of in accordance with site procedures and locations.
Emergency Arrangements	Where any locations require Lone Working, the ABM Lone Working procedures should be followed. First aid available from security. 2-way radio provided to staff while at work.



Safety No. FMS01C
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