

## Method Statement

|                         |                             |                           |
|-------------------------|-----------------------------|---------------------------|
| <b>Task/Activity</b>    | Dust control – damp wiping  |                           |
| <b>Next Review Date</b> | 01.08.2026                  |                           |
| <b>Originator</b>       | Keith Carver                | Reviewed by: Keith Carver |
| <b>Site</b>             | Fulham Road, Fulham, London |                           |
| <b>Site Manager</b>     | Grant Lewis                 |                           |
| <b>Date</b>             | 31.07.2025                  |                           |

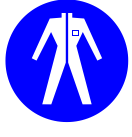
### Scope of Works

The method to be used when dealing with hard surface cleaning

### Background / Training Required

Competence of cleaning activities

### Safety Equipment and PPE required

|                                                                   |                                                                                     |                                                                                       |                                                                                       |
|-------------------------------------------------------------------|-------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------|
| <b>Gloves</b><br>BS EN 420:2003+A1:2009 general protective gloves |   | <b>Protective clothing</b><br>Standard ABM protective uniform unless otherwise stated |   |
| <b>Hi visibility</b><br>BS EN ISO 20471:2013 High viz clothing    |  | <b>Safety footwear</b><br>BS EN ISO 20346:2014 Safety footwear                        |  |

### Tools and Equipment Required

|                       |                                                                                     |              |                                                                                       |
|-----------------------|-------------------------------------------------------------------------------------|--------------|---------------------------------------------------------------------------------------|
| Labelled spray bottle |  | Dust cloths  |  |
| Bucket                |  | Safety signs |  |

| Method of Works/Safe System of Works                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | Risks/Hazards/Controls/Notes                                                                                                                                               |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Planning</b> <ol style="list-style-type: none"> <li>1. Collect equipment from the storage cupboard according to the correct colour coded.</li> <li>2. Place warning signs at any possible access locations to highlight the hazards in the area.</li> <li>3. Ensure correct dilution of chemicals according to the manufacturer's instructions.</li> <li>4. Immerse cleaning clothes into the cleaning solution and wring out until nearly dry.</li> <li>5. Ensure cloth is folded in 4 and you are always using the clean side. Rinse when all 4 sides are dirty.</li> </ol> | <ol style="list-style-type: none"> <li>1. Place signs in prominent positions</li> <li>2. COSHH assessments and SDS are up to date, read and understood by staff</li> </ol> |

### Safe Method of Work

6. Work in a methodical approach to the features to be cleaned, work from one end of the feature and work towards the other end ensuring no areas are missed.
7. If the feature is large, clean the feature in sections ensuring that each feature overlaps during cleaning.
8. Clean the entire area using figure of eight motions with a medium hand pressure to the cleaning surface.
9. Always spray cleaning solution onto the cloth and then wipe the surface.
10. Regularly clean out the cloth with fresh cleaning solution.
11. Regularly replace the cleaning solution when it becomes dirty.
12. Once the surface has been cleaned, wipe over with a dry cloth to remove smears and marks.

### Completion

13. Carry out a visual inspection of the worked areas to ensure that the required standard has been met.
14. Complete the above for any areas identified as unsatisfactory.
15. Return all equipment to the appropriate storage area.
16. Clean all equipment used and place to dry in a well-ventilated area.

3. Do not use excessive cleaning solution on the cloth

### Environmental Impacts

Ensure that all waste is disposed of in accordance with the site procedures  
Ensure that the CoSHH Assessments and MSDS are followed for all chemical use

### Emergency Arrangements

If the task includes any periods of Lone Working, follow the ABM Lone Working Procedure.  
First aid available from the security team.  
2-way radio provided to staff while at work.