

Method Statement

Task/Activity	Dusting	
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

The method to be used when dealing with hard surface cleaning

Background / Training Required

Competence of cleaning activities

Safety Equipment and PPE required

Gloves BS EN 420:2003+A1:2009 general protective gloves		Protective clothing Standard ABM protective uniform unless otherwise stated	
Hi visibility clothing BS EN ISO 20471:2013 High viz clothing		Safety footwear BS EN ISO 20345:2011 Safety footwear	

Tools and Equipment Required

Duster		Dust cloths	
Safety sign			

Method of Works/Safe System of Works	Risks/Hazards/Controls/Notes
Planning 1. Collect equipment from the storage cupboard according to the correct colour coded. 2. Place warning signs at any possible access locations to highlight any hazards in the area. Safe Method of Work 3. 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.	1. Place signs in prominent positions

4. Spray solution onto the cloth and then dust the area. 5. If the feature is large, clean the feature in sections ensuring that each feature overlaps during cleaning 6. Use a duster with extendable pole for areas difficult to reach. 7. If using a cloth to wipe the hard surface, wipe in a figure of eight motion with a light hand pressure 8. If using a long reach duster, wipe from side to side with a light pressure 9. Once the cloth or duster becomes dirty, substitute it for a clean one. Completion 10. Carry out a visual inspection of the worked areas to ensure that the required standard has been met. 11. Complete the above for any areas identified as unsatisfactory. 12. Return all equipment to the appropriate storage area. 13. Clean the equipment and place to dry in a well-ventilated area.	2. Keep the equipment clean at all times
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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