

Method Statement

Task/Activity	Cleaning stairs, landings, balustrades and handrails	
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 methods to be used when cleaning stairs, landings, balustrades and handrails

Background / Training Required

Competence of cleaning activities

Safety Equipment and PPE required

Protective clothing Workwear - No Standard		Eye protection BS EN 166:2002 Personal Eye Protection (If risk of splashing)	
Gloves BS EN 374-1:2003 Protective nitrile gloves		Safety footwear BS EN ISO 20345:2014 Safety footwear	
Hi visibility clothing BS EN ISO 20471:2013 High viz clothing			

Tools and Equipment Required

Labelled trigger spray bottle or diluted in a mop bucket		Soft broom	
Dustpan and brush		Warning signs	
Refuse sack		Mop and bucket	

Cloth



Method of Works/Safe System of Works	Risks/Hazards/Controls/Notes
- Put on personal protective equipment. - Assemble equipment and check for safety. - Place warning on alternative route signs. - Ventilate the area if appropriate. - Check surfaces for chewing gum and remove as necessary. Landings and Stairs: - Sweep the landing, then stairs, from top to bottom, paying particular attention to edges and corners. - Pick up soil, place into refuse sack and remove to designated disposal point. - Prepare cleaning solution in a bucket according to manufacturer's instructions, adding cleaning agent to water. - Apply solution to floor surface using a mop ensuring the mop rung and water is not dripping off the mop. - Mop the landing with a figure of eight stroke with each pass overlapping. - Clean adjacent to skirtings by "cutting in" parallel to them. - Use abrasive pad to remove stubborn marks. - Ensure bucket is behind line of work on the landing. - When wringing out mop, stand in front of wringer and press down firmly, if applicable. - Continue down the stairs using a deck scrubber or edging tool, if necessary. - Pay particular attention to the edges, corners and risers. - Rinse the mop frequently and change the cleaning solution as required. - On stairs use the minimum amount of liquid to achieve the desired result. Balustrades and Handrails: - Identify the type of soiling to be removed. - Place warning signage in prominent positions to warn others that cleaning is in progress. - Do not lean over balustrades to clean outer surfaces as this could result in a loss of balance and subsequent fall. - If dry dust, clean using a static duster paying particular attention to balustrade panels and rails.	- Warning or alternative route signs placed (at top AND bottom of section of stairs being cleaned). - When cleaning stairs use as little water as necessary. - Do not use soaps as these can make the surfaces slippery. - Avoid splashes of cleaning agents as this may affect other surfaces etc. - When using bucket on landings, ensure that it is behind the line of work. - Be aware of potential trip hazards whilst working backwards, towards and down stairs. - Ensure that any cables from equipment do not pose trip hazards. - Only remove warning signage when surfaces are completely dry. - When cleaning balustrades ensure that you do not lean over to clean outer side. - When carrying out cleaning tasks always be aware of others who may enter the area of clean.

23. If damp wiping is necessary, prepare cleaning solution in a bucket according to manufacturer's instructions, adding cleaning agent to water.
24. Ensure cloth is folded in 4 and you are always using a clean side while wiping surfaces.
25. Rinse the cloth regularly to ensure cloth is always clean.
26. Using a damp cloth wrung almost dry, wipe surface using smooth strokes. As necessary, rinse cloth in clean water, recharge with cleaning solution and wring out to almost dry.
27. On completion of task clean equipment and check for safety.
28. Return equipment and materials to storage facility.
29. Only remove warning signage when floor surfaces are completely dry.

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.