

Method Statement

Task/Activity	Using a janitorial trolley	
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 safe working method to be used when using a janitorial trolley

Background / Training Required

Competent to carry out cleaning activities

Safety Equipment and PPE required

Gloves BS EN 420:2003+A1:2009 general protective gloves		Safety footwear BS EN ISO 20345:2011 Safety footwear	
Protective clothing ABM Workwear - No Standard		Hi visibility BS EN 471:2003 +A1:2007 High visibility clothing	

Tools and Equipment Required

Janitorial trolley		Safety signs	
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Method of Works/Safe System of Works	Risks/Hazards/Controls/Notes
Method of Carrying out Task: - Prior to moving janitorial trolley from its storage facility operatives are to carry out a visual inspection to ensure that it is in good condition and safe to use. - Ensure that all items stored, attached or carried on trolley are secure prior to moving into shopping malls. - When moving through malls always be aware of your surroundings and move equipment accordingly. If, however, any damage is caused to property, fixtures or fittings the circumstances must be reported to the Site Manager / Supervisor as soon as possible.	- Operatives using this equipment trained and competent to do so. - Care and caution required when moving janitorial trolley through shopping mall, this is especially important during peak periods when there is an increase in pedestrian traffic.

- If when carrying out tasks using this equipment, a pedestrian is struck, the circumstances must be reported to the Site Manager / Supervisor immediately so that the appropriate actions can be taken. - Ensure that trolley is never left unattended in any area of the premises where members of the public have access. - Ensure that all chemicals are locked away when not in use. - On completion of task, return janitorial trolley to storage facility ensuring that it is left in a clean and tidy condition.	- Operatives using this equipment to ensure contents stored or being carried are secure against falling off. - Trolleys never to be left unattended. - Operatives to take care not to push trolleys too close to fixtures and fittings (guard against striking anything and causing damage).
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Environmental Impacts	- Water: Provided that any water used in conjunction with this equipment is kept to a minimum, it is not anticipated that there will be any impact worthy of note. - Electricity: No electricity will be used, therefore, no impact. - Chemicals: Provided that any chemicals stored on a Janitorial Trolley are used as per the manufacturers' instructions at all times no impact worthy of note is anticipated. - Waste: Provided that any waste either generated or collected is disposed of in the correct manner and location, no impact is anticipated.
Emergency Arrangements	- All operatives must ensure that they comply with the Client's procedures in relation to booking in and off site so that they can be accounted for in the event of an emergency situation arising. - All operatives must be fully conversant with Site Emergency Procedures and what actions they are required to take if required. - If whilst carrying out any manual handling tasks, an injury is sustained, the circumstances must be reported to the Site Manager / Supervisor as there may be a requirement for further actions. - If as a result of an accident involving an ABM Operative an injury or injuries have been sustained the circumstances must be entered into the First Aid Book. The Site Manager must also complete an accident form and ensure that it is sent to Incident.Report@abm.com. The details of the accident will be reviewed, and appropriate action taken.

