

Module 5

SWEEPING (DRY BROOM)

Q&A and Practical Module

1. Put out warning signs.

2. Ensure that correct PPE is worn. – follow the **Risk Assessment**.

3. Sweeping

- Ensure that correct PPE is worn, follow the Risk Assessment. – where can you find information on which PPE to use? – what happens if you don't wear the correct PPE?
- Assemble all equipment and check for any faults. – what should you do if you find any faults? – what can happen if you don't report faults with equipment?
- Ensure that warning signs are placed in work area. – why is it important to put out signs? – what are the pitfalls of not putting out signs?
- Ventilate the area, if applicable. – why do we need to ventilate rooms? – what should you do if you can't ventilate a room that requires it?
- Remove any chewing gum or stubborn stains Using a scraper or abrasive pad.
- Working from the furthest point from the exit. Systematically work backwards towards the exit door, trying to keep dust to a minimum. – what are the benefits of following this procedure?
- Using a dustpan and brush at regular intervals to collect up any piles of waste.
- If necessary use a water spray bottle to dampen down the area to keep the dust to a minimum. Fire alarm smoke heads may also have to be switched off whilst the task is being performed. – what can happen if you don't spray a dusty area with smoke heads?
- All collected waste to be transferred into a clear sack. – why is it important to use clear sacks?
- Clean all equipment, and check for faults. – why is it important to clean equipment? – why do we need to check for faults?
- Remove warning signs. – why do we need to remove signs when completed?
- Return all equipment to the correct cupboard. – why is it important to return the equipment?

