



1st Kesgrave Scout Group

Twelve Acre Approach, Kesgrave, Suffolk IP5 1JF

11. SCOUT HALL CLEANING

Contract Name:	SCOUT HUT CLEANING		
Date:	12 th April 18		
Method Statement Title:	SCOUT HUT CLEANING		
(Please highlight as necessary)			
	Name	Signature	Date
Originated by:	Alan brown	Alan	12 th April
Approved by:			
Main Activity/Area of Work:	CLEANING AND MOPING FLOOR		
Description of Works to be Undertaken & Method of Construction			
• Vacuum all floors • Mop vinyl floor • Clean stairs • Clean all sanitary ware • Clean kitchen work tops • Clean kitchen sinks • Clean microwaves fridges • Clean shower head weekly and run shower. Please sign off this has been done. • Clean glass internally as required. • Clean monitors and desks • Clean the metal storage units in halls • Replace toilet papers and towels • Empty the dehumidifiers in toilets and replace the refill sections • Dust light fittings • Dust top of ledges / door frames • Clean fans in toilets • Clean window boards			
Hazard/Risk Assessments:	• No falls as no working height. Using poles to reach high items but see working at height if any works carried out. • Cosh Contact with cleaning equipment. – us ppe, gloves / specs - open windows for ventilation - see cosh sheets, look at sheets, or back of the product • See separate sheets for:		

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	○ Use of hand and electric tool ○ Manual handling ○ Cutting hedges ○ Lone working ○ Deliveries and jumble ○ Scout hall plus covid
Personal Protective Equipment/Safety Equipment/Special Precautions:	
• PPE goggles gloves as required on data cosh sheet to products see office folder	
Barriers/Fences/Warning Signs:	
• Wet floor signs if other people in hall	
• Constraints/Restrictions/Permits:	
Plant and Equipment:	
• Vacuum / mop	
Materials (Handling/Storage/Disposal):	
• Vacuums / mops / cloths • See separate cosh sheets in red folder in office for cleaning material being used	
Labour and Supervision:	
• Working on own supervision	
Preparation of Works/Location of Services:	
• Make sure no water put near and electrical devices • Clear work area • Manual handle, spilt load, work in pairs to move items to clean • No standing on chairs to work at height, us extending poles for high areas	
Emergency Procedures:	
• first aid box / mobile phone to contact emergency services, fire alarm ,	

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Sign	Print	Date review risk element yearly