

[Type here]

SIDEKICK

BUFFING

Equipment/ Material Required:

Buffer

Chemicals

Safe Method of Work

Be aware of your surroundings and others around you.

Wear correct footwear

Ensure signage are out and visible

Adequate lighting

Set Up

Visually check flooring

Refer to manual handling training

Operation

Adequate lighting

Carry out work safely

Make sure you hands are dry

Be aware of your surrounding and those around you

Be aware of the risk assessment

Completion

wind cable around machine

store away from any water source back in Clearwater Cleaning cupboard

PPE required for this duty

Correct Footwear – non slip

[Type here]



MANUAL HANDLING

Equipment/ Material Required:

N/A

Safe Method of Work

Be aware of your surroundings and others around you.

Wear correct footwear

Refer to manual handling training refer to section 3.6 in handbook

Set Up

Visually check flooring

Refer to manual handling training.

Operation

Adequate lighting.

Carry out work safely.

Make sure your hands are dry.

Be aware of your surrounding and those around you.

Be aware of the risk assessment.

Refer to manual handling training

Completion

PPE required for this duty

Correct Footwear – non slip

[Type here]



MOPPING FLOORS

Equipment/ Material Required:

Mop and Bucket

Hot Water

Relevant Products (all chemicals must be used in accordance with manufacturers instructions and the relevant COSHH assessment)

Wet Floor Sign

Safe Method of Work

Ensure that wet signs are displayed

Wear gloves/face masks (when necessary) when adding the products

Section area off if possible

Make sure bucket is safely placed

Mop slowly and safely

Be aware of your surroundings and others around you

Never mix chemicals

Set Up

Place bucket in safe position away from doors and public walkways

Place Wet Floor sign in suitable view

Section of area if possible

Refer to manual handling training when carrying heavy buckets

Use correct mop colours

RED- TOILETS

BLUE – GENERAL

GREEN – KITCHENS

Operation

Mop slowly and be aware of your surroundings

[Type here]

Ensure there is adequate lighting

Be aware of the risk assessment.

Completion

Dispose of water in suitable receptacle

Store Chemicals safely

Only put wet floor signs away once the area is fully dry

Store mops safely as per training

PPE required for this duty

Gloves

Face Masks

Correct Footwear – non slip

High Visibility Jackets (where necessary)

[Type here]



SANITISING SURFACES

Equipment/ Material Required:

Correct Cloths

Relevant Products (all chemicals must be used in accordance with manufacturers instructions and the relevant COSHH assessment)

Safe Method of Work

Wear gloves/face masks (when necessary) when using products

Be aware of your surroundings and others around you

Refer to COSHH training

Set Up

Refer to COSHH training when using products.

Operation

Wear Gloves/face masks where applicable.

Be aware of the risk assessment/COSHH.

Use correct cloths

Use correct colour cloth for pacific areas

RED- TOILETS

BLUE – GENERAL

YELLOW - OFFICE AREA

GREEN – KITCHENS

Completion

Store Chemicals safely

Store cloths as per training

PPE required for this duty

Gloves

Face Masks

[Type here]



SANITISING SURFACES

Equipment/ Material Required:

Correct Cloths

Relevant Products (all chemicals must be used in accordance with manufacturers instructions and the relevant COSHH assessment)

Safe Method of Work

Wear gloves/face masks (when necessary) when using products

Be aware of your surroundings and others around you

Refer to COSHH training

Set Up

Refer to COSHH training when using products.

Operation

Wear Gloves/face masks where applicable.

Be aware of the risk assessment/COSHH.

Use correct cloths

Use correct colour cloth for pacific areas

RED- TOILETS

BLUE – GENERAL

YELLOW - OFFICE AREA

GREEN – KITCHENS

Completion

Store Chemicals safely

Store cloths as per training

PPE required for this duty

Gloves

Face Masks

[Type here]



Urinals and WC

Equipment/ Material Required:

Correct Cloths **Red**

Relevant Products (all chemicals must be used in accordance with manufacturer's instructions and the relevant COSHH assessment)

Signage

Safe Method of Work

Ensure that signs are displayed

Wear gloves/face masks (when necessary) when using products

Be aware of your surroundings and others around you

Never mix chemicals

Set Up

Place operative signs on doors

Refer to COSHH training when using products

Operation

Wear Gloves/face masks where applicable.

Be aware of the risk assessment/COSHH.

Use correct cloths

Completion

Store Chemicals safely

Store cloths as per training

[Type here]

PPE required for this duty

Gloves

Face Masks