



Method Statement

1.0 Method Statement Details

1.1 Method Statement Number	11
1.2 Method Statement Date	11/10/2021
1.3 Method Statement Author	Peter Regan
1.4 Project/Contract	All Commercial Clients
1.5 Start Date	
1.6 Expected job duration	
1.7 Client Contact	
1.8 Client	All Commercial Clients
1.9 Description	Decontamination & Needle Sweep
1.10 Site Address	All Commercial Clients

2.0 Signatures

	Name	Title	Signature	Date
Document Author	Peter Regan		<i>P. Regan</i>	11/10/2021

Data protection statement

The information and data provided in this Method Statement applies only to the task, project or contract for which it was written. It shall not be duplicated, disclosed or disseminated by the recipient to any third party other than for the purpose of managing and controlling health and safety in relation to this task, project or contract.

It is the duty of all employees, contractors and agents to observe the provisions of this Method Statement, which has been produced in order to provide a code of good practice and conduct with the object of preventing accidents. At all times employees, contractor and agents must work in a safe manner both to prevent personal injury to themselves or to other personnel.

This Method Statement may contain personal data relating to one or more persons. Such data must not be disclosed to any third party or used for any purpose other than compliance with this Method Statement except with the written consent of the Company or the individual concerned.

3.0 Emergency Contact Details

Name	Peter Regan	Peter Regan		
Telephone Number		07803493987		

4.0 General Precautions

To be observed by all staff at all times, any deviation from these control procedures must be authorised by the site manager or safety representative.

4.1 Communication with Other Workers on Site.

All staff will report to the site office for induction on arrival at the site. The site manager will inform staff of any hazards that are present on site. Staff will inform the site manager of the work to be carried out and how it could affect other trades working on the site. Where necessary notices will be posted advising of any hazards present during the works. Where contractor activities cross, the senior person must liaise with the other trades to ensure safe operation.

4.2 COSHH(The control of substances hazardous to health)

All staff are aware of the dangers presented by some chemicals and have received adequate information, instruction and training in the storage, use and disposal of such chemicals. COSHH assessments have been carried out on all substances deemed to be hazardous. Staff will only use chemicals for the task that they have been designated for and will under no circumstances mix chemicals together.

4.3 First Aid

All staff are aware of the locations of comprehensive First Aid Kits. Staff will follow procedure and raise the alarm in the event of injury or illness. Staff are required to report all accidents and incidents immediately to their supervisor and, in emergency, will arrange for additional emergency response from the appropriate emergency services.

4.4 Lone Working

Staff who are requested to carry out lone working on client premises will be supplied with a mobile phone (if they do not own a phone themselves). The senior member of staff will be responsible for ensuring all lone working staff have completed their tasks and left the client premises safely

4.5 Manual Handling

All staff and contractors must have been instructed on the potential dangers of manual handling, and have received manual handling training in safe lift technique. Equipment provided to reduce manual handling must be used where possible. No one will lift items that are beyond their capabilities. Heavy or awkward loads will be split into smaller units where possible or dual lifted where this is not possible. It is the responsibility of the employer to identify and control manual handling activities as they occur on site on a day to day basis.

4.6 Material Handling

All materials required for site will be unloaded to a designated unloading and storage area which will be away from the work area as far as is practicable. This area will be kept tidy to minimise trip hazards. Materials as and when required will be collected from the storage area and transferred to the work area. All staff will take care when handling materials and will use mechanical aids wherever possible. When stacking materials particular care must be taken to ensure that the stack is secure and that the product does not get damaged.

4.7 Personal Protective equipment (PPE)

PPE will be provided as a last form of protection against a hazard. Staff will use the appropriate PPE for the task as identified in the risk assessment.

Wearing of PPE is mandatory on all Client contracts:

All Quidos Cleaning Services Limited site workers will wear Safety boots Foot protection to (EN20345 c/w midsole protection), Hi Visibility protective clothing (Hi-Visibility Yellow Waistcoat to EN471*), Hard Hats (Hard Hat to EN397) , gloves (Hand Protection to EN388) and glasses (Eye Protection to EN 166 Optical Class 1) and at all times.

Other items of PPE such hearing protection, Filter Mask (FFP2 as a minimum - Face Fit test certified to the individual), face shields are available to be worn as and when necessary and as determined by the risk assessment.

- Impact goggles - Drilling, cutting
- Ear defenders - Drilling, cutting
- Face-fit dust mask - Drilling, cutting (Certificate to be available to site).

4.8 Preparation & Induction

A risk assessment will be carried out for all tasks which will be discussed with members of staff and the sub contractors, any queries or concerns will be raised with the contract manager who will ensure it is dealt with. Staff and sub contractors will be inducted onto site by the Client or main contractor and will follow all site rules and safety procedures.

4.9 Slips and Trips (Cleaning)

Cleaning is a key factor in controlling slips and trips because cleaning affects the surface properties of the floor, the safety of pedestrians and cleaners themselves. Cleaning staff will be trained in the correct use of floor cleaning agents and warning signs will be posted wherever floor cleaning is taking place. Cleaners will wear suitable footwear with non-slip soles.

4.10 Staff and Training

The task will be carried out by staff from Quidos Cleaning Services Limited. All staff are trained and qualified, experienced and receive ongoing training, and hold suitable qualifications where appropriate. Apprentices are under constant supervision by senior members of staff.

4.11 Welfare

The principal contractor is responsible for providing adequate washing, toilet, drying and refreshment facilities for staff and sub-contractors. Staff and contractors are responsible for ensuring that such welfare facilities are maintained in a clean and wholesome manner. Where necessary, arrangements may be made to use local amenities.

4.12 Contractor and Visitor Safety

Quidos Cleaning Services Limited will liaise with other contractors staff on a day to day basis and ensure they are aware of the risks present during the works. Staff and contractors will not leave any area of work in a dangerous condition or with risks to themselves, other contractors, tenants, or visitors. All materials, tools and equipment will be cleared to secure storage at the completion of each shift. Ladders and any other access to height equipment will be made inaccessible.

4.13 COVID-19 (Coronavirus) Personal hygiene measures.

Quidos Cleaning Services Limited workers should follow government guidelines on Personal hygiene measures to reduce the general risk of COVID-19, as outlined below.

- Handwashing technique (use of soap and water, rubbing hands for at least 20 seconds etc.)
- When handwashing is essential (e.g. after contact with hard surfaces or their working environment)
- Respiratory etiquette during coughing and sneezing with disposable tissues or clothing
- Appropriate waste disposal
- Use of appropriate social distancing as per current Government guidance
- Avoidance of close contact with people suffering from or self-isolating from COVID-19

Advice for operatives working in suspected affected areas

Quidos Cleaning Services Limited operatives are reminded to:

- Frequently clean hands by using an alcohol-based hand rub or soap and water.
- When coughing and sneezing cover mouth and nose with flexed elbow or tissue – throw the tissue away immediately and wash hands.
- Avoid close contact with anyone who has a fever and cough.
- If experiencing fever, cough and difficulty breathing seek medical care early and share previous travel history with the health care provider.

Separation

The standard procedures of Quidos Cleaning Services Limited operatives should be followed when attending a client's premises.

- Efforts should be made to minimize contact between clients and employees attending site, i.e photos, video links etc
- Where this is not possible you must comply to social distancing as per current Government Guidance

Where self-isolation is in force on the client's premises.

- Where self-isolation is known to be in force on the client's premises attendance must be authorised by the MD or his nominated person.
- All operatives will wear the appropriate PPE.
- Communicate via mobile phone behind closed doors etc to avoid personal contact.
- It is recommended that a face mask should be used by the client when you are attending site if available. If a face mask is not available or cannot be tolerated, the ill person should be asked to cover their mouth and nose with tissues when speaking with you.
- If possible, the client (and any pets if applicable) should be asked to move to a separate room and doors closed.

4.14 COVID-19 - Code of Conduct

This code of conduct describes how the movement of people, plant and equipment will be managed during the COVID19 pandemic in order to keep Quidos Cleaning Services Limited Workers, Clients, sub-contractors, customers and the public safe. This Code of conduct should be used in conjunction with other standard safety notices in this document.

Communication with Other Workers on Site

When working with other trades on site, operatives will make sure they are working with social distancing guidance. If this is not possible work should be stopped and discussed with Quidos Cleaning Services Limited on-site supervisor.

If operatives are feeling unwell, they will inform the Quidos Cleaning Services Limited site supervisor who must inform the Site Manager before leaving the site

Loading and Unloading

The loading & unloading area should be restricted to authorised people. Signage should be erected to warn others of loading & unloading taking place. Steps should always be used to get on or off a delivery vehicle. Only authorised persons should be allowed in

the work area, visitors must be warned of all vehicle movement and should be supervised at all times.

- Where practical, materials should be loaded/unloaded from vehicles and moved in storage areas by mechanical means where possible, forklift, crane or pallet truck (All equipment cleaned as per COVID-19 hygiene control advice).
- Manual handling of materials should only be undertaken if social distancing rules can be maintained.
- The banding/unbanding of materials or the loading/unloading of bins should be carried out by one person at a time or by a designated team.
- Operatives should not approach or congregate around material storage areas, bins or racks (Social distancing rules are maintained at all times).
- All yard operations must follow the same health and safety requirements (including 2.0m minimum social distancing rules) as for work on site.

Personal Protective Equipment (PPE).

Due to the ongoing COVID 19 Viral Pandemic, the following additional PPE may be required subject to the risk assessment or site rules.

- Disposable Latex Gloves.

The current **social distancing guidelines must be followed wherever practically possible**. If the social distancing guidelines cannot be met, the following further PPE may be required.

The duration of close working will be kept to a minimum.

- Face Mask
- Clear Full-Face Visor.

Quidos Cleaning Services Limited will provide all employees with Alcohol Hand Sanitizer and wipes which will be applied at regular intervals.

Quidos Cleaning Services Limited PPE and site standards will also be adhered to. These requirements will be highlighted on entry to the site.

Travelling to Work

When travelling at work or between offices, site, client's premises etc, Quidos Cleaning Services Limited workers should travel alone where practical. Wherever possible workers should travel to the site alone using their own transport. If workers have no option but to share transport:

Driving at Work

- Journeys should be shared with the same individuals and with the minimum number of people at any one time.
- Good ventilation (i.e. keeping the windows open) and facing away from each other may help to reduce the risk of transmission.
- Wherever possible drivers and passengers should maintain a distance of two metres and avoid touching their faces.
- The vehicle should be cleaned using gloves and standard cleaning products, with particular emphasis on handles and other areas where passengers may touch surfaces.
- Use hand cleaning facilities before entering and after getting out of the vehicle and at entrances and exits points wherever possible or hand sanitiser if soap and water are not available.
- Wash their hands for 20 seconds using soap and water or hand sanitiser if soap and water are not available.

Public Transport

Where public transport is the only option for Quidos Cleaning Services Limited workers, this should be raised with the Site Manager, and we will consider, changing or staggering site hours to reduce congestion on public transport.

Plant and Equipment

Where practical Plant, machinery and equipment on site must not be shared and should be used only by one person.

- Where different workers, operators or drivers must share the used of Plant, machinery and other equipment consideration must be made to working in dedicated teams.
- Common touchpoints, cabs, handles and all areas that are touched must be cleaned between use.
- Operators/Drivers should wear gloves and must avoid touching their face.
- Communication between operators, drivers, banksmen, and supervisors etc should take place in line with current social distancing guidance.
- Quidos Cleaning Services Limited Workers should be allowed extra time or breaks to wash their hands and clean equipment where necessary.

Welfare

Quidos Cleaning Services Limited workers will not travel to or attend work if any of the following apply.

- The recorded temperature of above 38C (100.4F).
- They have a consistent cough. loss of taste or smell.
- They have had a positive COVID-19 test.
- Anyone within their household has any of the above symptoms or has a positive COVID-19 test.

If any of the above apply you should make you immediate manager aware at the earliest opportunity.

- All workers will wash their hands for 20 seconds with water and soap when they are entering and leaving a site or use a sanitising hand wash/Sanitising Station.
- Break, lunch etc, times will be staggered and taken when the canteen is quiet to avoid contact with other trades. Workers will maintain the current social distancing guidance from others whilst if using canteens.

- Workers are to wash their hands before and after using the welfare facilities (When handwashing facilities are not available workers will be using hand sanitiser or Sanitising Station).
- All workers will make sure they have cleared their workstations and canteen areas they have used before leaving, no rubbish will be left for others to clear.

Test and Trace

Quidos Cleaning Services Limited will comply with current Government Guidance regarding Test and Trace.

In order to help minimise the onward spread of Covid-19, Quidos Cleaning Services Limited may release your contact details and shift data to the NHS Test and Trace service where Quidos Cleaning Services Limited employees or subcontractors are identified as people who may have been in contact with the virus.

If there is more than one case of COVID-19 associated with the workplace, this information may be passed to PHE.

4.15 Personal Protective Equipment Care

PPE will be issued to individual personnel as deemed necessary through risk assessment. Each individual will be responsible for maintaining re-useable equipment by keeping it clean; inspecting it for wear or damage, ensuring it is serviceable and available at all times whilst at work. Provision for individual safe storage will be made. Individuals are required to produce worn or damaged items when requesting replacement. Disposable PPE will be issued where contamination may pose health problems. Arrangements for safe disposal will be made at site and personnel informed of procedure.

4.16 Site Access and Egress

The principal contractor is responsible for providing safe access and egress to the site or premises. Quidos Cleaning Services Limited staff will ensure safe access and egress is maintained for themselves and other contractors in the area they are working in, good standards of housekeeping will be maintained. Client systems of entry will be observed and all locking up procedures will be followed

4.17 Tools and Electrical Equipment

All tools and equipment will be visually inspected on a regular basis, defective or damaged equipment will be removed from service. Electrical tools will be 110V or battery powered where possible. Portable appliances for domestic use will hold PAT certification and power taken from power points protected by RCD unit at either the socket or distribution board.

5.1 Decontamination & Needle Sweep

1. Identify the correct product(s) for the area(s) to be cleaned.
2. Check with the World Health Organisation and Public Health England for the appropriate type of products recommended for use.
3. The product should be suitable for the type of surface to be cleaned, the equipment to be used and diluted according to the manufacturer's instructions.
4. Prepare the chosen product.
5. Preparation of the product should be according to manufacturer's instructions, always adding chemical to water. This minimises the risk of contact with undiluted chemical and excess foam being created. The correct level of water in the container is key to the dilution being accurate. When water is initially added to the container if foam is formed it indicates there are traces of a product present in the container. Therefore, the container should be thoroughly rinsed with water to ensure it is clean before adding any other product to the water.
6. It is recommended that a maximum of 2.5L of water is used in the hand bucket, this complies with the HSE recommendations for lifting. It also helps to prevent overuse of chemical as 5L soils as quickly as 2.5L, but it means you are pouring twice as much product down the drain each time you change the solution.
7. Wipe any spillage as soon as it occurs with a damp correctly colour-coded cloth.
8. Place waterproof floor protection outside of the contaminated area large enough to hold all machinery and equipment required. Tape down to prevent movement.
9. Place all required equipment and materials on the protective sheet.
10. Additional PPE as specified in the POW risk assessment MUST be worn from this point.
11. Appropriate PPE should be worn according to the role of the operative.
12. A minimum of one operative should be designated as a clean operative to observe and check the decontamination operative(s) for any signs of contamination throughout the task.

The clean operative

The clean operative(s) must not enter the contaminated area until decontamination operative(s) have completed their role.

The decontamination operative(s) will be undertaking the cleaning tasks within the contaminated area.

The decontamination operative

13. The decontamination operative(s) must check the entry point for any signs of sharp objects prior to spraying the door and frame with disinfectant. Follow the manufacturer's instructions to ensure sufficient contact time.
14. Decontamination operative(s) then sprays the entrance area and allows the correct contact time as per the manufacturer's instructions prior to entering the area. This process should be repeated throughout the area and no progress should be made until the required contact time has elapsed. Whilst progressing through the area check for any damaged objects or sharps. Give the whole area a further visual check to confirm that nothing has been missed that could be a hazard or risk.
15. Commence the task by removing any sharp objects from the area.
16. Any sharp object(s) should be removed from the area using the grippers/tweezers/litter pickers and be placed in the sharps box and placed in a safe area away from other operatives in the area.
17. The sharp object(s) should be picked up from the least dangerous angle to avoid coming into contact with the operative.
18. Safely remove any physical contamination present.
19. The absorbent agent should be applied to the contamination and given sufficient contact time as per the manufacturer's instructions to absorb the fluid.
20. Starting at the outer edge of the closest contamination the absorbent agent and debris must be scooped into the correct colour-coded waste bag. Using the bag to line an appropriately coloured bucket can aid in this process, providing a stable wide opening for disposal.
21. Paper towels should be used to collect any surplus contamination and should be placed into the correct colour-coded bag.
22. When a bag is full it should be tied and placed near the entry point but within the contaminated area to be removed at the end of the task.
23. Disinfect the surface area where the physical contamination was removed.
24. Disinfect the total area of the contamination following the manufacturer's instructions to ensure sufficient contact time.
25. The decontamination operative(s) passes the sharps container and bagged waste from the contaminated area to the clean

operative(s).

26. The sharps container should now be externally disinfected by the clean operative(s) before being placed in the waste trolley.
27. The decontamination operative(s) will place each waste bag into a secondary bag which is held by the clean operative(s) and placed in the waterproof waste trolley.
28. The clean operative(s) will tie and tag the secondary bag (double bagging) and place in the waterproof waste trolley.
29. The decontamination operative(s) must clean all horizontal and vertical surfaces in the contaminated area in the relevant manner. For example (but not limited to):
 - Washing surfaces
 - Carpet extraction
 - Damp mopping
 - Scrubber drying
 - Steam cleaning
 - Upholstery extraction
30. On completion of the clean, all materials and equipment should be disinfected and removed from the area.
31. All materials, disposable items (cloths, mops etc.) are to be bagged inside the work area and the bag passed to the clean operative(s) to be double bagged, tied and tagged and placed in the waterproof waste trolley.
32. All other items are to be disinfected before being passed to the clean operative(s) to be placed on the protective floor sheet or the waterproof waste trolley.
33. Decontamination operative(s), once satisfied that the area has been fully cleaned, will exit the area and stand on the plastic sheeting.
34. The clean operative(s) will remove the goggles and respirator/mask from the decontamination operative(s) and these are then bagged for cleaning and sanitising/decontamination.
35. The clean operative(s) will then remove the contaminated outer gloves (leaving one pair of nitrile gloves in place), over suit and over shoes from the decontamination operative(s).
36. The remaining nitrile gloves must now be disinfected and removed.
37. All disposable items are to be bagged, tied and tagged by the clean operative(s), the outer gloves should be included in this waste disposal process as they may be contaminated and placed in the waterproof waste trolley.
38. All decontamination operatives are to shower if the facilities are available. If not, a full strip wash is required as a minimum.
39. Full change of uniform for all operatives is required before commencing any other task. All used uniforms should be bagged and laundered as per company policy.
40. The clean operative(s) will now re-disinfect the previously contaminated areas focussing on touch points.
41. Check with the World Health Organisation and Public Health England for the appropriate type of products recommended for use.
42. The product should be suitable for the type of surface to be cleaned, the equipment to be used and diluted according to the manufacturer's instructions.
43. The clean operative(s) is to safely remove all items used within the operation.
44. All non-disposable items (both electrical and non-electrical) must be decontaminated and cleaned following the manufacturer's instructions.
45. The protective sheeting should be removed by folding it inwards to contain any spillages. It should then be bagged, tagged and disposed of following company policy.
46. Best practice would be that all equipment used for this task should be separated from all other equipment and marked as 'For use of bio-hazard tasks only'.
47. All bagged waste should be disposed of in accordance with company policy.
48. Ensure the correct cleaning and storage method for equipment, materials and PPE used for the operation.
49. Storage should allow for air circulation when storing equipment to aid drying.
50. Where laundry facilities are available candidates should follow the agreed company procedure.
51. Relevant parts of the equipment should be disinfected, cleaned and rinsed after use to minimise the risk of cross-contamination and chemical reaction due to them being mixed as a result of chemical residue.
52. The clean operative(s) must now remove all PPE and the items are to be bagged, tied and tagged and disposed of in accordance with company policy.

- 53. Remove warning signs, clean as required before storing safely.
- 54. Best practice is to clean warning signs after each use to reduce the potential risk of cross contamination.
- 55. Close any ventilation as applicable.
- 56. The storage area must be left in a clean, tidy and secure condition on exit.
- 57. Good sustainable practice would be to turn off the lights and air conditioning, if applicable, prior to securing the storage area.
- 58. All clean operatives are to shower if the facilities are available. If not, a full strip wash is required as a minimum.
- 59. Full change of uniform for all operatives is required before commencing any other task. All used uniforms should be bagged and laundered as per company policy.

Sign Off Sheet

I have read and understood the contents of this Method Statement.

Anything I did not understand has been explained to me to my satisfaction.

I agree to follow the Method Statement and understand that any instructions are provided for my safety and the safety of others.

<u>Print Name</u>	<u>Signed</u>	<u>Date</u>