



# AQUA

**WINDOW & PROPERTY CLEANING SERVICES**

Aqua Window And Property  
Cleaning Services Limited  
55 Longsmith Street  
Gloucester  
Gloucestershire  
GL1 2HT  
01452 234 073  
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## Health and Safety Method Statement

Method Statement Health & Safety details of Risk Assessments and Method Statement Aqua Window And Property Cleaning Services Document Owner & Implementation: Simon Doherty Managing Director Health and Safety Method Statement (Version 1) Doc No.39 v1 Contents: Company details Project Information Safety Arrangements Risk Management Information Method Statement Job Sequence Accidents Declaration Company details and Project Information Nature of Project: External Window Cleaning/ Gutter Cleaning all down pipes and gutters. Location of site: Forest Court Care Home Start date: 1st August 2020 Completion: On going basis. Time Span: Between 1-3 hours. Three operators conducting the gutter cleaning and window cleaning tasks. Company: Aqua Window And Property Cleaning Services Our Point of Contact at the site: Mr. Jinesh Shah Director Address: Head Office: Aqua Window And Property Cleaning Services 2nd Floor, Winget House, Spa Road, Gloucester, GL1 1XB. Contact Names and Details: Simon Doherty Director Health and Safety Arrangements Health and Safety Method Statement (Version 1) Doc No.39 v1 Details of Health & Safety Arrangements include: • Policy • Arrangements • Risk Assessments • Information, Instruction and Training • Emergency Arrangements • Safety Standards and Rules Project Description: Gutter Cleaning, Window Cleaning Personnel: Resources Identified: Three vans to be booked onto site. Mobile Access Equipment, Van mounted Water fed pole System Sky Vac Industrial Machines Risk Management for Work: Risk Assessments have conducted on the following activities: • Onsite activities • Working in public places • Use of tools and equipment • Manual handling • Work at Height\* (\*limited application) Activities not applicable to Spinaclean Limited: • Lifting activities as defined under LOLER Summary of activities with potential hazards and risks: • Use of work equipment • Slips trips and falls • Working with electrical equipment • Working with generators • Working on a customer's site or in public places • Manual Handling of materials and equipment • Possible working from steps/ work at height See risk assessments for further details. Controls: Controls have been identified from the risk assessments and are highlighted both in the risk assessment and in the method statement and include the following... • Communication and Training of Health and Safety • Checks and Inspections Health and Safety Method Statement (Version 1) Doc No.39 v1 • Method of working Communication and Training of Health and Safety: • All risk assessments and safe systems of work will be communicated to the team/ operative before work commences. • A copy of this document plus safety arrangements will be passed onto the client prior to work commencing. • All relevant toolbox talks will be communicated to the team/ operative prior to work commencing ensuring that the team/ operative have had instruction and awareness information provided. • Further information on the communication and training of Health and Safety can be found in the Health and Safety Arrangements. Checks and Inspections: • All work equipment will be checked before use for safe operation and to ensure that it is "fit for purpose." • Risk Assessments and safe systems of work will be checked before work commences. • Further information on workplace inspections can be found in the Health and Safety Arrangements. Method Statement details Induction and Permits to Work: • Check with the Client's site manager for any site induction or permits to work requirements before starting any work on site. Note if hot work is to be conducted a "hot work permit" will be required. • Check with the site manager that asbestos is not present at the point of work. Asbestos containing materials is not to be



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disturbed by Spinaclean Limited. This work needs to be conducted by a specialist contractor. Security: • Prior to arriving on site ensure that the Client's site manager has authorised access to site and the work area. Rules: • The team/ operative will conduct their work within the Client's Health and Safety rules and arrangements. Prior to commencing work these Health and Safety rules will be communicated to the team/ operative. Smoking: • Aqua Window And Property Cleaning Services will operate a no smoking policy on any Client's premises. Services: Services will not be interrupted due to work conducted by Aqua Window And Property Cleaning Services Unloading details: Health and Safety Method Statement (Version 1) Doc No.39 v1 • Delivery to site to be arranged with Client's to ensure minimal disruption. • Ensure adequate access and the best route to the workplace. • Unload the vehicle of equipment by hand if no mechanical aids available. • Unloading the vehicle by hand (i.e. manual handling) could be a two-person process, if in doubt get help. • Avoid a route that may bring you in to contact with Client's staff or customers, if possible, ensure that gangways are clear, before bringing materials through, to the work area. Access: • Leave all designated gangways and passageways free from obstructions. • Ensure all waste is collected and disposed of from the work area. • Keep all fire exits and firefighting equipment clear of obstructions. Tools: • Ladders/ steps to be used will be inspected before going on site. • All tools and equipment are to be inspected prior to use. • All other tools and equipment will be hired from our preferred hire company. • All tools and equipment hired from the "hire company" will be checked on delivery to ensure they are fit for purpose and have had the necessary safety inspections/ checks. \*Note most portable electric tools are battery operated. Housekeeping: • All work areas will be kept clean and tidy where possible; Aqua Window And Property Cleaning Services operate a "clean as you go policy." • All tools, equipment and waste will be removed from site after the job has been completed. • Any (non-hazardous) waste will be disposed of using the Client's facilities or where necessary by the team/ operative. Welfare facilities: • Prior to work commencing Aqua Window And Property Cleaning Services will consult with Client's local management for use of toilets and wash facilities. • Food will be provided by the team/ operatives themselves. Emergency Arrangements: • The location of First Aid arrangements will need to be provided by the Client prior to work commencing. • Fire arrangements will need to be provided by Client's prior to work commencing including the location of assembly points, location of fire exits and fire equipment; procedures to follow. • Further details on Aqua Window And Property Cleaning Services Emergency Arrangements can be provided in the relevant risk assessments and safety arrangements. • Further information on accidents can be found in the Health and Safety Arrangements. Job Safety Analysis: • A Job Safety Analysis will need to be conducted. • The following sequence of work has been produced as a guide from the company's safety arrangements, risk assessments and job safety analysis. Sequence of (onsite) work: Health and Safety Method Statement (Version 1) Doc No.39 v1 • Prior to work commencing all Personal Protective Equipment will be put on. • Location of work to be planned and cleared of obstructions. Check for any asbestos. • A safe working area will be created. • Our van/ vehicle is to be directed to the point of unloading ensuring minimal disruption and to minimise lifting/ handling activities. • The team/ operative will unload materials if necessary, getting help (i.e. two-man operation) to minimise handling hazards. • Equipment and Materials to be located where they are to be assembled/ used. • Local floor obstructions to be removed. Dependent on the work: • Review each individual risk assessment for the control measures. On completion of work: • All equipment and waste to be removed from work area. • Work area to be handed over to the Client's site management after work is finished. Use of equipment: • Caution to be exercised when using tools and equipment. • Safety glasses/ goggles to be worn to protect eyes. • Long hair to be tied back/ loose clothing not to be worn, necklaces to be removed. • Competent users only to use tools and equipment, inexperienced to be



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supervised. • When handling tools to and from the van use correct lifting techniques. • Ensure to keep fingers/ hands away from mechanical hazards. • To reduce exposure to vibration, take regular breaks, use gloves (HAVS). • To reduce exposure to noise use hearing protection. • The use of ladders/ step will be done in accordance with the work at height risk assessment; ladders located/ positioned correctly; individuals working from them for short periods. When working at height (general): • Onsite risk assessment (fill in the gaps) to be conducted. • construct safe working area. • check steps/ ladders before use. • position steps/ ladders correctly, face on, level ground. • use equipment correctly, no overreaching, no standing on top rung, no sideways force. When working alone: • Communicate intentions with others within the company (i.e. let someone know). • Mobile phones to be used to stay connected (remember to keep battery charged). • Confirm safety arrangements with client prior to visiting client's site. • Inform work colleagues of any illness that may affect work. Health and Safety Method Statement (Version 1) Doc No.39 v1 • Wear PPE where required (as per instructions). When manual handling • Where possible use mechanical aids such as a sack barrow, pump truck etc. • Use good handling techniques. • If in doubt get help. Accidents, incidents and near misses: • In the event of an accident get help and contact a Client's First Aider. • All accidents need to be reported to Client's and to Aqua Window And Property Cleaning Services. • All property damage needs to be reported to Aqua Window And Property Cleaning Services. • All near misses and hazards (i.e. potential accidents) need to be reported to Client's and to Aqua Window And Property Cleaning Services. • In the unlikely event of a spillage report immediately to Client's and get help. Further information: Further information on accidents can be found in the Health and Safety Arrangements. Declaration I certify that the details given in this booklet are correct at the time of distribution.

Date: 20/03/2024

Signed: SJDOHERTY