



Method Statement & Risk Assessment

Client: [Client Name & Address]
Work: [Work Description]
Date: [Date]
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INTRODUCTION

Scope

This document describes the method and safety considerations whilst carrying out window cleaning at the above client sites.

Objective

The objective of this method statement is to carry out the work specified in a safe, professional and efficient manner.

Responsibility

Southern Cleaning Services is responsible for the establishment, implementation and maintenance of this document. They are also responsible for ensuring that the execution of the operation is in compliance with the method statement.

METHOD STATEMENT

Access Method

All exterior windows will be cleaned using a "Reach & Wash" system in accordance with the Working at Height Directive 2005.

Ladders may be used if required, i.e. to gain access to flat roofs. These will be secured and footed.

Interior windows (if applicable) will be accessed on foot, using steps or ladders as required.

Cleaning Method

For the cleaning of windows the following methods will be used:

Exterior windows – All windows will be cleaned with pure water using a "Reach & Wash" system. Compacted soilage (e.g. putty, paint, etc) will be removed with a window cleaning scraper blade, attached to an extension pole.

Interior windows (if applicable) – Water with a light detergent shall be used. The window will be cleaned using a synthetic applicator, with the cleaning solution

being removed with a rubber squeegee. Any subsequent runs or smears will be removed with a scrim.

RISK ASSESSMENT

Assessment of Risks

The objective of this Risk Assessment is to evaluate the risk whilst undertaking window cleaning work at the above client sites.

Specific Risk Assessment

This section identifies the specific risks involved and quantifies their likelihood based on the following table:

Numeric Value	Probability	Description
5	Likely/frequent	Has occurred frequently. Event only to be expected.
4	Probable	Will occur several times.
3	Possible	Could occur sometimes.
2	Remote	Unlikely though conceivable.*
1	Improbable	So unlikely that the probability of it occurring is close to zero.*

*Southern Cleaning Services consider 1 and 2 as the level of risk for normal controlled working conditions.

Moving Equipment and Materials

Controlled Level of Risk – 1

Hazard: Risk of Manual handling injury.

Causes: Incorrect lifting techniques.

Control Measures: Utilise correct lifting procedures.

Slips, Trips and Falls

Controlled Level of Risk – 2

Hazard: Risk of slipping on wet floor or tripping on equipment.

Causes: Water from window cleaning falling to floor. Equipment (e.g. ladders) left lying around.

Control Measures: Ensure barriers and/or warning signs used. Store equipment tidily and out of the way.

Falling from Ladder

Controlled Level of Risk – 2

Causes: Untrained operatives.
Uneven or slippery floor surface.
High Winds.

Control Measures: "Reach & Wash" system to be used.
If the use of ladders is necessary: (1) Ensure operatives are fully trained in using ladders. (2) All ladders footed or a ladder stabilising device used when necessary. (3) Weather conditions accounted for when working on ladders.

Any matters concerning the provision of window cleaning work should be reported to Andy Hiscock (Southern Cleaning Services).