



Risk Assessment & Method Statement

Client: <Client Name & Address>

Description: Window Cleaning Services

Date: <Date>

Prepared By: Nick Flinders

INTRODUCTION

Scope

This document describes the method and safety considerations whilst carrying out window cleaning at ***Customer name***.

Objective

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

Responsibility

Probitas Cleaning is responsible for the establishment, implementation and maintenance of this document. We are also responsible for ensuring that the execution of the cleaning operations are in compliance with this 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.

Site Preparation

Appropriate areas will be marked with warning signs. Work may be carried out (if requested) out of normal working hours to minimise disruption.

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. On rare occasions ladder usage may be required. Soiling such as paint would be removed with a scraper blade.

Interior windows (if applicable) – Water with a light detergent shall be used. The window will be cleaned using a synthetic applicator then the cleaning solution would be removed with a rubber squeegee. A scrim will be used to detail edges where residue remains. Microfibres will be used to wipe cils and any drips that may occasionally occur.

Personal Protective Equipment

The following will be worn:

- Barrier cream/Protective Gloves/Hats
- Suitable footwear that is in good condition and has good grip and anti-slip properties.
- Protective overshoes (inside cleaning only)

RISK ASSESSMENT – TASK SPECIFIC

Assessment of Risks

The objective of this Risk Assessment is to evaluate the risk whilst undertaking the window cleaning at ****Customer name****.

Specific Risk Assessment

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

<u>Numeric Value</u>	<u>Probability</u>	<u>Description</u>
5	Likely/frequent	Has occurred frequently. Event only to be expected.
4	Probable	Not surprised. Will occur several times.
3	Possible	Could occur sometime.
2	Remote	*Unlikely though conceivable.
1	Improbable	*So unlikely that the probability of it occurring is close to zero.

Probitas Cleaning 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/hoses.
Causes: Water from window cleaning falling to floor.
Equipment (eg ladders) left lying around.
People tripping over hose.
Control Measures: Ensure barriers and/or warning signs used.
Keep equipment tidy and out of the way.

Falling from Ladder (Only used infrequently)

Controlled Level of Risk – 2

Causes: Untrained operatives.
Uneven or slippery floor surface.
Control Measures: Use water fed pole to access all 2nd storey windows and higher from the Ground, eliminating the need for ladders.
Ensure operatives are fully trained in using ladders and

step-ladders (when requiring use).
All ladders footed or a ladder stabilising device used when necessary.
Weather conditions accounted for when working on ladders.

Water Fed Poles hitting buildings, trees or overhead cables

Controlled level of Risk – 2

Causes: Untrained Operatives
High Winds (Only a risk on 3rd Storey windows and higher).

Control Measures: Ensure operatives are fully trained in use of water fed pole system.
Weather conditions accounted for when working 3rd story windows and higher.
Ensure extended water fed pole is never left upright and unattended

Further Points

The following instructions are included within this Risk Assessment:

- a. Suitable ladders can only be used to a maximum height of 10 metres from the ground.
- b. All equipment (e.g. ladders) must be supplied and maintained by Probitas Cleaning.
- c. Windows on upper floors (above the first floor level) are not applicable in this Risk Assessment, since the ****Customer Name**** only has two floors.
- d. Failure of the operatives of Probitas Cleaning to comply with the Method Statement and Risk Assessment will result in the immediate termination of our contract with ****Customer Name****.
- e. Window cradles will not be used therefore are not applicable in this Risk Assessment.
- f. Any matters concerning the provision of window cleaning should be reported to *Nick Flinders*, director of operations on 07841 596 597

Probitas Cleaning

Signature

Print Name

Customer Name

Signature

Print Name