



Window Cleaning Services
90 Chickerell Road Weymouth Dorset DT4 0BN
Tel : 01305 776188 Mob : 07990 591609
Email : rjscleanwindows@aol.com
(Prop Robin Spicer)

METHOD STATEMENT (Waterfed Pole System) for 2008 / 2009

Window Cleaning (up to 9 metres)

KEY RISKS

- * Tripping over hosepipes
- * Equipment falling to floor (danger to others)
- * Changing weather conditions
- * Manual handling (carrying equipment etc)
- * Overhead obstructions (cables etc)
- * Slips, trips and falls

SPECIAL TRAINING REQUIRED

- * Only fully trained and competent workers may undertake this activity
- * Manual handling techniques
- * General health and safety awareness
- * Clients rules for this site

GENERAL SAFETY

- * Do not work alone-work in a team of two or more
- * Check the emergency arrangements for the site (telephone point, first aid, etc)
- * Do not work in bad weather conditions (when it is very wet, extremely cold or there are winds)
- * Inspect poles, harnesses, etc on the ground before putting into use
- * Do not use any defective equipment
- * Check that ground conditions at each location are suitable
- * Raise poles carefully- look out for overhead obstructions
- * Never use a pole that is not long enough for the height of window on which you are working
- * Never leave a pole unattended
- * Make sure that your footwear is free from grease, mud etc





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At arrival on site

- * Report on site and obtain correct passes
- * Check that the weather and ground conditions are suitable for work to be carried out
- * Make sure that all members of the team are familiar with the building and any dangers that may arise when the work is being done
- * Unload the equipment that will be used - inspect equipment
- * Keep unused ladders secured on the van and unused equipment stowed away
- * Create a safe zone to work in , by placing warning signs so that they are clearly visible
- * Keep all other equipment out of the public way (e.g bucket etc)

Window cleaning with Waterfeed Pole System

- * Ensure weather conditions are not hazardous to work before commencing cleaning
- * Set up a safe zone to work in by placing warning signs so that they are clearly visible
- * Make sure the hosepipes from the van to the safety zone are out of the public way. If this is impossible ensure they are clearly visible by warning signs
- * Extend the pole to the required height for the work to be carried out
- * Never leave a pole unattended. When not in use either put back in van or lie the pole safely on the ground out of the public way
- * When using the pole to clean windows never over reach
- * Proceed in cleaning the windows, making sure you move the safety zone when you move on to the next windows

Window cleaning inside offices

- * Advise all persons in office that window cleaning will be taking place
- * Put bucket in safe place, out of public way and clearly marked with warning sign
- * Make sure that all windows are shut and locked before carrying out cleaning
- * Make sure that areas adjacent to windows that are to be cleaned are free from obstruction e.g computers, desks etc.
- * Ensure only the minimum amount of water is used, making sure no water goes on floor
- * Wipe all window sills after cleaning
- * Proceed in cleaning the windows, make sure that as you clean the windows the bucket is moved to another safe area

