

What are the hazards and how might they harm?



Back and muscle strain from manual handling



Slip injuries caused by wet floors



Inhalation injury, burns, skin irritation from cleaning chemicals



Trip or fall injuries caused by obstructions or loss of balance



Burns/scalds from contact with hot water

What PPE should the individual wear?



What other precautions should be taken?



Wear appropriate enclosed footwear with slip-resistant soles



Put up wet floor signs and/or barriers and leave in place until the floor is completely dry

Damp mopping

Safety Task Card

STCGE 03

Safe System of Work

1. Floor cleaning should be carried when the smallest number of people are likely to use the area and pedestrian traffic is minimal.
2. Erect suitably located warning signs or barriers to warn people and prevent unauthorised access when cleaning in progress. Signs should be no further than 4m apart and be clearly visible.
3. Follow the safety precautions in the Task Card for the chemical being used. This includes wearing PPE such as protective eyewear and gloves.
4. Never fill the bucket any more than half-full of water and cleaning chemical.
5. Do not fill the bucket from an urn or similar; water should be no warmer than lukewarm.
6. Use manual handling aids if transporting equipment over long distances such as bucket and wringer on castors, trolley.
7. Always work with bucket behind the line of work and work backwards to be standing on dry surface.
8. Do not leave equipment unattended.
9. Clean so that there is always a dry walkway. Advise others not to walk over the wet floor and to be aware of the wet floor and show caution.
10. Microfibre mops should be damp, not wet. Conventional mops should be wrung to prevent excessive water on the floor.
11. After damp mopping remove any visible wet patches with a dry mop to speed up drying.
12. Use wet floor warning signs until the floor surface is completely dry, then remove all barriers.
13. Do not leave equipment lying around when not in use, but clean equipment appropriately and return to the designated storage location.

Continued on reverse

If you have any concerns, stop and speak with your line manager before proceeding.

List any additional hazards or risks you have identified and control measures required to manage these.

Damp mopping continued

Safety Task Card

STCCL 22

Safe System of Work

14. Take care when removing mop head to prevent possible injury from sharps that have become caught up in the mop head. Organise correct disposal of any discarded sharps.
15. Dispose of any contaminated disposable items used to clean in correct waste stream and ensure any mops are removed and washed prior to reuse.

Additional controls when cleaning stairways

1. Access should be prevented, and an alternative route signposted. Where this is not possible, mop one side of the stairs, leaving a dry walkway and, once the stairs are dry, clean the remaining side, starting from the top.
2. Take extra care, placing your feet to ensure you are well balanced ; use handrails where appropriate.
3. Work from top to bottom and one step at a time.

Spot mopping and spillage clear up

1. Identify the type of spillage and use the cleaning medium suitable for the spillage.
2. Erect wet floor warning signs and leave these in place until the floor surface is completely dry, then remove them.
3. In areas where people are likely to walk, take extra care to make sure that the floor is left free of residue and as dry as possible.
4. Dry mopping can be used to remove excess water left after damp mopping.

If you have any concerns, stop and speak with your line manager before proceeding