



RISK ASSESSMENT/METHOD STATEMENT

ULTRA024

Method Statement

- 1           **Task**            **Mechanical Sweeping using Battery operated Sweeping Machine**
- 2           **Equipment** **Gloves, warning signs, battery powered sweeping machine, rubbish collection sacks**
- 3           **Method**

- a. Mechanical sweeping during store opening hours should only be carried out at times when the customer density is lowest. Details to be provided by the Site Manager.
- b. Switch off battery charger, then disconnect the machine from the charger.
- c. Connect the battery to the machine ensuring that hands are dry.
- d. Assemble the machine and equipment and check for safety, ensuring that the rubbish collection container is empty and the filter is clean. Ensure that the flashing amber beacon is switched on.
- e. Place warning signs at all access points to the area to be cleaned.
- f. Ensure the area to clean is free from merchandise.
- g. Sweep the area using a systematic overlapping pattern where possible.
- h. Use the machine carefully having regard to members of the public in the vicinity.
- i. Put on gloves, empty the rubbish container into the rubbish sack, clean equipment and check for safety.
- j. Disconnect the battery from the machine, check the battery liquid level and reconnect it to the charger unit.
- k. Return all equipment and warning signs to the store when the cleaning operation is complete.
- l. Remove gloves.