

## METHOD STATEMENT (LONG)

**COMPANY NAME:** The Perfect Little Company (TPLC)

**TASK:** Robot Vacuuming

**Task objective:** To clean floor areas in buildings using a Robotic Vacuum Cleaning system.

### RISKS:

- Strain or injury caused through incorrect manual handling of the Robotic Vacuum Cleaner (RVC) and associated equipment including the HiveTrolley.
- Strain or injury caused through incorrect manual handling of heavy furniture or obstructions to allow for effective cleaning.
- Trip hazard (when employees are not aware that the RVC's are in operation).
- Slip hazard (when floors are damp due to mop attachment being used).
- Potential cross contamination if cleaning teams are not using the correct PPE

### TOOLS & PPE:

- The Hive Trolley can be supplied to transport and store up to 10 RVC's (The trolley also provides storage for other cleaning equipment as required or stipulated by an Employer).
- The minimum PPE that should be used is: gloves (alternatively hands should be coated in a 24 hour sanitiser e.g. Zoonoo).
- Additionally a mask should be worn when emptying the dust box and performance general maintenance on the RVCs.
- Dust boxes should be emptied in a well ventilated area.
- RVCs should be sanitised at the end of their shift using anti-bacterial wipes, fog or spray.

**TRAINING & INSTRUCTION:**

- Virtual training is provided for all cleaning operatives who will be using the RVC's.
- On-site training can be organized and will be considered on request. This will need to be with a maximum of 6 operatives in a well ventilated large space where social distancing can be adhered to (or as deemed safe by our trainer). Trainees will be required to wear masks (as will the trainer).
- An Employee Training Guide is also provided for all cleaning operatives to read and confirm understanding.

Note: All TPLC deliveries are fully sanitised and quarantined for 72 hours prior to dispatch. Our team will make deliveries using a cover which will be removed and taken away. All team members regular sanitise their hands using revolutionary Zoonoo 24 hour hand sanitiser.

## STEPS

### PRIOR TO PROCEDURE:

- Employees must be reminded of their Employer's manual handling policy and apply it wherever manual handling is required. Employees should be advised to avoid moving any heavy furniture or equipment unless it is completely necessary.
- Before using RVC's, cleaning employees must have read, implemented and confirmed understanding of the Generic Risk Assessment and Employee Training Guide provided by TPLC.

The procedure includes:

- Preparing the areas that are to be cleaned by RVC's to make sure they are clear of all hazards and obstructions - report any issues to Supervisor / Manager.
- Distributing caution signs to highlight the use of RVC's whilst they are in operation.
- Equipping cleaning operatives with PPE (in the form of gloves and masks - as minimum) when emptying the dustbox and performing general maintenance on RVCs
- Hands should be washed for a minimum of 20 seconds with soap and water prior and after handling any of the equipment
- Ensure the dustbox is emptied carefully and in a well ventilated area
- RVCs should be wiped down after use with antibacterial wipes, fog or spray
- Ensuring RVC's have been emptied and charged since their previous cleaning shift.
- Check for any faults with equipment and report any found to Supervisor / Manager.

**DURING PROCEDURE:**

- Adhere to Employer’s company policy regarding Manual Handling techniques.
- Utilise the RVC’s in accordance with the instructions provided in the Employee Training Guide.

The procedure includes:

- Distributing the RVC’s into the areas they are required to clean in.
- Pressing the “clean” button on each RVC to start the cleaning process.
- Supervising the RVC’s whilst completing other tasks to ensure they do not get stuck or require human intervention.

**Stairs**

- Robotic vacuum cleaners cannot clean stairs as they are not designed to. They have sensors built into them to recognise a drop which ensures they will not fall down the stairs.

**POST PROCEDURE:**

- Complete the RVC post-cleaning process as per the instructions given in the Employee Training Guide.

The procedure includes:

- Collecting all RVC's and emptying them before placing them back onto the Hive Cleaning Trolley.
- Gloves and masks (as a minimum) should be worn when collecting, emptying and maintaining the RVCs
- Attaching the charging cables found on the trolley to each RVC.
- Collecting all Caution signs to store until next cleaning shift.
- Transporting the trolley to its storage location.
- Plugging the trolley in to charge all RVC's.

**PRECAUTIONS:**

- Ensure regular maintenance of RVC's (refer to the Employee Training Guide) to prevent them from becoming un-operational and ensure a high standard of cleaning every time they are used.
- Gloves and masks (as a minimum) should be worn when maintaining the RVCs

**READ BY:**

**SIGNED:**

**DATE:**

## METHOD STATEMENT (SHORT) FOR UTILISING ROBOT VACUUM CLEANERS

All cleaning employees must have read and confirmed understanding of the Robotic Vacuum Cleaning Generic Risk Assessment and Employee Training Guide provided by TPLC prior to using the Robotic Vacuum Cleaners and all associated equipment.

All cleaning employees must use the Robotic Vacuum Cleaners and associated equipment in accordance with their Employer's Manual Handling policy.

EQUIPMENT	PROCEDURE	SAFETY
<ul style="list-style-type: none"> <li>• Caution Signs</li> <li>• Hive Trolley</li> <li>• Robotic Vacuum Cleaners</li> </ul>	<ul style="list-style-type: none"> <li>• Prepare areas that are to be cleaned by RVC's to make sure they are clear of all hazards and obstructions.</li> <li>• Distribute caution signs to highlight the use of RVC's whilst they are in operation.</li> <li>• Check for any faults with equipment and report any found to Supervisor / Manager.</li> <li>• Ensure RVC's have been emptied (using gloves and mask as minimum) and charged since their previous cleaning shift.</li> <li>• Distribute the RVC's into the areas they are required to clean in.</li> <li>• Press the "clean" button on each RVC to start the cleaning process.</li> <li>• Supervise the RVC's whilst completing other tasks to ensure they do not get stuck or require human intervention.</li> <li>• Collect all RVC's and empty them in a well ventilated area wearing gloves and masks as a minimum.</li> <li>• Sanitise each RVC before placing them back onto the Hive Cleaning Trolley.</li> <li>• Attach the charging cables found on the trolley to each RVC.</li> <li>• Collect all Caution signs to store until next cleaning shift.</li> <li>• Transport the trolley to its storage location.</li> <li>• Plug the trolley in to charge all RVC's ready for the next cleaning shift.</li> </ul>	<ul style="list-style-type: none"> <li>• Report any faults or issues to Supervisor /Manager.</li> <li>• Ensure regular maintenance of RVC's (refer to the Employee Training Guide) to prevent them from becoming un-operational and ensure a high standard of cleaning every time they are used.</li> </ul>