

What are the hazards and how might they harm?



Back and muscle strain
from manual handling



Slip injuries from spillages



Inhalation injury, burns, skin irritation
from cleaning chemicals

What PPE should the individual wear?



Wear PPE as prescribed in the Task Card for the cleaning chemical you are using. This is likely to include gloves and goggles.

What other precautions should be taken?



Wear appropriate footwear
with slip-resistant soles



Put up wetfloor signs and/or
barriers to warn people and
leave in place until the floor
is completely dry

Damp mopping

Safety Task Card STCGE 03

Unit Managers – use page overleaf to list any hazards and control measures specific to your site which are not listed below

Safe System of Work

1. Floor cleaning should be carried when the smallest number of people are likely to use the area.
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. Additional cleaning signs will be required for staircases.
3. Follow the safety precautions in the COSHH 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.
8. Clean so that there is always a dry walkway. Advise others not to walk over the wet floor and be aware of the wet floor and show caution – work backwards to be standing on dry surface.
9. Microfibre mops should be damp, not wet. Conventional mops should be wrung to prevent excessive water on the floor.
10. After damp mopping remove any visible wet patches with a dry mop to speed up drying.
10. Use wet floor warning signs until the floor surface is completely dry, then remove all barriers.
11. Do not leave equipment lying around when not in use, but clean equipment appropriately and return to the designated storage location.
12. 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.

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
STCGE 03

Safe System of Work

13. Dispose of any contaminated disposable items used to clean in correct waste stream and ensure any mops are removed and washed prior to reuse.

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.

SOP (Standard Operating Procedures)