

## Safe Systems of Work

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| <b>TASK:</b> External Grounds Duties. This descriptions includes: Cleaning external signage, Clearing blocked drains, Collecting litter, Emptying cigarette bins, Removing leaves and weeds, Sweeping entrance and external area. This list is not exhaustive. The heading encompasses a variety of situations in a similar environments, however the potential hazards and controls measures are common. |  |
| <b>OF POTENTIAL HARM:</b> FM Technician   |  |
| <b>EQUIPMENT NEEDED:</b> Safety gloves, boots, hi-viz vest, ear defenders, signage (if required) and mobile phone   |  |
| <b>PLEASE NOTE:</b> As each client location and their safety policy differs, it is important to thoroughly familiarize and become competent at each before working. This provides a guide. Not all steps in the process below may be applicable.  |  |
| <b>STEP BY STEP PROCESS:</b>  |  |
| 1   | Park vehicle in designated area  |
| 2   | Report to reception / main security office / gatehouse   |
| 3   | Attend any inductions as required by client prior to any work being undertaken   |
| 4   | Assess area in which you will be working and the conditions around before commencing   |
| 5   | Ensure you have the appropriate PPE for the task being undertaken. (Hi-viz vest, safety boots, rubber gloves, safety glasses, ear defenders,   |
| 6   | Remember you are 'Lone Working' and take appropriate safety precautions  |
| 7   | Assemble equipment required (PPE discussed above). This could be for example; Long handled brush and pan, refuse sacks / bin liners, bucket, litter picker, spade, shovel, wheelbarrow, road signs, etc. |
| 8   | Display signage of 'Caution – work in progress' if required as people may pass by (Extreme caution must be applied in event of public being present in and around work area)                             |
| 10  | Schedule work for quieter hours when possible. Barrier / cone off work area if required.   |
| 11  | Visually check bin / sack liner before lifting. Be aware of any client policy on segregation of waste  |
| 12  | Pick up litter using appropriate equipment and place rubbish into designated bags  |
| 13  | Ensure all sacks / bin liners are securely tied when full  |
| 14  | Ensure bags / sacks are not too heavy to lift or risk bursting which can lead to a manual handling hazard  |
| 15  | Ensure bags / sacks have no leaks which can lead to a slip hazard  |
| 16  | Do not leave bags which can act as trip hazards in high traffic areas  |
| 17  | Replace waste bins with new bin liner / sack   |
| 18  | Dispose of leaves etc. at designated areas in a safe manner  |
| 19  | Clean equipment and check for safety when finished   |
| 20  | Return equipment to store when finished  |
| 21  | Store equipment correctly  |

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| 22 | Wash hands   |
| 23 | Ensure work area is safe when finished testing           |
| 24 | Record works in register                                 |
| 25 | Sign out at reception / main security office / gatehouse |

## POTENTIAL FORESEEN HAZARDS:

|   |   |   |   |   |   |   |   |   |
|---|---|---|---|---|---|---|---|---|
|  |  |  |  |  |  |  |  |  |
| Uneven Surface  | Adverse Ground Condition  | Trip Hazard   | Manual Handling   | Extreme Weather   | Needle Stick Injury   | Sharp Objects   | Possible Spillages  | Biological Hazard   |
|  |  |  |  |  |  |  |  |   |
| Irritation Hazard   | Bad / Stagnant Water  | Dust In Eyes  | Airborne Dust   | People Passing  | Moving Vehicles   | Other Hazards?  | Lone Working  |   |

## CONTROL MEASURES REQUIRED:

|   |   |   |   |   |   |   |   |   |
|---|---|---|---|---|---|---|---|---|
|    |    |    |    |    |    |    |    |    |
| Sign In & Out at Reception  | Induction Training Given  | Safe System of Work   | Operative To Be Trained   | Always Check Routes   | Avoid In Adverse Weather  | Avoid In Busy Periods   | Barriers To Stop Access   | Display Warning Signs   |
|  |  |  |  |  |  |  |  |  |
| Have What You Need?   | Safety Vest / Boots   | Wear Correct Gloves   | Wear Safety Glasses   | Use Mechanical Aids   | Be Aert To Other Hazards  | Dispose of Correctly  | Please wash your hands  | Carry For Safety  |

## IN THE EVENT OF AN EMERGENCY:

Comply with requirements as set out in induction. All injuries, including minor cuts will be reported to a client First Aider. Any accidents are to be recorded in the client Accident Report book and reported to the FM Health & Safety Manager.

**Should anyone be transported to a medical facility in a company or private vehicle, another person is required to be present. Should the condition of the injured person deteriorate, the driver would be unable to assist.**

## FURTHER MEASURES:

When signing in, give expected duration of work

Be mindful of potential for other hazards and take time to consider other risks, such as the weather

Note any additional hazards and control measures on this form below

Should you feel your safety or the safety of others is at risk, you are obliged to stop the task and seek guidance

Inform FM desk as soon as possible of any concern, defects or remedial actions

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| <b>FOR NOTES:</b> |
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