

## SAFE WORKING PROCEDURES

### SWP CLN 001 MOPPING FLOOR

**Risk Assessment No: CLN 001**

**MIN. STAFF: 1 – NORMAL OPERATION**

#### **WORKING PROCEDURE**

1	Take equipment to area – Dolly Mopping system for small floor / Hand Lever Mopping system for large floors.
2	Note: Extra-large areas must be cleaned using a scrubber dryer (See SWP for scrubber dryer)
3	Ensure that floor has been swept or vacuumed before continuing.
4	Use dispenser to part fill bucket with diluted product, or use cold water and pump cleaning product into bucket (refer to dilution guidance).
5	Take bucket to area using lift where available.
6	Place wet floor signs to be clearly visible for all pedestrians.
7	Lifting of furniture is restricted to light chairs only. Additional lifting to be carried out as a two-person lift.
8	Place mop head securely on to mop handle and place into solution.
9	Remove mop and wring out, leaving mop as dry as possible.
10	Mop floor edges first, placing mop into water solution and wringing out every 8 to 12 foot.
11	Once edges have been mopped, start mopping floor area. Start at furthest point from your exit and work backwards ensuring bucket is always positioned behind you.
12	Mop the floor using systematic overlapping passes so that all areas are effectively cleaned.
13	Rinse mop regularly and leave as dry as possible after each rinse and wring. Change solution in bucket as required.
14	Once completed empty bucket at designated site, clean with fresh water and leave upside down to dry.
15	Clean mop with fresh water and wring out daily.
16	Leave mop with head upward to dry out.
17	Return all items to correct storage area.
18	Only remove and wipe clean wet floor signs when floor is completely dry.

#### **AUTHORISED EQUIPMENT (Colour Coded)**

Mop handle	Mop bucket
Mop head	Wet floor signs

#### **USER CHECKS**

1	Visually check equipment for damage/leakages.
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#### **PERSONAL PROTECTIVE EQUIPMENT**

<b>TYPE</b>	<b>WHEN REQUIRED</b>
<b>Protective Clothing</b>	At all times
<b>Protective Gloves</b>	Use when filling and emptying bucket



**Dolly Mop System**



**Hand Lever Bucket**

## In the event of a spill

1. **IDENTIFY** the source of the spill.
2. **CONTAIN** as much of the oil/substance in the source as possible (turn off valves/pumps or plug holes).
3. **CONTAIN** the oil/substance close to the source by:
  - Creating a barrier (using absorbent socks or reusable tray under any drips)
  - Reducing the volume (using the absorbent pads)
4. **CONTAIN** the oil/substance in the site by protecting drains and surface water (use the drain covers/absorbent socks near drains or close sluice gates).
5. **INFORM** the EMS and Waste Manager, Katherine Middleton (07747 118452) or Energy and Utilities Manager, Richard Bettle (07766 777626).

If the spill is significant, follow the major incident plan.

6. After the spill is contained, take photos and complete an **ENVIRONMENTAL INCIDENT REPORT FORM**, available on the UEA Portal.

Send completed form to [sustainability@uea.ac.uk](mailto:sustainability@uea.ac.uk).

### CLEANING UP AFTER THE INCIDENT

Any non-reusable equipment (such as gloves, absorbent pads and socks) that have come into contact with the oil/substance must be disposed of as hazardous waste. If you have used the foldout reusable drip tray/drain covers, please clean them with absorbent pads and then dispose of the pads.

Use the waste bags and ties provided – label bags and place them in the waste chemical store in the Biomass Yard (waste yard).

7. **INFORM** the EMS and Waste Manager, Katherine Middleton, which spill containment materials need replacing and the location of the waste items

# Spill Absorbents Colour Guide

## Universal (grey/blue)

Absorbs Oils, Coolants, Solvents and water

- For everyday clean-up of leaks, drips & overspray
- Absorbs both oil and water-based substances. Best used for oil in dry weather.

## Oil-Only (white)

Absorbs Oils and oil-based liquids, not water

- For oil, diesel, gas, petroleum and fuels
- Only absorbs oil, repels water
- In most cases, Oil-only is best used outdoors to absorb just oil-based spills.

## Chemical (pink/yellow)

Absorbs acids, bases and unknown fluids

- Specially treated to soak up spills without degrading or reacting to corrosive liquids
- Absorbs chemicals including sulphuric acid, hydrochloric acid, potassium hydroxide etc

