



**METHOD STATEMENT: MS002**

**Task description: Sweep/ kexing hard flooring**

<b>Equipment</b>
Warning signs
Kex
Dust pan/ brush
<b>PPE</b>
Not required
<b>Safety</b>
Use warning signs
Do not create additional trip hazards with equipment
Use correct manual handling positioning when moving with equipment
<b>Procedure</b>
Assemble equipment
Put out safety signage
Remove/ move any obstacles i.e chairs
Place kex head onto flooring and push the kex forward maintaining continual contact with the floor. (Do not change direction). As you come to the end of the space, direct the head around to keep the dirt moving in the same "pushing " direction.
As you come to a stop. Use a dustpan and brush to remove pile of debris from flooring. Or use vacuum cleaner to remove pile of debris.
When complete, vacuum the kex head to remove dust/ debris

Return equipment to store
Remove safety signage