



Team Callver: Method Statement – General & Covid-19 Operations

The Callver Group Ltd, trading as The Callver Cleaning Co

Trusted. Professional. Always Safe

Prepared and updated for 2025-2026

This statement **MUST** be followed in line with our Risk Assessment of General Operations here... [RISK ASSESSMENT](#)
and COSHH here... [COSHH INFO](#)

◆ Our Commitment

At The Callver Group Ltd, the health, safety, and well-being of our team, clients, and the public is at the heart of everything we do. This method statement sets out our standard operating practices for general cleaning and Covid-19-related adjustments. We are a SMAS-accredited company committed to excellence, compliance, and continuous improvement.



General Cleaning Operations



Upon Arrival at Site

Before we start any cleaning work, Team Callver will:

- **Sign in** at the site office and report for any necessary briefing or induction
- Review and sign the **site-specific risk assessment**, supplied for each task
- Confirm the location of **contractor parking, welfare facilities, and emergency exits**
- Evaluate the space and agree on a **safe, efficient working plan**
- Clarify **walkway direction, evacuation routes, and client contact persons**



During Cleaning Works

Our teams are trained to operate in accordance with all relevant UK legislation and internal safety policies. During cleaning, we will:

- **Wear required PPE**, including gloves, safety footwear, hi-vis vests, hard hats, goggles, and face masks as necessary
- **Follow colour-coded cleaning** to prevent cross-contamination:
 - **Blue:** General Areas
 - **Green:** Food Prep Areas
 - **Red:** Washrooms & Welfare
 - **Yellow:** Clinical/Medical
- **Inspect and test all cleaning equipment** before use (vacuums, rotaries, carpet extractors, etc.)
- Confirm **safe access** to power and water

- Prepare and use chemicals according to our internal **COSHH assessments**
[View COSHH Info](#)
- Use the correct dilution, storage and disposal procedures
- Work carefully to prevent slips, trips, and damage to property



Teamwork & Task Allocation

- Cleaning teams will agree on task distribution before starting
- Each operative is responsible for their tools, PPE, and workspace
- Supervisors or site contacts will oversee operations, carry out spot-checks, and handle any arising concerns



Safe Conduct Expectations

All staff are expected to:

- Follow instructions from *The Callver Cleaning Co* supervisors and client management
- Maintain professional conduct, courtesy, and discretion on all premises
- Protect both staff and client property
- Keep work areas tidy and avoid disrupting client operations
- Report hazards, near-misses, or accidents immediately
- Avoid lone working unless it is risk assessed and approved
- Ensure site safety is maintained at the end of each shift



Site Safety: Equipment & Welfare

- All operatives will use **PAT-tested electrical equipment**
- Appropriate **signage (e.g. wet floor, hazard markers)** will be used at all times
- **Welfare facilities** such as toilets and break areas will be used in line with site rules
- All waste will be bagged and disposed of following client site requirements and environmental good practice



Key Policies & Links

- [Health & Safety Policy \(PDF\)](#)
- [COSHH Assessments \(PDF\)](#)
- [Risk Assessment – General Operations \(PDF\)](#)



Covid-19: Ongoing Safety Measures

While Covid-19 is no longer considered a legal workplace emergency, we continue to apply good practice measures to protect health and hygiene. Our Covid-19-specific risk assessment remains in effect and is regularly reviewed:



Precautionary Measures Include:

- **Stay at home policy** if any team member (or their household) displays symptoms of illness such as cough, fever, sore throat, or loss of smell/taste
- **Enhanced hand hygiene** – all staff use 70% alcohol hand sanitiser before and after tasks
- **Face masks and gloves** to be worn at all customer sites (FFP2/FFP3 masks used when required)
- **Social distancing** maintained where possible (2m guideline)
- **Avoidance of public transport** – walking, cycling or private transport preferred
- **Additional time allocated** to disinfect equipment before and after use
- **Immediate reporting** of unsafe conditions or Covid breaches



A Final Word from Team Callver

We're committed to doing things the right way – professionally, safely, and respectfully. This method statement is designed to protect our customers, all of Team Callver the general public. If you have any questions or would like a walkthrough of our procedures, just let us know.

Team Callver – Cleaning with Care. Working with Pride. www.callver.com

TOOLBOX TALK

The
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