Method Statement for cleaning of TOILETS

area(s) at

Client Name

Area colour code

RED

GREEN

Chemicals

<table>
<thead>
<tr>
<th>Cleaning toilets</th>
<th>Chemical 1</th>
<th>Cleanline Daily Toilet Cleaner</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cleaning surfaces / floors</td>
<td>Chemical 2</td>
<td>Cleanline Washroom Sanitiser (9)</td>
</tr>
<tr>
<td>Machine cleaning of floors</td>
<td>Chemical 3</td>
<td>Cleanline Floor Cleaner (5)</td>
</tr>
</tbody>
</table>

Personal Protection Equipment required (PPE)

Household gloves or Disposable nitrile gloves – must be worn where stated below. It is also recommended that you wear gloves where your hands are likely to be wet for some time or the area is very dirty

Safety glasses v20 / safety overglasses v10 – if there is risk of chemical splash or you are diluting chemicals*

Remember!

Check your hands for cuts and scratches – cover as necessary
Check your PPE – you need to wear gloves at all times when cleaning this area
Remember that the floor will become slippery - make sure you are wearing suitable footwear (flat heel, enclosed toe, good grip, reasonably substantial and in good condition)
Do not touch any electrical sockets with wet hands or cloths
Put in place warning sign(s) – restrict access if you can – keep others safe
Check operation of lights and fans (report any defects) and ventilate area
All spray bottles must be labelled so that everyone knows what they contain

Apply toilet cleaner

1. Remove urinal screens and any blocks
2. Flush toilets and urinals
3. Force water down in toilet bowls with brush to lower the water level
4. Apply Chemical 1 to exposed surfaces including under the rim * (PPE – glasses)
5. Brush thoroughly over exposed surfaces
   Leave for 5 minutes for chemical to work

Check for sharps

6. Check the area for needle sticks or other sharps
7. If you identify any, they must be picked up with care using the sharps tweezers and placed into the sharps box.
   Never dispose of needle sticks or other sharps in the general waste
   If you receive any kind of needle stick injury, stop work and report the injury to your supervisor immediately

Service Waste Bins and Sweep Floor

8. In the meantime, pick up any loose debris or litter
9. Remove any gum with a scraper
10. Empty waste bin(s) into a waste sack and replace bin liner.
    Be observant for sharp items or glass – if you come across sharps report to your manager
    Do not overload the waste sack and do not push down waste with your hands
11. Wipe waste bin(s) clean
12. Replace waste bin(s) in original place
    Do not remove boxes or items that are not marked as waste
Clean & Disinfect

13. Half fill bucket with water and add detergent Chemical 2 * (PPE – glasses & gloves)
   OR spray Chemical 2 onto clean colour coded cloth
   Dilute chemicals in accordance with dilution rates
   Do not spray solution directly onto surfaces
14. Rinse colour coded cloth in bucket with solution and wring to damp dry
15. Clean fixtures and fittings including towel dispensers
16. Clean all surfaces including walls, mirrors, partitioning, ledges, pipework, doors and handles
17. Clean hand basins, surrounds and taps
   Clean doors and vertical surfaces from bottom to top to avoid drip marks
18. Buff all surfaces with clean colour coded cloth or paper towel
20. Flush toilets and urinals
21. Clean exterior surfaces of urinals and toilet bowls including toilet seat and hinges using Chemical 2
   Clean the toilets and urinals using a Green Cloth
22. Wipe surfaces dry with colour coded cloth or paper towel
   Do not leave any chemical residue on the toilet seat
23. Leave all areas dry and in a dust, spot and streak free condition
24. Check and refill dispensers, soap, toilet tissue, paper towels etc

Clean floor - Hard surface (wet)

25. Put in place warning signage at entry / exit point(s)
26. Half fill bucket with water - add detergent * Chemical 2 (PPE – glasses & gloves)
27. Rinse colour coded mop in bucket with solution and wring to damp dry
28. Work from farthest corner of the area to entrance / exit, standing on dry floor
   Use as little water as necessary
29. Start at the edges and move to the centre making a figure of eight motion
30. Use abrasive pad to remove any stubborn marks
31. Move back step by step keeping your back straight and turning the mop head
32. Frequently rinse colour coded mop in solution, put in wringer/bucket and wring dry
   When wringing out the mop, stand in front of the wringer and press down firmly
33. Allow floor to air dry
34. Remove warning signage WHEN FLOOR IS DRY

Clean floor - Machine cleaning

1. Before you start, complete the pre-use checks. If you identify any faults do not use the equipment and inform your supervisor / manager
2. Place warning signs
3. Prepare cleaning solution according to the manufacturer's instructions using Chemical 3 *
   (PPE – glasses & gloves)
4. Use in accordance with the manufacturer's instructions and your training
5. Remove warning signage WHEN FLOOR IS DRY

When you finish

Check the area to ensure that all tasks have been completed
Ensure that all items have been returned to their original location
Use odour control if required
Wash your hands
Leave the area tidy and turn out the lights (if appropriate)

All equipment should be cleaned and stored safely
Risk assessment

Task: CLEANING OF TOILET AREAS

Site: Client Name

<table>
<thead>
<tr>
<th>Likelihood</th>
<th>Severity</th>
<th>Description</th>
<th>Likelihood</th>
<th>Severity</th>
<th>Risk rating (eg 1A, 2C, 3C)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Likely to occur</td>
<td>A. Death or major disability</td>
<td>Contact with body fluids and other bio-hazards</td>
<td>3</td>
<td>B</td>
<td>3B</td>
</tr>
<tr>
<td>2. Possible occurrence</td>
<td>B. Lost time injury or needing medical attention</td>
<td>Puncture / injection from sharps</td>
<td>3</td>
<td>B</td>
<td>3B</td>
</tr>
<tr>
<td>3. Extremely unlikely to occur</td>
<td>C. Minor first aid only no time off work. Damage to plant or equipment / other loss</td>
<td>Chemical splashes in eye</td>
<td>3</td>
<td>B</td>
<td>3B</td>
</tr>
<tr>
<td>3. Extremely unlikely to occur</td>
<td>Chemical fumes</td>
<td>Skin contact with concentrated chemicals</td>
<td>3</td>
<td>B</td>
<td>3B</td>
</tr>
<tr>
<td>3. Extremely unlikely to occur</td>
<td>Slips on wet floor, trips and falls</td>
<td>Chemical fumes</td>
<td>3</td>
<td>B</td>
<td>3B</td>
</tr>
<tr>
<td>3. Extremely unlikely to occur</td>
<td>Other people near working area</td>
<td>Skin contact with concentrated chemicals</td>
<td>3</td>
<td>B</td>
<td>3B</td>
</tr>
<tr>
<td>3. Extremely unlikely to occur</td>
<td>Cuts, bangs, nips or other contact injuries</td>
<td>Chemical fumes</td>
<td>3</td>
<td>C</td>
<td>3C</td>
</tr>
<tr>
<td>3. Extremely unlikely to occur</td>
<td>Manual handling of equipment or waste bags / recycling bins</td>
<td>Chemical fumes</td>
<td>3</td>
<td>B</td>
<td>3B</td>
</tr>
<tr>
<td>3. Extremely unlikely to occur</td>
<td>Electrical equipment / Electricity in vicinity of water / liquids</td>
<td>Chemical fumes</td>
<td>3</td>
<td>A</td>
<td>3A</td>
</tr>
<tr>
<td>3. Extremely unlikely to occur</td>
<td>Violence against lone worker</td>
<td>Chemical fumes</td>
<td>3</td>
<td>A</td>
<td>3A</td>
</tr>
<tr>
<td>3. Extremely unlikely to occur</td>
<td>Upper Limb Disorders / Musculoskeletal injury</td>
<td>Chemical fumes</td>
<td>3</td>
<td>B</td>
<td>3B</td>
</tr>
</tbody>
</table>

Risk evaluation

- **Intolerable risk** – Work must not be started. If already started stop immediately. Method of work to be reviewed and further controls introduced. Risk must be reduced before (re) commencement.

- **Moderate risk** – Investigate. Obtain advice to see if hazard can be further controlled.

- **Tolerable risk** – risk reduced to level that can be endured having regard for legal obligations and LCS H&S policy

<table>
<thead>
<tr>
<th>Description</th>
<th>Likelihood</th>
<th>Severity</th>
<th>Risk rating (eg 1A, 2C, 3C)</th>
</tr>
</thead>
<tbody>
<tr>
<td>PAT testing of electrical equipment</td>
<td>High</td>
<td>Manager</td>
<td></td>
</tr>
<tr>
<td>Staff induction training for use of equipment</td>
<td>High</td>
<td>Manager</td>
<td></td>
</tr>
<tr>
<td>Manual handling training included as induction</td>
<td>Med</td>
<td>Manager</td>
<td></td>
</tr>
<tr>
<td>Procedure for sensitive waste included within safety file</td>
<td>High</td>
<td>Manager</td>
<td></td>
</tr>
<tr>
<td>Formalised lone worker procedure included within safety file</td>
<td>High</td>
<td>Manager</td>
<td></td>
</tr>
<tr>
<td>Task rotation / consideration of mechanical equipment / regular breaks / training</td>
<td>High</td>
<td>Manager</td>
<td></td>
</tr>
</tbody>
</table>

Additional management control measures which are not already detailed within the Method Statement

<table>
<thead>
<tr>
<th>Control measures</th>
<th>Priority (H/M/L)</th>
<th>Whose responsibility</th>
<th>completion target date</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Completed by ___________________________ Signature ______________________ Date ____________

Review

Assessments shall be reviewed at least annually or where there has been a change which will affect its validity.

I hereby certify that this assessment and its associated method statement have been reviewed as still be accurate without the need for any amendment.

Date ______ Name ______ Job Title ______ Signature ______