

METHOD STATEMENT – CLEANING TOILETS & URINALS



STEP 1 – ASSESSMENT DETAILS

Method Statement Reference:	CCRM-017	FREQUENCY (TICK AS APPROPRIATE)								
Issue Number	13	Daily	Weekly	Monthly	Quarterly	Yearly				
Task:	Cleaning Toilets & Urinals									
Date Completed:	30 May 2025									
Employee consultation and involvement:	Jorge Garcia									
Re-Assessment Due*:	One year from above date	✓								
Method Statement Completed By:	Health & Safety Assistant									
		Emergency Telephone Number:								
		0800 052 0185								

STEP 2 – PERSONEL REQUIRED (DURING ACTIVITY)

Lone Worker	2 or More Persons	First Aider	Supervisor/Team Leader	Management
✓	✓			

STEP 3 – PROCEDURES TO BE CARRIED OUT (BEFORE STARTING WORK)

Training & Knowledge Company safety Site - induction form: F039	Awareness Method Statement CCRM-032 Bio Hazardous Waste Clean-Up Fluids	Awareness Method Statement CCRM-031 Bio Hazardous Waste Clean- Up 'Sharps'	Place Warning Signs	Perform Visual Check of Equipment	Perform a Visual Check of the Area to be Cleaned
✓	✓	✓	✓	✓	✓

STEP 4 – HAZARDS, PRODUCT AND & PPE

Slips, Trips & Falls	Falling Objects	Sharp and Needles inside bins	Manual Handling	Biohazard	Harmful/Irritant	Protective Gloves	Eye Protection	Sensible work shoes	Respirator Face Mask FFP2/FFP3or Surgical Mask
✓	✓	✓	✓	✓	✓	✓	✓	✓	

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STEP 5 – PRODUCT USAGE

Product Name	Product Usage	Product Type	Usage Dilution	Application / Equipment
Synbio Multi	All-purpose cleaner for daily use	Green Liquid	25ml to every 5 Lt of water	Bucket, cloth, mop, or sponge
San Forte	Highly acidic limescale remover for periodic use.	Red Liquid	Pour 50 ml San Forte into a 5 L bucket (1 %). Clean the surface with a sponge or a mop. Allow to rest for 5 to 10 minutes.	Bucket, cloth, mop, & abrasive pads,
Swan Forte	Toilet limescale remover based on citric acid	Red Liquid	Ready to use product	Use directly (Swan Neck)

STEP 6 – METHOD STATEMENT

METHOD	METHOD	CARE OF EQUIPMENT	METHOD
Cleaning Urinals Equipment: Caution Signs Red Cloth Toilet Cleaner Washroom Cleaner Health and Safety: Wear gloves and goggles Follow COSHH instructions on safe use of chemicals. Method: Put on gloves and eye protection Before commencing the task, ensure no obstacles, loose fittings, or fixings around the area are cleaned. If so, stop the task and inform your supervisor immediately. Ventilate the room by opening the windows or door. Apply the toilet cleaner and brush around the interior of the urinal. Spray the washroom cleaner on to the Red cloth and wipe around the exterior of the urinal and pipes. Return the chemicals and cloths to cleaning cupboard. Wash and rinse the cloth and gloves and leave to dry. Check the area and remove the Caution Signs.	Cleaning Toilets Equipment: - Caution Signs - Red cloths - Toilet Brush - Toilet Cleaner/ Sanitizer/ Lime scale remover - Washroom Cleaner Health and Safety: - Wear gloves and goggles. - Follow COSHH instructions on safe use of chemicals. - When emptying waste bins in toilets DO NOT put hand inside waste bins Method: - Put on gloves and eye protection. - Place Caution signs outside the area to be cleaned. - Ventilate the room by opening the window or door. - Flush the toilets. - Plunge the water line and add the toilet cleaner. - Spray the washroom cleaner on to the red cloth, wipe the tops, seat and exterior of toilets. - Toilet brush the interior of toilet and flush. - Wipe all handles and remove any fingerprints. - Wipe all pipe work. - Take all materials and cloths back to the cupboard. - Wash and rinse all cloths and gloves.	- Clean equipment and check for safety - Ensure toilet brush and holder are clean before returning brush to holder. - Wash buckets wipe out and store - Return e Washcloths and allow drying. - Returned equipment, materials and warning signs to store	Changing Filter Equipment Cartridge key Red Cloth Bin Bag Health and Safety Clothes Goggles Gloves Read Instruction manual METHOD Follow highlighted section in 'cleaning Urinals' first -Insert Key cartridge -Pour 4 liters of soapy water down to displace urine -Turn key left to unlock, lift and drain cartridge before placing in bag -scrub inside with long brush. -flush with 4 buckets of warm soapy water - wipe clean inside steel rim -Insert new cartridge into housing and turn key to lock -slowly fill one liter of water until no air bubbles -Add blue sealant and let drain into cartridge

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STEP 7 – RISK ASSESSMENT (likelihood X Severity = Risk)

CATEGORY	HAZARD	POTENTIAL HARM	LIKELIHOOD	Severity	Risk before Controls	Risk After Controls	COMMENTS
Cleaning of toilets with cleaning chemicals, red cloths and brush.	Electricity	Burns / Shock/	2	4	8	4	Staff instructed not to touch any light switches with wet hands.
Cleaning of toilets and urinals with cleaning chemicals, red cloths and brush.	Slips, trips & falls	Broken bones/bruises/cuts	4	3	12	6	- Operatives trained in these operations. - Awareness of environment and other people's actions. - Tool box programme in place - Staff instructed to report hazards to area managers. - Staff instructed to wear sensible shoes.
Cleaning of toilets and urinals with cleaning chemicals, red cloths and brush.	Impact on head due to loose fittings, pannel walls	Injuries on the head, neck, shoulder or back	4	4	16	8	- Dynamic risk assessment in place - Operatives are aware that they would stop if they saw any loose fittings and fixings around the area to be cleaned - Training, induction and Toolbox programme in place - Competent supervision and monitoring
Cleaning of toilets and urinals with cleaning chemicals, red cloths and brush	Exposure to hazardous substances (Cleaning Products)	Inhalation, skin contact, eye contact irritation, ingestion, vomiting, possible intoxication	4	3	12	3	- Training, induction and Toolbox programme in place - Disposable gloves and goggles provided - See COSHH assessments - Operatives aware of hygiene rules they need to follow
Cleaning of toilets and urinals with cleaning chemicals, red cloths and brush	Contact with body fluids / contact with sharps	Biohazard risk / contamination / infection	3	4	12	4	- Training, induction and Toolbox programme in place - Reporting of near misses and dangerous occurrence - Competent supervision and monitoring - Disposable gloves and goggles provided - Biohazard Fluids and sharp risk assessment and training in place
Cleaning of toilets and urinals with cleaning chemicals, red cloths and brush	Spreading the pathogens to other areas on sites	Biohazard risk / contamination / infection	4	4	16	4	- Training, induction and Toolbox programme in place - Reporting of near misses and dangerous occurrence - Competent supervision and monitoring - Disposable gloves and goggles provided - Biohazard Fluids and sharp risk assessment and training in place - Forensic cleaning technique is in place - Colour coding system for cloths&buckets in place - GBAC-trained supervisors - Personal hygiene rules are in place for operatives

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Chnaging/removing filter on urinal	Manual Handling	Cutting or bruising hands, Musculoskeletal Injury,	3	3	6	3	- PPE worn when handling the filters - Staff trained on safe method of work - Toolbox prgramme - Competent supervisors
Cleaning of toilets and urinals with cleaning chemicals, red cloths and brush	Manual Handling	Musculoskeletal injury (e.g. Back, arms, shoulders injuries)	3	3	9	3	- Staff trained in safe method of work - Training and site induction in place - ToolBox programme in place
OVERALL RISK RATING BEFORE CONTROL: 11. 37			Very Low	Low	Medium	High	COMMENTS
					✓		
OVERALL RISK RATING AFTER CONTROL: 4. 37			Very Low	Low	Medium	High	
			✓				
<u>LIKELIHOOD</u> 1. IMPROBABLE OCCURRENCE 2. REMOTED OCCURRENCE 3. REASONABLY PROBABLE OCCURRENCE 4. VERY LIKELY OCCURRENCE 5. ALMOST CERTAIN OCCURRENCE	<u>SEVERITY</u> 1. <u>SLIGHT</u> : NO INJURY or Injury requiring first Aid treatment 2. <u>MINOR</u> : INJURY requiring medical treatment with absence from 3 days to 3 weeks 3. <u>MODERATE</u> : Injury illnes resulting in temporary disibility (eg. fractures) and absence over 3 weeks 4. <u>SERIOUS</u> : Severe injury or permanent disibility (e.g loss of limb, sight) property and equipment damage 5. <u>MAJOR</u> : Immediat danger exist, capable of causing death, loss or damage on a wide scale and serious business disruption (e.g. Explosion, fire, structural damage, etc.)					<u>INTERPRETATION</u> 4 and below very Low risk = No further action, but ensure controls are maintained an review 5 to 8 Low risk = Risk Can be tolerated or for only short term. Plan introduction of meassures with a define time period 9 to 15 Medium Risk =Planned and introduce further control measures to mitigate the risk within a time scale 16 and Above = Stop activity and immediate action	