

# METHOD STATEMENT – CLEANING BASINS, BATHS AND SHOWERS



## STEP 1 – ASSESSMENT DETAILS

Method Statement Reference:	CCRM-015	FREQUENCY (TICK AS APPROPRIATE)				
Issue Number	12	Daily	Weekly	Monthly	Quarterly	Yearly
Task:	Cleaning basins, baths and showers					
Date Completed:	3 March 2026	✓				
Employee consultation and involvement:	Dina Oliveira					
Re-Assessment Due*:	One year from above date					
Method Statement Completed By:	Health & Safety Manager	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
✓	✓	✓	✓	✓

## STEP 4 – HAZARDS, PRODUCT AND PPE

Slips, Trips & Falls	Sharp and Needles inside bins	Manual Handling	Biohazard	Harmful/Irritant	Skin Corrosive	Protective Gloves	Eye Protection	Sensible work shoes
								
✓	✓	✓	✓	✓	✓	✓	✓	✓

## STEP 5 – PRODUCT USAGE

Product Name	Product Usage	Product Type	Usage Dilution	Application / Equipment
Lacto Des	Disinfectant & Lime scale remover	Colourless Liquid	N/A	Spray Bottle

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PROBIO SAN	Probiotic washroom cleaner for daily use	Clear Red Liquid	10ml to every 5 Lt or 500ml of water	Bucket, cloth, mop, & abrasive pads
San Forte	Highly acidic lime scale remover for periodic use	Clear Red Liquid	50ml into 5L of water	Bucket, cloth, mop, & abrasive pads

## STEP 6 – METHOD STATEMENT

METHOD	METHOD	CARE OF EQUIPMENT
<p><b>Hand basins &amp; Baths</b></p> <p><b>Equipment:</b></p> <ul style="list-style-type: none"> <li>● Caution Signs</li> <li>● Yellow cloths</li> <li>● Scoring Pad</li> <li>● Washroom cleaner</li> </ul> <p><b>Health and Safety:</b></p> <ul style="list-style-type: none"> <li>● Wear gloves and goggles</li> <li>● Follow COSHH instructions on safe use of chemicals.</li> <li>● <b>Wall Mounted Hand towel dispenser can detach or uncouple form the wall posing hazard</b></li> <li>● <b>Do not put hand in waste bin to remove rubbish</b></li> </ul> <p><b>Method:</b></p> <ul style="list-style-type: none"> <li>● With <b>Yellow colour</b> coded cloth and correct cleaning solution, wipe surrounding surfaces including walls tiles, ledges, pipes, underneath the basin, working from clean to dirty areas.</li> <li>● Remove any objects, e.g. soap, from the basin.</li> <li>● Remove any hair or other items from the plug, plughole and plug chain with tweezers.</li> <li>● Wipe around inside of bowl, including plug, plug chain, taps and overflow.</li> <li>● For baths surfaces clean panels including wall tiles,</li> <li>● Clean ledges, pipes, stool, handrails, bath mat, soap container or rack and outside the bath, working from clean to dirty areas.</li> <li>● With running tap water, rinse basin or bath thoroughly,</li> </ul>	<p><b>Cleaning Showers</b></p> <p><b>Equipment:</b></p> <ul style="list-style-type: none"> <li>● Caution Signs</li> <li>● Yellow cloths</li> <li>● Scoring Pad</li> <li>● Washroom Cleaner</li> </ul> <p><b>Health and Safety:</b></p> <ul style="list-style-type: none"> <li>● Wear gloves and goggles</li> <li>● Follow COSHH instructions on safe use of chemicals.</li> <li>● <b>Do not put hand in waste bin to remove rubbish</b></li> </ul> <p><b>Method:</b></p> <ul style="list-style-type: none"> <li>● With Yellow colour coded cloth wrung out in cleaning solution, clean curtain rail, then starting at highest point of shower wipe wall tiles from clean to dirty areas. Then wipe showerhead, hose, taps and soap tray.</li> <li>● Remove any hair from drain hole with tweezers.</li> <li>● If a shower tray is present, clean inside and outside with wrung out cloth.</li> <li>● Replace items removed and replenish soap, if necessary.</li> <li>● Weekly – soak shower curtain, rinse and wipe dry.</li> <li>● Clean equipment and check for safety.</li> <li>● Return equipment, materials and warning signs to store.</li> </ul>	<ol style="list-style-type: none"> <li>1. Clean equipment and check for safety</li> <li>2. Wash buckets wipe out and store</li> <li>3. Return e Washcloths and allow drying.</li> <li>4. Returned equipment, materials and warning signs to store</li> </ol>

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<ul style="list-style-type: none"> <li>● Wring out cloth and polish stainless steel or chrome.</li> <li>● Replenish soap if necessary and paper towel dispenser.</li> <li>● Remove any splashes or marks from walls and wipe door handles.</li> <li>● Clean equipment and check for safety.</li> <li>● Return equipment, materials and warning signs to store.</li> </ul>	
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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 basins & showers with cleaning chemicals, cloths and scoring pad	Electricity	Burns / Shock	2	3	6	3	Staff instructed not to touch any light switches with wet hands.
Cleaning of basins & showers with cleaning chemicals, cloths and scoring pad	Slips, trips & falls	Broken bones/bruises/cuts	3	4	12	4	<ul style="list-style-type: none"> <li>● Operatives trained in these operations.</li> <li>● Awareness of environment and other people's actions. Tool box programme in place</li> <li>● Staff instructed to report hazards to area managers.</li> <li>● Staff instructed to wear sensible shoes.</li> </ul>
Cleaning of basins & showers with cleaning chemicals, cloths and scoring pad	Impact on head due to loose fittings, panel walls	Injuries on the head, neck, shoulder or back	4	4	16	8	<ul style="list-style-type: none"> <li>● <b>Dynamic risk assessment in place</b></li> <li>● <b>Operatives are aware that they would stop if they saw any loose fittings and fixings around the area to be cleaned</b></li> <li>● Training, induction and Toolbox programme in place</li> <li>● Competent supervision and monitoring</li> </ul>
Cleaning of basins & showers with cleaning chemicals, cloths and scoring pad	Exposure to hazardous substances (Cleaning Products)	Inhalation, skin contact, eye contact irritation, ingestion, vomiting, possible intoxication	4	3	12	3	<ul style="list-style-type: none"> <li>● Training, induction and Toolbox programme in place</li> <li>● Disposable gloves, aprons and goggles provided</li> <li>● See COSHH assessments</li> </ul>
Cleaning of basins & showers with cleaning chemicals, cloths and scoring pad	Contact with body fluids / sharp objects	Biohazard risk / contamination / infection	3	4	12	4	<ul style="list-style-type: none"> <li>● Training, induction and Toolbox programme in place</li> <li>● Reporting of near miss and dangerous occurrence</li> <li>● Competent supervision and monitoring</li> <li>● Disposable gloves and aprons provided</li> <li>● Biohazard fluids and sharp risk assessment and training in place</li> </ul>

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Cleaning of basins & showers with cleaning chemicals, cloths and scoring pad- Re-Supply of consumables including hand towels	Manual Handling	Musculoskeletal injury (e.g. Back, arms, shoulders injuries) <b>face injury from wall mounted appliances incl hand towel dispensers</b>	3	3	9	2	<ul style="list-style-type: none"> <li>• Staff trained in safe method of work</li> <li>• Training and site induction in place</li> <li>• ToolBox programme in place</li> <li>• <b>Test and move wall mounted appliances, dispensers before inserting the key and opening them</b></li> </ul>
OVERALL RISK RATING BEFORE CONTROL: 11.2			Very Low	Low	Medium	High	COMMENTS
OVERALL RISK RATING AFTER CONTROL: 4.0			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 illness resulting in temporary disability (eg. fractures) and absence over 3 weeks 4. <u>SERIOUS</u> : Severe injury or permanent disability (e.g loss of limb, sight) property and equipment damage 5. <u>MAJOR</u> : Immediate 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	