

METHOD STATEMENT – CLEANING TOILETS & URINALS



STEP 1 – ASSESSMENT DETAILS

| | | | | | | |
|--|----------------------------|--|--------|---------|-----------|--------|
| Method Statement Reference: | CCRM-017 | FREQUENCY (TICK AS APPROPRIATE) | | | | |
| Issue Number | 14 | Daily | Weekly | Monthly | Quarterly | Yearly |
| Task: | Cleaning Toilets & Urinals | | | | | |
| Date Completed: | 2 March 2026 | ✓ | | | | |
| Employee consultation and involvement: | Jorge Garcia | | | | | |
| 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 | 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 |
|--------------|---|--------------|--|--------------------------------------|
| Trebio Multi | All-purpose cleaner for daily use | Green Liquid | 10 ml 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 |
|--|---|---|---|
| <p>Cleaning Urinals</p> <p>Equipment: Caution Signs Red Cloth Toilet Cleaner Washroom Cleaner</p> <p>Health and Safety: Wear gloves and goggles Follow COSHH instructions on safe use of chemicals.</p> <p>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.</p> | <p>Cleaning Toilets</p> <p>Equipment:</p> <ul style="list-style-type: none"> • Caution Signs • Red cloths • Toilet Brush • Toilet Cleaner/ Sanitizer/ Lime scale remover • Washroom Cleaner <p>Health and Safety:</p> <ul style="list-style-type: none"> ● 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 <p>Method:</p> <ul style="list-style-type: none"> • 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. | <p>CARE OF EQUIPMENT</p> <ol style="list-style-type: none"> 1. Clean equipment and check for safety 2. Ensure toilet brush and holder are clean before returning brush to holder. 3. Wash buckets wipe out and store 4. Return e Washcloths and allow drying. 5. Returned equipment, materials and warning signs to store | <p>Changing Filter</p> <p>Equipment Cartridge key Red Cloth Bin Bag</p> <p>Health and Safety Clothes Goggles Gloves Read Instruction manual</p> <p>METHOD Follow highlighted section in 'cleaning Urinals' first</p> <ul style="list-style-type: none"> -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 | <ul style="list-style-type: none"> 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 | <ul style="list-style-type: none"> 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 | <ul style="list-style-type: none"> 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 | <ul style="list-style-type: none"> 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 | <ul style="list-style-type: none"> 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 | <ul style="list-style-type: none"> PPE worn when handling the filters Staff trained on safe method of work Toolbox programme 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 | <ul style="list-style-type: none"> 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 | |
| | | | ✓ | | | | |
| LIKELIHOOD 1. IMPROBABLE OCCURRENCE 2. REMOTED OCCURRENCE 3. REASONABLY PROBABLE OCCURRENCE 4. VERY LIKELY OCCURRENCE 5. ALMOST CERTAIN OCCURRENCE | SEVERITY 1. SLIGHT: NO INJURY or Injury requiring first Aid treatment 2. MINOR: INJURY requiring medical treatment with absence from 3 days to 3 weeks 3. MODERATE: Injury illnes resulting in temporary disibility (eg. fractures) and absence over 3 weeks 4. SERIOUS: Severe injury or permanent disibility (e.g loss of limb, sight) property and equipment damage 5. MAJOR: 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.) | | | | | INTERPRETATION 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 | |