



## STEP 1 – ASSESSMENT DETAILS

Method Statement Reference:	CCRM-047	FREQUENCY (TICK AS APPROPRIATE)				
Issue Number	08	Daily	Weekly	Monthly	Quarterly	Yearly
Task:	Legionella Prevention / Shower & Washroom cleaning					
Date Completed:	2 March 2026	✓	✓			
Employee consultation and involvement:	Rui Santos					
Re-Assessment Due*:	One year from above date					
Method Statement Completed By:	Health & Safety Manager	Emergency Telephone Number: 02076246330 / 02076242313				

Those with responsibility for the control of premises (landlords / building managers) have a duty under the Health and Safety at Work etc Act (1974) and the Control of Substances Hazardous to Health Regulations (2002) to prevent or control the risk of exposure to legionella bacteria. Practical guidance on achieving compliance with legislation is set out in 'Legionnaires' disease: The control of legionella bacteria in water systems' (Fourth Edition 2013) (ACOP L8) and HSG274 Parts 1-3.

It is the duty of the responsible person (landlord/building manager to identify:

- Water stored/re-circulated as part of the system
- The correct water temperature
- Sources of nutrients such as rust, sludge, scale, or organic matter
- Are there any conditions present to encourage the bacteria to multiply?

People at risk are:

- Employees
- Visitors
- Sub-contractors
- Elderly , children , smokers , people with existing illness and weak immune system

Control measure to be taken by responsible person (landlord/building manager) or Water hygiene Specialist :

- Regular Inspections
- Regular Maintenance
- Flushing out water system and pipes
- Removing redundant pipe work
- Ensuring hot water is stored above 60 degrees
- Water testing

# METHOD STATEMENT – LEGIONELLA PREVENTION / CLEANING WASHROOM & SHOWERS













## STEP 2 – PERSONEL REQUIRED (DURING ACTIVITY)

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

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

Water systems assessments test (Reports) Legionella management Risk Assessment	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

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

## STEP 5 – PRODUCT USAGE

Product Name	Product Usage	Product Type	Usage Dilution	Mix with other products	Application / Equipment
Greenspeed Lacto Des	Hard Surface Sanitizer	Clear colourless. Liquid,lactic acide based sanitizer	Ready to Use	No	Bucket or spray bottle



## STEP 6 – METHOD STATEMENT

METHOD	METHOD	METHOD	CARE OF EQUIPMENT
<p style="text-align: center;"><u>Hand basins &amp; Baths</u></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>● Cleaning operations <b>Should Not</b> Start until a successful Water systems assessments test (Report) has been carried out. If in Doubt consult your Area or Site Manager</li> <li>● Legionella management Risk Assessment</li> <li>● Wear gloves</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> </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> </ul>	<p style="text-align: center;"><u>Cleaning Showers</u></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.</li> <li>● Follow COSHH instructions on safe use of chemicals.</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>	<p style="text-align: center;"><u>Cleaning Shower Heads in prevention of bacteria build up</u></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.</li> <li>● Follow COSHH instructions on safe use of chemicals.</li> </ul> <ul style="list-style-type: none"> <li>● Cleaning <b>Should Not</b> Start until a successful Water systems assessments test (Report) has been carried out. If in Doubt consult your Area or Site Manager</li> <li>● Always maintain 2 m Social Distancing if working in pairs</li> <li>● Legionella management Risk Assessment</li> <li>● Refer to site control measures regarding COVID-19 Response</li> <li>● Wear Face Mask FFP2/FFP3or Surgical Mask</li> </ul> <p><b>Method (Daily)</b></p> <ul style="list-style-type: none"> <li>● Wash hands and put on gloves</li> <li>● Display the warning signs</li> <li>● Prepare the cleaning solution in strict accordance with your Area or Site Manager’s instruction and training.</li> <li>● Clear all objects from the cubicle</li> <li>● Use tweezers or similar to remove hair from the drain</li> <li>● Dampen the nonabrasive pad</li> <li>● Working from the outside to the inside, begin</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>



<ul style="list-style-type: none"> <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> <li>● Wring out cloth and polish stainless steel or chrome.</li> <li>● <u>Replenish soap, paper towel dispenser and toilet paper if necessary</u>:             <ul style="list-style-type: none"> <li>➢ Examine caution when inserting the key to open dispenser</li> <li>➢ Maintain a safe distance and hold the main upper cover with one hand</li> <li>➢ Once open take towels, soap, toilet paper and insert on the hood of the holder</li> </ul> </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>		<p>cleaning.</p> <ul style="list-style-type: none"> <li>● Clean the division panels, starting at the highest point, clean the wall tiles.</li> <li>● Clean the shower head, hose, taps and soap tray</li> <li>● Clean the drain.</li> <li>● Rinse cloth regularly and change the cleaning solution when it becomes soiled</li> <li>● Using a new cloth, rinse the cleaned area and thoroughly dry it, using a well wrung cloth</li> <li>● Insufficient drying will give a dull and unpleasing appearance to the stainless steel or chrome brightwork</li> <li>● On completion, clean and dry all equipment and store safely and tidily in the storage area, segregated according to colour-coding where appropriate</li> <li>● Remove gloves and wash hands.</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
Legionnaires Disease	Contracting the disease via breathing in small droplets of water contaminated with Legionella	Sickness / pneumonia /death	2	6	12	4	<ul style="list-style-type: none"> <li>● Cleaning Operations <b>Should Not</b> Start until a successful Water systems assessments test (Report) has been carried out. If in Doubt consult your Area or Site Manager</li> <li>● Cleaning Operations <b>Should Not</b> Start until a legionella Risk Assessment has been carried out</li> <li>● Training, induction and Toolbox programme in place</li> <li>● Reporting to building manager</li> <li>● Regular cleaning with Lacto Des</li> </ul>
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.

# METHOD STATEMENT – LEGIONELLA PREVENTION / CLEANING WASHROOM & SHOWERS



Cleaning of basins & showers with cleaning chemicals, cloths and scoring pad	Slips, trips & falls	Broken bones/bruise s/cuts	4	3	12	6	<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	Exposure to hazardous substances (Cleaning Products)	Inhalation, skin contact, eye contact irritation, ingestion, vomiting, possible intoxication	4	2	8	4	<ul style="list-style-type: none"> <li>Training, induction and Toolbox programme in place</li> <li>Disposable gloves and aprons provided</li> <li>See COSHH assessments</li> </ul>
Cleaning of basins & showers with cleaning chemicals, cloths and scoring pad	Contact with body fluids	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>
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: 9.83			Very Low	Low	Medium	High	COMMENTS
					✓		
OVERALL RISK RATING AFTER CONTROL: 3.83			Very Low	Low	Medium	High	
			✓				



<p><u>LIKELIHOOD</u></p> <p>1. <b>IMPROBABLE</b> OCCURRENCE</p> <p>2. <b>REMOVED</b> OCCURRENCE</p> <p>3. <b>REASONABLY PROBABLE</b> OCCURRENCE</p> <p>4. <b>VERY LIKELY</b> OCCURRENCE</p> <p>5. <b>ALMOST CERTAIN</b> OCCURRENCE</p>	<p><u>SEVERITY</u></p> <p>1. <b>SLIGHT:</b> NO INJURY or Injury requiring first Aid treatment</p> <p>2. <b>MINOR:</b> INJURY requiring medical treatment with absence from 3 days to 3 weeks</p> <p>3. <b>MODERATE:</b> Injury illness resulting in temporary disability (eg. fractures) and absence over 3 weeks</p> <p>4. <b>SERIOUS:</b> Severe injury or permanent disability (e.g loss of limb, sight) property and equipment damage</p> <p>5. <b>MAJOR:</b> 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.)</p>	<p><u>INTERPRETATION</u></p> <p><b>4 and below very Low risk</b> = No further action, but ensure controls are maintained and review</p> <p><b>5 to 8 Low risk</b> = Risk Can be tolerated or for only short term. Plan introduction of measures with a defined time period</p> <p><b>9 to 15 Medium Risk</b> = Planned and introduce further control measures to mitigate the risk within a time scale</p> <p><b>16 and Above</b> = Stop activity and immediate action</p>
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