

Work Activity: **Cleaning Toilets, Urinals, WHB & Washroom Furniture**

Site: **Various**

Location of Work: **Various**

Risk Assessment Ref: **05**

Date: **10/05/2023**

MANDATORY PPE	As required by the relevant COSHH assessments.
TRAINING / COMPETENCY	In House training via uHub / Demonstration by supervisor / experienced team member
MATERIALS & EQUIPMENT	Warning signs, cleaning agent(s), buckets, spray bottle, cloths of appropriate colour, non-abrasive pad, toilet brush, pair of tweezers, bottle brush, supply of toilet paper, sanitary bags if appropriate, replacement waste bags of appropriate colour
SCOPE OF WORKS	Washrooms & Changing Areas
SAFE SEQUENCE OF WORK	<p>If the Washroom/Toilet area is of the opposite sex to that of the cleaner, ensure that it is vacant before entering. Display signage for Male/Female Attendant.</p> <p>Cleaning toilets, urinals, wash hand basins and washroom furniture</p> <ol style="list-style-type: none"> 1. Put on PPE 2. Assemble equipment – selecting the correct coloured equipment for the area 3. Place warning signs 4. Ventilate the area, if appropriate 5. Empty waste bins in accordance with waste procedures. <p>Toilets</p> <ol style="list-style-type: none"> 6. Flush toilets with seat lids closed. 7. Reveal water line by pushing back water in toilet bowls with toilet brush. 8. Apply toilet cleaner to inside of bowls, including under the rims and allow to soak. 9. With cleaning agent (detergent sanitiser) and colour coded cloth immersed and wrung out, wipe outside and around toilet bowls, including toilet roll holders, pipework, toilet brush holder, cisterns and handles, toilet seat lids, top and underneath hinges, working from clean to dirty. 10. Scrub inside toilet bowls with toilet brush, particularly any stains, water lines and under rims. 11. Flush toilets, rinsing brush in flushing water. 12. Wipe brush holder and replace brush in holder. 13. Dry toilet seats with cloth, then close lids. 14. Remove any splashes or marks from walls and wipe door handles. 15. Check and replenish toilet paper, if necessary. 16. Clean equipment and check for safety.

Document type	Record	Issue date	10/05/2023	©Copyright Ecoserv FM Group
Issue number	002	Document Owner	Compliance Director	Page 1 of 3

	<p>17. Return equipment, materials and warning signs to cupboard and close ventilation, if appropriate.</p> <p>Urinals</p> <p>6. Flush, then turn off automatic flushing system, if applicable.</p> <p>7. Clear waste outlets and urinal channels in accordance with waste procedures.</p> <p>8. With cleaning agent (detergent sanitiser) and colour coded cloth immersed and wrung out, wipe surrounding surfaces including cistern and pipework, starting at highest point, and working from clean to dirty parts.</p> <p>9. Apply cleaning agent to entire face of urinals and wipe clean. Use toilet brush inside urinals. Pay particular attention to water marks and drain.</p> <p>10. Rinse toilet brush, then urinals using clean hot water. Repeat until clean.</p> <p>11. Remove any splashes or marks from walls and wipe door handles.</p> <p>12. If required, replenish channel blocks.</p> <p>13. Turn on automatic flushing system, if applicable.</p> <p>14. Clean equipment and check for safety.</p> <p>15. Return equipment, materials and warning signs to cupboard and close the ventilation, if appropriate.</p> <p>Wash Hand Basins</p> <p>6. With colour coded cloth wrung out in cleaning solution, wipe surrounding surfaces including wall tiles, ledges, pipes, waste bin, and underneath the basin, working from clean to dirty areas.</p> <p>7. Remove any objects, e.g., soap from the basin.</p> <p>8. Remove any hair or other items from plug, plughole and plug chain with tweezers.</p> <p>9. Wipe around inside of bowl, including plug, plug chain, taps and overflow.</p> <p>10. With running tap water rinse basin thoroughly, swilling water into overflow. Clean overflow with bottle brush.</p> <p>11. Wring out cloth and polish stainless steel or chrome.</p> <p>12. Replace items removed, replenish soap and other consumables if necessary and paper towel dispenser, where fitted.</p> <p>13. Remove any splashes or marks from walls and wipe door handles.</p> <p>14. Clean equipment and check for safety.</p> <p>15. Return equipment, materials and warning signs to cupboard and close the ventilation, if appropriate.</p> <p>Washroom Furniture</p> <p>6. Clean mirrors and polish dry.</p> <p>7. Clean cubicles and splashbacks.</p> <p>8. Clean dispensers and bins.</p> <p>9. Return equipment and materials to store and close the ventilation, if appropriate.</p>
WORKING ENVIRONMENT	No issues
OTHER SPECIFIC CONSIDERATIONS	Use as little water as necessary.
MEMBER OF PUBLIC SAFETY	Signage put in place to all entrances/exits to area being cleaned before mopping commences and to remain in place until the floor is dry. Work done out of business hours where possible.
MANUAL HANDLING	Musculoskeletal injury due to repetitive bending, stretching, pushing, and pulling movements.

Document type	Record	Issue date	10/05/2023	©Copyright Ecoserv FM Group
Issue number	002	Document Owner	Compliance Director	Page 2 of 3

HAZARDOUS SUBSTANCES	Please refer to the relevant COSHH assessments for substances being used.
WORKING AT HEIGHT	N/A
HOT WORK	N/A
EMERGENCY PROCEDURES	Follow site safety rules along with ensuring compliance with site "workplace" H&S and welfare facilities including location of First Aid Box.
OPERATIVES HEALTH CONSIDERATIONS	N/A
WASTE MANAGEMENT	N/A
OTHER INFORMATION	N/A

ADDITIONAL POLICIES AND PROCEDURES	None
------------------------------------	------

Document type	Record	Issue date	10/05/2023	©Copyright Ecoserv FM Group
Issue number	002	Document Owner	Compliance Director	Page 3 of 3