

**RISK ASSESSMENT**

**1. SERVICING TASK**

**1. General Washroom Servicing**

2. Water Management Installation

3. Hand Dryers Installation

4. Soap Dispenser Installation

**5. Sanitary Waste Collection**

6. Bio Dome Installation

7. Bio Dome Servicing

8. Industrial floor Mats Servicing

**9. Service of Soap Dispensers, Sanitizers & Air Fresheners**

**10. Vending Machine Servicing**

11. Vending Machine Installation

12. Hazardous Waste Collection Service

**Detailed Description**

Park vehicle and sign onto site and located male and female washrooms, post warning signs ' washroom servicing in progress' **Ground based work**. Using PPM equipment provided. Empty contents from the waste disposal units into yellow waste sacks, clean units and replace waste bag and add sanitizer. Remove empty soap dispenser cartridges and replace cartridges and wipe down dispensers. Replace empty sanitizer bottles, replace and wipe down sanitizer units. Replenish vending machines & remove cash. **Stepladder work**. Remove empty aerosol canister and replace, re-set unit and wipe down. Wipe down washroom sinks and equipment and bag up all waste. Clear all servicing equipment and waste to company vehicle and take down washroom-servicing signage. Make final check of washroom area, obtain service

Review and Control Log			
Date	Signed	Comments/Action	Next Review
13/02/2019	<i>L Powell</i>	N/A	13/03/2020



**ASSESSOR NAME:** Linda powell  
**TASK / AREA ASSESSED:** Washroom Servicing  
**DATE:** 13<sup>th</sup> February 2019

**3: CONTROL MEASURES:**

Risk Ref. No	Control Measures & Assessors Comments
1	Service personnel are required to observe the client's site speed limit and park within an authorised parking space
2	Service personnel must take additional care whilst unloading servicing stock
3	Service personnel are required to wear and use all issued uniform and PPE equipment
4	Service personnel are required to sign in and out of the clients site and comply with the sites H&S regulations
5	Service personnel are aware of and adhere to Manual Handling Regulations
6	Service personnel are briefed not to carry out any additional tasks whilst working alone which may risk their own safety
7	Washroom servicing does not involve service personnel working within any confined spaces
8	Service personnel will ensure washroom housekeeping is maintained to a good standard throughout servicing and all offensive and general waste is immediately bagged and removed from site
9	Service personnel are required control the disposal of offensive waste, empty soap cartridges and aerosol tins or any packaging from stock which they have used
10	During the Company health & safety meetings service personnel are informed that a tidy workspace is a safe workspace, and will be free from trip /fall hazards
11	Service personnel are aware of and will comply with working at height regulations
12	Service personnel will need to use small 3-stepladder for the servicing of some items i.e. air freshener and sanitizers units
13	Service personnel are aware that when servicing off the 3 step ladder that they need to check above their head before mounting the stepladder
14	Inspire service personnel will ensure during washroom servicing that fire exits, corridors are kept free from trip hazards
15	The company policy is that all waste must be removed from the client's site on completion of servicing
16	The isolation of the washroom water supplies is not part of the washroom servicing activity
17	Servicing personnel must re-load all redundant stock and equipment and have the servicing sheet signed off by the client prior to signing off site



**RISK ASSESSMENT**

**5: CONTROL MEASURES**

**Area Assessed:** Washroom Servicing

**Date:** 13<sup>th</sup> February 2019

**Assessors Name:** Linda Powell

Risk Ref. No	Action Plan to Reduce Risk	Owner	Date Due	Completed Date
1	Observe the client's site speed limit and park within an authorised parking space.	Inspire		
2	Unloading servicing stock staff must take additional care and not overload the service bag or trolley provided.	Inspire		
3	Personnel are issued with PPM equipment and are required to wear their uniform and used PPM equipment provided. Depending on the servicing task to be carried out.	Inspire		
4	Personnel must observe the Manual Handling Regulations and additional care when lifting stock or servicing.	Inspire		
5	Sign in and out of the client's site and comply with the companies and clients H&S regulations.	Inspire		
6	No additional tasks to be undertaken when working alone, which could risk personal safety.	Inspire		
7	Washroom servicing would not involve staff working within any confined spaces	Inspire		
8	Company policy is to maintain housekeeping to a high standard throughout servicing. All waste is immediately bagged and removed from site and the washroom is left in a clean and tidy.	Inspire		
9	Service personnel will control offensive waste, soap cartridges, and aerosol tins by immediately bagging up within authorised chemical waste sacks.	Inspire		
10	Personnel must keep a tidy workspace throughout their servicing duties to avoid trip /fall hazards.	Inspire		
11	Personnel will comply with the working at height regulations and only use the small stepladders provided.	Inspire		
12	The only off ground activity is using authorised small 3-step ladder for the servicing of some items i.e. air fresheners and sanitizers units.	Inspire		
13	Trained personnel would be aware of overhead dangers when servicing off the 3 stepladders and to check above.	Inspire		
14	Inspire personnel will ensure the fire exits, washrooms and corridors are kept free fall/trips hazards and 'washroom servicing', signage is posted.	Inspire		
15	All waste must be properly bagged only in authorised waste sacks and removed from the client's site. The washroom left in a clean condition.	Inspire		
16	Client's water supply system is used to clean washroom items on completion of servicing.	Inspire		
17	All redundant servicing stock and equipment will be removed from site. A servicing completed signature is required before personnel sign off site.	Inspire		

