

Risk Assessments and Method Statements

S W HYGIENE LTD

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Abbreviations Used

MSD – Material Safety Data Sheet

COSHH – Control of Substances Hazardous to Health

PPE – Personal Protection Equipment

Method Statements (MS)

Discretion Bags (MS)

The Discretion Bag is a large receptacle for the use of carrying clinical waste and supplies required for servicing and also provides for a discreet service.

1. All Service Drivers must use the Discretion Bag when engaged in the handling of Clinical Wastes.
2. The Discretion Bag is a large grey or navy bag. The largest section of the bag is for carrying yellow Tiger bags which the clinical waste, soiled aprons, cloths etc. are put into. The bag must be kept zipped when carrying waste.
3. The outer pockets of the bag are to be used for cleaning supplies i.e. spray bottle containing diluted Reosan, odour and germ neutraliser, cloths, gloves and liners etc.
4. The bag may be carried over the shoulder when free from waste, but must be held by the handles, away from the body, when carrying waste.
5. Always lift the discretion bag carefully when carrying waste.
6. The discretion bag must be kept clean at all times.

Sanitary Disposal Units (MS)

1. Wearing protective gloves, remove sanitary bin lid. Avoiding inhalation, clean all surfaces including discretion flap with a fresh cloth.
2. Check contents of bin for any visible sharps, such as needles and syringes. If hazardous objects found then Inform your Site Contact that you have found needles, then Inform your Team Leader of any needles found as soon as possible but don't try to pick up the needles. Should the customer wish the needles to be removed, the customer should do so themselves using their own sharps unit or contact the office for a price for one of our units.
3. The Customer not yourself must put the needles in to the sharps units.
4. At no time should you touch any needles.
5. Double tie liner, remove and place in yellow waste bag, place yellow waste bag in discretion bag.
6. Clean all surfaces and inside of bin.
7. Fit new liner.
8. Refit lid to bin ensuring bag is neatly tucked inside and that the foot pedal operates correctly, if fitted.
9. Dispose of protective gloves in yellow waste bag.
10. Tie yellow waste bag at the neck and transfer to storage area of vehicle.
11. Service Drivers are responsible for the appearance of the sanitary disposal unit and must report any bins or lids that become damaged or discoloured.
12. Complete Service Schedule sheet and obtain customer name if possible.

Nappy Disposal Units (MS)

Nappy disposal units are designed for the safe, hygienic disposal of soiled nappies and associated wastes, and are located in the washroom area.

Nappy bins are serviced by highly trained Service Drivers.

1. Wearing protective gloves, remove outer bin lid. Avoiding inhalation, clean all surfaces including discretion flap.
2. Check contents of bin for any visible sharps, such as needles and syringes. If hazardous objects found then Inform your Site Contact that you have found needles, then Inform your Supervisors of any needles found as soon as possible but don't try to pick up the needles. Should the customer wish the needles to be removed, the customer should do so themselves using their own sharps unit or contact the office for a price for one of our units.
3. The Customer not yourself must put the needles in to the sharps units.
4. At no time should you touch any needles.
5. Check liner is only $\frac{3}{4}$'s full, double tie liner, remove and place in plain yellow waste bag, place yellow waste bag in discretion bag.
6. Clean all surfaces and inside of bin
7. Fit new liner and re-charge with odour and germ neutraliser (3 doses dispensed from bottle).
8. Refit lid ensuring liner is neatly tucked away.
9. Dispose of protective gloves in clinical waste bag.
10. Tie yellow waste bag at the neck and transfer to waste storage area of vehicle.
11. Service Drivers are responsible for the appearance of the nappy disposal units and must report any bins or lids that become damaged or discoloured.
12. Complete Service Schedule sheet and obtain customer name if possible.

Clinical Waste Units (MS)

Clinical Waste Units are designed for the safe, hygienic disposal of clinical waste and associated wastes.

Clinical Waste Units are serviced by highly trained Service Drivers.

1. Wearing protective gloves, remove outer bin lid. Avoiding inhalation, clean all surfaces including discretion flap.
2. Check contents of bin for any visible sharps, such as needles and syringes. If hazardous objects found then Inform your Site Contact that you have found needles, then Inform your Team Leader of any needles found as soon as possible but **don't** try to pick up the needles. Should the customer wish the needles to be removed, the customer should do so themselves using their own sharps unit or contact the office for a price for one of our units.
3. The Customer not yourself **must** put the needles in to the sharps units.
4. At no time should you touch any needles.
5. Check liner is only $\frac{3}{4}$'s full, double tie liner, remove and place in plain yellow waste bag, place yellow waste bag in discretion bag.
6. Clean all surfaces and inside of bin
7. Fit new liner and re-charge with odour and germ neutraliser (3 doses dispensed from bottle).
8. Refit lid ensuring liner is neatly tucked away.
9. Dispose of protective gloves in clinical waste bag.
10. Tie yellow waste bag at the neck and transfer to waste storage area of vehicle.

Wheelie Bins (MS)

Wheelie bins are usually wheeled yellow containers which are kept locked and found outside, they are used for the storage of yellow clinical waste bags.

1. Wearing protective gloves, open wheelie bin lid by unlocking with large triangular key.
2. Check contents of bin for any visible sharps, such as needles and syringes. If hazardous objects can be removed without risk to you, remove with care and place in your emergency sharps box.
3. Remove bags, ensuring all bags are tied and not more than $\frac{3}{4}$'s full.
4. Do not remove untied or split bags or bags over $\frac{3}{4}$'s full - these will need to be re-bagged.
5. Before we can collect them.
6. Where waste at the bottom of a container is difficult to reach:-
 - a. If a container is 240 or 360 Litres lie it down for easy access;
 - b. If a container is 770 Litre or above, you must use the drop down front to gain access the waste, there may be a benefit in using a long hook to retrieve the bags.
7. Count bags onto the waste storage area of your vehicle and write quantity on Service Schedule sheet
8. Dispose of gloves in a yellow clinical waste bag.

Air Freshener Units (MS)

1. Wearing PPE i.e. safety glasses and gloves turn the dispenser off; the switch is located on the right side of the dispenser near the top. Open casing of the dispenser, using the key provided (metal two prong); the lock is located on the left side of the dispenser near the top. The dispenser casing is hinged and opens downwards.
2. A yellow power light located on the front of the dispenser flashes to indicate the battery charge; this light goes off when the batteries need changing. Alkaline batteries should last for 12 months. Check the batteries and, if required, replace them. Do not place used batteries in clinical waste bag.
3. If the red light located on the front of the dispenser flashes, indicating the need to replace the refill, replace. Do not place part used refills in clinical waste bag.
4. For Pulse units (old style): Press the reset button then prime the refill bottle by depressing plunger twice, replace the original bottle in the dispenser, ensuring that the spray head is correctly aligned with 'dot' on the bottle. Check all the settings for correct frequency and level of fragrance. Standard setting = Time Set 30 days. OR - For new Airoma units.
5. Press the power button o – Display will appear in LCD screen. If factory settings are satisfactory no further action is required. For custom programming please refer to manufacturer's instruction booklet.
6. Close the dispenser and test its function using the on / off switch on the side of the unit.
7. Ensure that the dispenser is turned on and left on the 'quiet' setting.
8. Clean the external cover.
9. Complete Service Schedule sheet and obtain customer name if possible.
10. NOTE: When installing air freshener units, ensure that they are positioned so that they will not dispense onto anyone using the facilities in the designated area.

Urinal Auto Sanitisers (MS)

1. Open casing of the dispenser, using the key provided (two prong metal). In some cases, this may involve also opening a security box housing the dispenser. The dispenser casings are hinged and open downwards. Always wear appropriate PPE i.e., gloves and safety glasses.
2. A yellow power light located on the front of the dispenser flashes to indicate the battery charge, this light goes off when the batteries need changing. Batteries should last for at least 18 months on any setting. Check the batteries and if required replace them but Do not place the batteries in clinical waste bag.
3. A red power light located on the front of the dispenser flashes indicating the need to replace the refill.
4. Press the Red Reset button inside the dispenser; holding for three seconds (This resets the counter which activates the refill light). Prime the new bottle dispenser ensuring the drip tip faces the rear of the dispenser. Remove the wick from top / rear of the dispenser and replace.
5. Check programmable switches for correct frequency and level of chemical feed, this would normally be *One - Lite - Auto - Day - Quiet unless otherwise specified. (Or *Two depending on how many cisterns it feeds).
6. Test the dispenser's function by turning it on and off several times using the black button on the side of the switch panel. Ensure that the dispenser is left on the 'quiet' setting.
7. Close cover and clean using new wet wipe.
8. Complete Service Schedule sheet and obtain customer name if possible.

Urinal Auto Janitors (MS)

1. Open casing of the dispenser, using the key provided (two prong metal). In some cases, this may involve also opening a security box housing the dispenser. The dispenser casings are hinged and open downwards.
2. A yellow power light located on the front of the dispenser flashes to indicate the battery charge; this light goes off when the batteries need changing. Batteries should last for 12 months. Check the batteries and, if required, replace. Do not place in clinical waste bag for incineration.
3. A red power light located on the front of the dispenser flashes, indicating the need to replace the refill.
4. Press the Red Reset button inside the dispenser; holding for three seconds (This resets the counter which activates the refill light).
5. Prime the new bottle dispenser ensuring the drip tip faces the rear of the dispenser. Remove the wick from top / rear of the dispenser and replace.
6. Check programmable switches for correct frequency and level of chemical feed, this would normally be *One - Lite - Auto - Day - Quiet unless otherwise specified. (Or *Two depending on how many cisterns it feeds).
7. Test the dispenser's function by turning it on and off several times using the black button on the side of the switch panel. Ensure that the dispenser is left on the 'quiet' setting.
8. Close the dispenser casing(s) and clean the external cover(s).

Safe Seat Sanitisers (MS)

Safe Seat Sanitisers are designed to be positioned next to toilet paper dispenser in each cubicle. With a push on the dispenser the user can dispense alcohol-based sanitiser onto a sheet of toilet paper using this to wipe and clean around the toilet seat before using it.

1. Open casing of the dispenser, using the key provided, the lock is located on the left side of the dispenser. The dispenser casing is hinged and opens upwards.
2. Check level of fluid in pouch. Any pouch that is less than 1/3 full should be replaced.
3. To replace pouch, invert pouch and slide into square receiver, ensuring pouch is pushed firmly back.
4. Close the dispenser, which locks automatically.
5. Test its function by depressing the 'PUSH' button on the front of the dispenser until the fluid sprays out.
6. Damp wipe clean the external cover.
7. Complete Service Schedule sheet and obtain customer name if possible.

Vending Machines (MS)

1. Open casing of the dispenser, using the key provided (refer to job sheet). In some cases, this may involve also opening a security allen bolt. The vending machine is hinged on the left or cover removable from the bottom first.
2. Record takings and count stock, record all figures on paperwork provided.
3. Check all stock is in date and not due to expiry before the next service period.
4. Restock machine with appropriate stock to recommended stock levels.
5. Replace cover and test each product in the machine using coinage provided.
6. Close the vend casing(s) and clean the external cover(s).

Sharps Units / Pharmaceutical Units (MS)

A sharps is a yellow plastic unit with a yellow lid which is approved for the disposal of syringe needles or other sharp objects. A pharmaceutical unit has a blue coloured top with yellow body. There is a “fill line” indicator clearly displayed on all units.

Delivery:

Always wear gloves when handling used sharps containers. The unit is supplied in several sizes from one to eleven litre, the most common sizes supplied are 1, 7, 13 and 30ltr. The unit is supplied to you in two parts - bin and lid.

1. Before giving the unit to the customer the unit should be assembled.
2. Place the unit base on a firm surface and place the lid on top.
3. Press firmly down on all four corners of the lid and you should hear four clicks, one as each corner snaps on.
4. Leave the top flap open and give the unit to the customer.

Collection:

1. It is the responsibility of the customer to ensure that the unit is not overfilled and that the irreversible seal has been closed.
2. Do not collect units which are over filled or that have not been sealed. No attempt must be made to seal a unit yourself. Report any unsealed units to the customer and to your team leader.
3. Collect the unit, carrying it in your discretion bag to the waste storage area of your van. Record units individually on your paperwork.
4. Complete Consignment Note paperwork passing the top white page to the customer.
5. Dispose of sharps units by incineration only.

Soap Dispensers (MS)

1. Open casing of the dispenser, using the key provided, or push lock from underneath; the lock is located on the left side of the dispenser. The dispenser casing is hinged and opens upwards.
2. Check level of fluid in bottle. Refill from 5Ltr container to 1cm from the top, Care must be taken not to overfill the bottle and all spills must be cleaned up.
3. Close the dispenser, which locks automatically.
4. Test its function by depressing the 'PUSH' button on the front of the dispenser until the soap sprays out.
5. Damp wipe clean the external cover.
6. Complete Service Schedule sheet and obtain customer name if possible.

Gel-Master Air Fresheners (MS)

1. Open casing of the dispenser, using the key provided; the lock is located in the middle of the dispenser. The dispenser casing opens outwards.
2. Remove gel tray from holder and replace with new gel tray.
3. Close the dispenser and lock cover.
4. Clean the external cover.
5. Complete Service Schedule sheet and obtain customer name if possible.

HyScent Air Fresheners

1. Remove gel tray from both ends from holder and replace with new gel trays.
2. If battery light is flashing open casing of the dispenser, using the key provided; the lock is located in the middle of the dispenser. The dispenser casing opens outwards. Exchange the batteries.
3. Close the dispenser and lock cover.
4. Clean the external cover.
5. Complete Service Schedule sheet and obtain customer name if possible.

Viva Air Fresheners (MS)

1. Open casing of the dispenser, using the key provided; the lock is located in the middle of the dispenser. The dispenser casing opens outwards.
2. Remove Refill from holder and replace with new refill, the top of the refill needs to be twisted first to activate.
3. Close the dispenser and lock cover.
4. Clean the external cover.
5. Complete Service Schedule sheet and obtain customer name if possible.

Dust Control Mats (MS)

1. Roll up the dirty dust mat on the floor.
2. Check that the clean dust mat is not worn or damaged.
3. Lay the clean dust mat on the floor ensuring it is laid flat.
4. Place the dirty dust mat in the storage location in the van.
5. Complete Service Schedule sheet and obtain customer name if possible.

Roller Towels (MS)

1. Remove only the dirty towels from the customer's storage area.
2. Check that the replacement towels are clean and not worn or damaged.
3. Leave the customer with the same amount of dirty towels that have been collected.
4. Place the dirty towels in the storage location in the van.
5. Complete Service Schedule sheet and obtain customer name if possible.

Risk Assessments (RA)

Sanitary Disposal Units (RA)

Customer:

During normal use the customer is at very low risk as the soiled waste and chemical is concealed by the discretion flap within the SDU, protected by a tightly fitting lid.

Staff:

1. Ensure uniform, protective gloves and footwear are worn at all times during servicing.
2. Always bend at the knees when servicing the bins or lifting heavy weights to avoid back injuries.
3. Check contents of bin for any visible sharps, such as needles and syringes. If hazardous objects found then Inform your Site Contact that you have found needles, then Inform your Team Leader of any needles found as soon as possible but don't try to pick up the needles. Should the customer wish the needles to be removed, the customer should do so themselves using their own sharps unit or contact the office for a price for one of our units.
4. The Customer not yourself must put the needles in to the sharps units.
5. At no time should you touch any needles.
6. Contents of unit should never be transferred loose from container to container.
7. All bags are to be handled by the neck and kept away from the body.
8. Never 'squash' liner or yellow bag to expel air.
9. In the event of a Sharps injury, encourage the wound to bleed, wash the wound using running water and plenty of soap but don't scrub the wound or suck the wound, then dry the wound and cover it with a waterproof plaster or dressing. Inform your On-Site Contact and formally record the incident including details of the action taken in the customer's site accident book

then inform your Team Leader who will formally record the incident including details of the action taken. Seek medical advice and treatment immediately by going to the Accident and Emergency department of the nearest hospital.

Nappy Disposal Units (RA)

Customer:

During normal use the customer is at very low risk as the soiled waste and chemical is concealed by the discretion flap within the Nappy disposal unit, protected by a snug fitting lid.

Staff:

1. Ensure uniform, protective gloves and footwear are worn at all times during servicing.
2. Avoid inhalation of the odour and germ neutraliser. In the event of skin or eye contact wash the affected area with water and refer to the MSD sheet and COSHH risk assessment.
3. Always bend at the knees when servicing the bins or lifting heavy weights to avoid back injuries.
4. Check contents of bin for any visible sharps, such as needles and syringes. If hazardous objects found then Inform your Site Contact that you have found needles, then Inform your Team Leader of any needles found as soon as possible but don't try to pick up the needles. Should the customer wish the needles to be removed, the customer should do so themselves using their own sharps unit or contact the office for a price for one of our units. The Customer not yourself must put the needles in to the sharps units. At no time should you touch any needles.
5. Contents of Nappy disposal unit should never be transferred loose from container to container.
6. All bags are to be handled by the neck and kept away from the body.
7. Never 'squash' liner or yellow waste bag to expel air.
8. In the event of a Sharps injury, encourage the wound to bleed, wash the wound using running water and plenty of soap but don't scrub the wound or suck the wound, then dry the wound and cover it with a waterproof plaster or dressing. Inform your On-Site Contact and formally record the incident including details of the action taken in the customer's site accident book then inform your Team Leader who will formally record the incident including details of the action taken. Seek medical advice and treatment immediately by going to the Accident and Emergency department of the nearest hospital.

9. Service Drivers are responsible for the appearance of the Clinical Waste Units and must report any bins or lids that become damaged or discoloured.
10. Complete Service Schedule sheet and obtain customer name if possible.

Clinical Waste Units (RA)

Customer:

During normal use the customer is at very low risk as the clinical waste and chemical is concealed by the discretion flap within the Clinical Waste Unit, protected by a snug fitting lid.

Staff:

1. Ensure uniform, protective gloves and footwear are worn at all times during servicing.
2. Avoid inhalation of the odour and germ neutraliser. In the event of skin or eye contact wash the affected area with water and refer to the MSD sheet and COSHH risk assessment.
3. Always bend at the knees when servicing the bins or lifting heavy weights to avoid back injuries.
4. Check contents of bin for any visible sharps, such as needles and syringes. If hazardous objects found then Inform your Site Contact that you have found needles, then Inform your Team Leader of any needles found as soon as possible but don't try to pick up the needles. Should the customer wish the needles to be removed, the customer should do so themselves using their own sharps unit or contact the office for a price for one of our units. The Customer not yourself must put the needles in to the sharps units. At no time should you touch any needles.
5. Contents of Clinical Waste Unit should never be transferred loose from container to container.
6. All bags are to be handled by the neck and kept away from the body.
7. Never 'squash' liner or yellow waste bag to expel air.
8. In the event of a Sharps injury, encourage the wound to bleed, wash the wound using running water and plenty of soap but don't scrub the wound or suck the wound, then dry the wound and cover it with a waterproof plaster or dressing. Inform your On-Site Contact and formally record the incident including details of the action taken in the customer's site accident book then inform your Team Leader who will formally record the incident including details of the action taken. Seek medical advice and treatment immediately by going to the Accident and Emergency department of the nearest hospital.

Wheelie Bins (RA)

Staff:

1. Wheeled yellow containers are to be kept locked to avoid infestation and tampering by unauthorised persons.
2. Avoid carrying waste further than necessary. Park as close as possible to the container or wheel the container to the van. Before opening the lid ensure that you move the bin away from any walls so that the lid can be fully opened safely.
3. Where the container is over a 770 Litre capacity it may be beneficial to use your step ladders to attain a better height for lifting.
4. Where waste at the bottom of a container is difficult to reach:- If a container is 240 or 360 Litres lie it down for easy access; If a container is 770 Litre or above, you must use the drop down front to gain access the waste, there may be a benefit in using a long hook to retrieve the bags.
5. Bags must be no more than $\frac{3}{4}$ full and weigh no more than 9kg. All bags must be securely tied at the neck to avoid escape of waste and to ensure safe handling. Bags must be intact; no split bags must be collected. Never handle or re-bag loose waste.
6. Always wear disposable gloves when handling waste, heavier duty gloves should be worn over disposable gloves for the handling of large-scale clinical waste.
7. Check contents of bin for any visible sharps, such as needles and syringes. If hazardous objects found then Inform your Site Contact that you have found needles, then Inform your Team Leader of any needles found as soon as possible but don't try to pick up the needles. Should the customer wish the needles to be removed, the customer should do so themselves using their own sharps unit or contact the office for a price for one of our units. The Customer not yourself must put the needles in to the sharps units. At no time should you touch any needles.
8. In the event of a Sharps injury, encourage the wound to bleed, wash the wound using running water and plenty of soap but don't scrub the wound or suck the wound, then dry the wound and cover it with a waterproof plaster or dressing. Inform your On-Site Contact and formally record the incident including details of the action taken in the customer's site accident book then inform your Team Leader who will formally record the incident including details of the action taken. Seek medical advice and treatment immediately by going to the Accident and Emergency department of the nearest hospital.

Air Freshener Units (RA)

Customer:

During normal use the customer is at very low risk as no contact is required with the dispenser, which is locked. The fragrance is dispensed into the air and should therefore not be hazardous. Should skin or eye contact occur, wash the affected area with copious amounts of water and refer to the MSD sheet and COSHH risk assessment.

Staff:

1. Ensure uniform, protective gloves, safety glasses and footwear are worn at all times during servicing.
2. Risk is minimal as the fragrance is contained in sealed canisters. In the event of skin or eye contact, wash the affected area with water and refer to the MSD sheet and COSHH risk assessment.
3. Used batteries / aerosols are not to be placed in clinical waste bags.
4. Always ensure the dispenser is turned off for servicing so that there is no risk of personnel being sprayed. When testing the unit, make sure no-one is directly in front of the dispenser and at risk from the spray.
5. If ladders are required, please take the following precautions: ensure that floors are not wet and slippery, ensure that the ladders are properly locked into the open position and are stable on the floor surface. If working near doors, make sure that the sign provided is displayed so that anyone in the area is aware that service is being undertaken. Where possible leave doors open so that staff are clearly visible.

Urinal Auto Sanitisers (RA)

Customer:

During normal use the customer is at very low risk as no contact is required with the dispenser, which is locked. In the event of skin contact due to leakage, wash the affected area thoroughly with water and refer to the MSD sheet and COSHH risk assessment.

Staff:

1. Ensure uniform, protective gloves and footwear are worn at all times during servicing.
2. Risk is minimal as all chemical is contained in sealed bottles.
3. If ladders are required, please take the following precautions:
 - a) Ensure that floors are not wet and slippery.
 - b) Ensure that ladders are properly locked into the open position and are stable on the floor surface.
 - c) If working near doors, make sure that the sign provided is displayed so that anyone in the area is aware that service is being undertaken. Where possible leave doors open so that staff are clearly visible.

Urinal Auto Janitors (RA)

Customer:

During normal use the customer is at very low risk as no contact is required with the dispenser, which is locked. In the event of skin contact due to leakage, wash the affected area thoroughly with water and refer to the MSD sheet and COSHH.

Staff:

1. Ensure uniform, protective gloves and footwear are worn at all times during servicing.
2. Risk is minimal as all chemical is contained in sealed pouch. In the event of skin contact, wash the affected area with water and refer to the COSHH sheet.

Safe Seat Sanitisers (RA)

Customer:

During normal use the customer is at very low risk as no contact is required with the dispenser, which is locked. In the event of skin contact due to leakage, wash the affected area thoroughly with water and refer to the COSHH sheet provided.

Staff:

1. Ensure uniform, protective gloves and footwear are worn at all times during servicing.
2. Risk is minimal as all chemical is contained in sealed pouch.
3. In the event of skin contact, wash the affected area with water and refer to the COSHH sheet.

Vending Machines (RA)

Customer:

During normal use the customer is at very low risk as no contact is required with the vending machine internals as the vend is locked.

Staff:

1. Ensure uniform, protective gloves and footwear are worn at all times during servicing.

Sharps Units / Pharmaceutical Units (RA)

1. Always wear gloves when handling a used sharps unit.
2. Assemble the unit yourself before giving it to the customer so that you know it is correctly assembled.
3. Check that the unit is not over full and that the irreversible seal has been securely closed, before removing the unit.
4. Do not collect any sharps unit not compliant with the above.
5. Remove the unit in your discretion bag and store it in the dirty area of your van in a secure position.
6. Dispose of sharps units by incineration only.
7. Complete Consignment Note paperwork and pass top white copy to customer.
8. In the event of a Sharps injury, encourage the wound to bleed, wash the wound using running water and plenty of soap but don't scrub the wound or suck the wound, then dry the wound and cover it with a waterproof plaster or dressing. Inform your On-Site Contact and formally record the incident including details of the action taken in the customer's site accident book then inform your Team Leader who will formally record the incident including details of the action taken. Seek medical advice and treatment immediately by going to the Accident and Emergency department of the nearest hospital.

Soap Dispensers (RA)

Customer:

During normal use the customer is at very low risk as no contact is required with the dispenser, which is locked.

Staff:

1. Ensure uniform, protective gloves and footwear are worn at all times during servicing.
2. If ladders are required, please take the following precautions:
 - a) Ensure that floors are not wet and slippery.
 - b) Ensure that ladders are properly locked into the open position and are stable on the floor surface.
 - c) If working near doors, make sure that the sign provided is displayed so that anyone in the area is aware that service is being undertaken. Where possible leave doors open so that staff are clearly visible.

Gel-Master Air Fresheners (RA)

Customer:

During normal use the customer is at very low risk as no contact is required with the dispenser, which is locked. The fragrance is dispensed into the air and should therefore not be hazardous. Should skin or eye contact occur, wash the affected area with copious amounts of water and refer to the COSHH sheet provided.

Staff:

1. Ensure uniform, protective gloves and footwear are worn at all times during servicing.
2. Risk is minimal as the fragrance is contained in sealed container. In the event of skin or eye contact, wash the affected area with water and refer to the COSHH sheet.
3. Used refills are not to be placed in clinical waste bags.
4. Always ensure the dispenser is turned off for servicing so that there is no risk of personnel being electrocuted.
5. If ladders are required, please take the following precautions:
 - a) Ensure that floors are not wet and slippery.
 - b) Ensure that the ladders are properly locked into the open position and are stable on the floor surface.
 - c) If working near doors, make sure that the sign provided is displayed so that anyone in the area is aware that service is being undertaken. Where possible leave doors open so that staff are clearly visible.

HyScent Air Fresheners (RA)

Customer:

During normal use the customer is at very low risk as no contact is required with the dispenser, which is locked. The fragrance is dispensed into the air and should therefore not be hazardous. Should skin or eye contact occur, wash the affected area with copious amounts of water and refer to the COSHH sheet provided.

Staff:

1. Ensure uniform, protective gloves and footwear are worn at all times during servicing.
2. Risk is minimal as the fragrance is contained in sealed container. In the event of skin or eye contact, wash the affected area with water and refer to the COSHH sheet.
3. Used refills are not to be placed in clinical waste bags.
4. If ladders are required, please take the following precautions:
 - a. Ensure that floors are not wet and slippery.
 - b. Ensure that the ladders are properly locked into the open position and are stable on the floor surface.
 - c. If working near doors, make sure that the sign provided is displayed so that anyone in the area is aware that service is being undertaken. Where possible leave doors open so that staff are clearly visible.

Viva Air Fresheners (RA)

Customer:

During normal use the customer is at very low risk as no contact is required with the dispenser, which is locked. The fragrance is dispensed into the air and should therefore not be hazardous. Should skin or eye contact occur, wash the affected area with copious amounts of water and refer to the COSHH sheet provided.

Staff:

1. Ensure uniform, protective gloves and footwear are worn at all times during servicing.
2. Risk is minimal as the fragrance is contained in sealed container. In the event of skin or eye contact, wash the affected area with water and refer to the COSHH sheet.
3. Used refills are not to be placed in clinical waste bags.
4. If ladders are required, please take the following precautions:
 - a. Ensure that floors are not wet and slippery.
 - b. Ensure that the ladders are properly locked into the open position and are stable on the floor surface.
5. If working near doors, make sure that the sign provided is displayed so that anyone in the area is aware that service is being undertaken. Where possible leave doors open so that staff are clearly visible.

Dust Control Mats (RA)

Customer:

During normal use the customer is at low risk as the dust mats must be laid flat on the floor and have been checked for any wear or damage.

Staff:

1. Ensure uniform, protective gloves and footwear are worn at all times during servicing.
2. Ensure dust mats are not worn or damaged.
3. Carry one dust mat at a time.

Roller Towels (RA)

Customer:

During normal use the customer is at very low risk as the roller towels are stored in the customer's storage area and have been checked for any wear or damage.

Staff:

1. Ensure uniform, protective gloves and footwear are worn at all times during servicing.
2. Ensure replacement roller towels are clean and are not worn or damaged.
3. Carry one towel at a time.

Sanitising Chemical – Guidance Notes

The sanitising chemical used is – Neutrawaste

Please learn the following four points below.

1. Damp waste mixes with Powder to make Sulphur Dioxide Gas.
2. Gas sits just above level of waste stopping germs and smells leaving the unit.
3. Oxides of sulphur suffocate germs by cutting off the supply of Oxygen which they need to live.

It contains a fragrance freshening agent. Powder is put into the units - 20 grams of powder into a lady bin, 40 grams of powder into a nappy or clinical waste unit.

When damp soiled items are placed into the unit, the moisture reacts with the powder to produce sulphur dioxide gas.

Sulphur dioxide is a gas which is heavier than air; it is a self-oppressing gas. A layer of gas sits just above the level of the waste, stopping any germs or smells leaving the unit. Sulphur dioxide gas, in effect, cuts off the air supply to the germs in the units, which without air will die.

It is a stable product. Dry spillage should be swept up, gloves should be worn when handling. Direct inhalation should be avoided, and respiratory protection is not required for normal use but PPE should be worn when handling i.e. gloves and safety glasses.

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