

Safe Systems of Work

TASK: Cleaning and Disinfection of Shower Heads

OF POTENTIAL HARM: FM Technician

EQUIPMENT NEEDED: Safety glasses, gloves and boots, bleach, water, shower head, signage (if required) and mobile phone

PLEASE NOTE: As each location is different, it is important to thoroughly assess each one before working. This provides a guide. Not all steps in the process below may be applicable.

STE	ΡB	Y S	STEP	PR	OCE	ESS:	

1	Park vehicle in designated area
2	Report to reception / main security office /

2	Report to reception/ main security once/ gatehouse
2	Attend any inductions as required by client prior to any work being

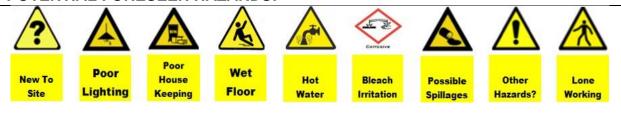
Attend any inductions as required by client prior to any work being undertaken
Assess area in which shower heads are to be cleaned and conditions around

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	before commencing

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- 5 Ensure PPE safety boots, gloves and glasses are worn
- 6 Display signage of 'Caution work in progress' if people may pass by (Extreme caution must be applied in event of public being present in and around work area)
- 7 Ensure any doors are kept in open position with door stop or wedge as working alone
- 8 Ensure area to be worked on and exit points are clear of obstruction and that safe access / egress is maintained
- 10 Assemble equipment required
- 11 Remove (unscrew) shower head
- 12 Carefully place shower head and hose in a suitable container of Milton or similar shower head cleaner and leave for around 20 minutes
- 13 Remove showerhead from bowl, wipe with a cloth
- 14 Re-secure showerhead and switch on to rinse out with water
- 15 Safely dispose of cleaning solution
- 16 Remove signage and door stop
- 17 Repeat as required
- 18 Ensure work area is safe when finished testing
- 19 Record works in register
- 20 Advise client that testing has been taken
- 21 Sign out at reception / main security office / gatehouse

POTENTIAL FORESEEN HAZARDS:





Safe Systems of Work CONTROL MEASURES REQUIRED:



Comply with requirements as set out in induction. All injuries, including minor cuts will be reported to a client First Aider. Any accidents are to be recorded in the client Accident Report book and reported to the FM Health & Safety Manager.

Should anyone be transported to a medical facility in a company or private vehicle, another person is required to be present. Should the condition of the injured person deteriorate, the driver would be unable to assist.

FURTHER MEASURES:

When signing in, give expected duration of work

Be mindful of potential for other hazards and take time to consider other risks

Note any additional hazards and control measures on this form below

Should you feel your safety or the safety of others is at risk, you are obliged to stop the task and seek guidance

Inform FM desk as soon as possible of any concern

FOR NOTES:

Reviewed : 20.06.2022