










# Safe Systems of Work

<b>TASK:</b> Cleaning and Disinfection of Shower Heads								
<b>OF POTENTIAL HARM:</b> FM Technician								
<b>EQUIPMENT NEEDED:</b> Safety glasses, gloves and boots, bleach, water, shower head, signage (if required) and mobile phone								
<b>PLEASE NOTE:</b> 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.								
<b>STEP BY STEP PROCESS:</b>								
1	Park vehicle in designated area							
2	Report to reception / main security office / gatehouse							
3	Attend any inductions as required by client prior to any work being undertaken							
4	Assess area in which shower heads are to be cleaned and conditions around before commencing							
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							
<b>POTENTIAL FORESEEN HAZARDS:</b>								
								
New To Site	Poor Lighting	Poor House Keeping	Wet Floor	Hot Water	Bleach Irritation	Possible Spillages	Other Hazards?	Lone Working

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## CONTROL MEASURES REQUIRED:

								
Sign In & Out at Reception	Induction Training Given	Operative To Be Trained	Avoid In Busy Periods	Have What You Need?	Always Check Routes	Area To Be Well Lit	Keep Area Clear	Barriers To Stop Access
								
Display Warning Signs	Wear Safety Boots	Wear Safety Gloves	Wear Safety Glasses	Be Aert To Other Hazards	Dispose of Bleach Safely	Carry For Safety		

## IN THE EVENT OF AN EMERGENCY:

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:

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