

Safe Systems of Work

TASK: Clearing blocked toilets.

OF POTENTIAL HARM: FM Technician

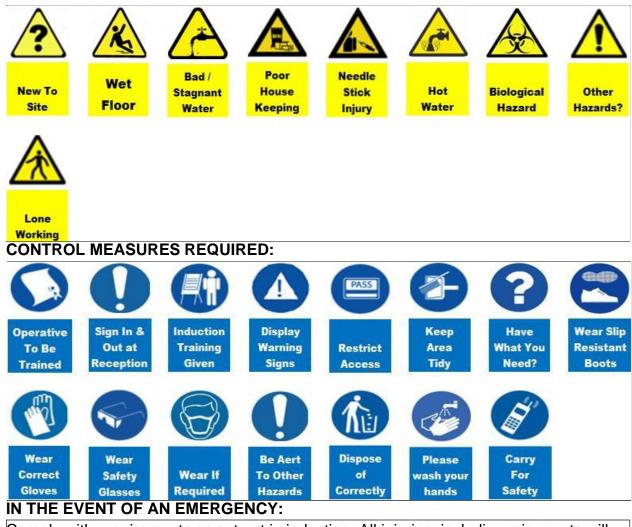
EQUIPMENT NEEDED: PPE rubber gloves (with long armlets), safety glasses, plunger, auger, black bag with no holes, paper towels, mop, mop bucket and mobile phone

PLEASE NOTE: As each client location and their safety policy differs, it is important to thoroughly familiarize and become competent at each before working. This provides a guide. Not all steps in the process below may be applicable.

STEP BY STEP PROCESS:	
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 you will be working and the conditions around before
	commencing
5	Remember you are 'Lone Working' and take appropriate safety precautions
6	Assemble equipment required as described above, including PPE
7	Display signage of 'Caution – work in progress' / 'Toilet out of order' sign if
	required as people may pass by (Extreme caution must be applied in event of
	public being present in and around work area)
8	Visually checked toilet but DO NOT FLUSH
9	Consider placing paper towels on floor to aid in cleaning any spillages
10	Consider opening windows or switching on any ventilation to reduce odour
11	Pour in a bucket of warm water from a height of approx. 3 feet above in order to
	move blockage. Should this fail, move on to step 12
12	Place a large plunger over the toilet pan outlet and slowly pump the handle up
	and down. If this fails, move on to step 13
13	Insert an auger to reach around the u-bend and turn the auger handle to release
	and remove any blockages
14	Ensure bags have no leaks which can lead to a slip hazard and sealed securely
15	Do not leave bags which can act as trip hazards in high traffic areas
16	Dispose of bag at designated area in a safe manner
17	Clean equipment and check for safety when finished
18	Return equipment to store and store correctly when finished
19	Wash hands
20	Ensure work area is safe when finished testing
21	Record works in register
22	Sign out at reception / main security office / gatehouse



Safe Systems of Work POTENTIAL FORESEEN HAZARDS:



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, such as the weather

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, defects or remedial actions

Reviewed : 20.06.2022