

SWMS Title:	Cleaning Toilets, Basins and Nappy change areas	Description of Task / Activity:	Cleaning toilets,basins and nappy change areas (children and adult areas)
Partner Site:	All Partner Sites		
SWMS prepared by: Donna Smith	Position: Regional HSE Manager CIMS	Date: 15/04/2024	SWMS reviewed by: Gavin Reiske
Authorisation:			
Authorised by: Operational Business Unit Manager or Delegate		Date:	

Hierarchy of Control	Risk Matrix																																																							
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Required PPE (Personal Protective Equipment)									
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1. Hazard / Hazardous Event	2. Current Controls
Preparation/Prestart - General	<ul style="list-style-type: none"> Using headphones and in-ear listening devices is not permitted at any time whilst on site.
Preparation/Prestart - Slips, Trips and Falls	<ul style="list-style-type: none"> Cleaning in Progress/Wet floor signs will be displayed at the entry to the toilet being cleaned. The signs will remain in place until the toilet's cleaning is complete and the floor is dry. Cleaners to wear non-slip shoes and only stand on the floor while cleaning toilets Only cleaners who have been made aware of the hazards associated with cleaning toilets, basins and nappy change areas are to carry out this task. Only damp cloths and mops to be used for cleaning. Ensure excessive water is not applied to surfaces at any time.
Preparation/Prestart - Cross-contamination	<ul style="list-style-type: none"> Ensure the correct coloured (Refer to User Guides) cloth or mop is to be used for cleaning walls, basins, mirrors, pipework, doors, partitions, soap dispensers, roll holders and hand dryers.
Preparation/Prestart - Exposure to Cleaning Chemical	<ul style="list-style-type: none"> Only cleaners who have been made aware of the hazards associated with cleaning chemicals to are to use cleaning chemicals. Before using cleaning chemicals, refer to the Safety Data Sheet (SDS) for details of the chemical, exposure hazards, safe handling and storage, and first aid. Wear Personal Protective Equipment (PPE) specified in SDS. Always wear rubber or non-latex gloves when handling cleaning chemicals and safety glasses when cleaning above shoulder height or preparing cleaning chemicals for use. Always mix cleaning chemicals using the Diversey system (Goodstart only). Always use and mix cleaning chemicals according to the instructions on the original bottle label. Don't mix cleaning chemicals together or use them for purposes other than specified. Always store cleaning chemicals in the original container with the lid tightly on. Only diluted cleaning chemicals should be stored in spray bottles clearly marked with the type of cleaner on the outside.

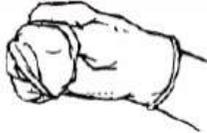
<p>Cleaning Bodily Fluids – Exposure to Biological Hazards - General Cleaning</p>	<ul style="list-style-type: none"> • Only cleaners who have been made aware of the hazards associated with cleaning up body fluids are permitted to clean them up. • Always wear non-latex gloves, safety glasses, and a mask when cleaning bodily fluids. • Inspect disposable gloves for damage prior to use. • Always dispose of non-latex gloves according to the disposable glove removal procedure (Appendix A) and wash hands thoroughly in accordance with the ‘Hand Washing Procedure’ (Appendix B) after cleaning bodily fluids.
<p>Cleaning Bodily Fluids- Exposure to Biological Hazards (vomit, faeces, urine).</p>	<ul style="list-style-type: none"> • Isolate the area using barricades. • Wear disposable gloves, a mask and eye protection such as safety goggles. • Inspect disposable gloves for damage prior to use. • Soak up the fluid with disposable paper towels or rags dipped in the disinfectant mixture. Place used towels or rags in a plastic leak-proof garbage bag. Double-bag this garbage. • Remove gloves in accordance with the ‘Disposable Glove Removal Procedure’ (Appendix A). • Wash the area thoroughly with disinfectant, followed by a liquid sanitiser. • Wash with hot water and detergent. • Wipe with disposable paper towels and dry the area. • Dispose of paper towelling and gloves in a plastic leak-proof garbage bag. Double bag this garbage. • Wash your hands in accordance with the ‘Hand Washing Procedure’ (Appendix B). • If any item of clothing becomes contaminated, rinse it in cold running water, soak it in a disinfectant solution for half an hour, and wash it separately from other clothing or linen with hot water and detergent.
<p>Cleaning Bodily Fluids- Exposure to Biological Hazards. Cleaning during an outbreak at Goodstart Early Learning centres.</p>	<ul style="list-style-type: none"> • Wear disposable gloves, a mask and eye protection such as safety goggles. • Inspect disposable gloves for damage prior to use. • Collect all necessary supplies, including Diversey Cyclone Premium Bleach chemical spray bottles and appropriate coloured Chux cloths (refer to How To Guide). • If no prefilled spray bottles are available, refer to the How To Guide for instructions on how to use the J-Fill QuattroSelect unit and manually fill spray bottles. • Remove gloves in accordance with the ‘Disposable Glove Removal Procedure’ (Appendix A). • Dispose of Chux cloths, mask and gloves in a plastic garbage bag and place in an internal bin.

	<ul style="list-style-type: none"> • Wash your hands in accordance with the 'Hand Washing Procedure' (Appendix B). • If any item of clothing becomes contaminated, rinse it in cold running water, soak it in a disinfectant solution for half an hour, and wash it separately from other clothing or linen with hot water and detergent.
<p>Completion - General</p>	<ul style="list-style-type: none"> • Check the work area and ensure all cleaning equipment has been returned to the cleaner's room once complete.
<p>3. Additional Information</p>	
<ul style="list-style-type: none"> • For Additional Information contact the HSE Team. 	
<p>4. Activity Risk Rating:</p>	<p>Low (A2)</p>

Appendix A

Disposable Glove Removal Procedure

- Remove disposable gloves as soon as possible if they become damaged.
- Do not wash or reuse disposable gloves.
- Follow the steps below to make sure your hands do not come into contact with any bodily fluids left on the gloves:

<p>With both hands gloved, grasp the outside of one glove at the top of the wrist.</p>	
<p>Peel off this glove from wrist to fingertips while turning it inside out, as you pull the glove off your hand and away from you.</p> <p>Hold the glove you just removed in your gloved hand.</p>	
<p>With the un-gloved hand peel off the second glove by inserting your fingers on the inside of the glove at the top of your wrist.</p>	
<p>Turn the glove inside out while tilting it away from you, leaving the first glove inside the second.</p>	

Appendix B

Hand Washing Procedure

- Hand washing is one of the best defences against the transfer of infectious agents.
- The use of gloves does not eliminate the need for hand washing.

