

RISK ASSESSMENT & METHOD STATEMENT

Sanitary Bin Servicing

Purpose - This RAMS provides Service Drivers with clear instructions for the safe servicing of Calabash Mint Kennedy sanitary bins. It sets out the hazards, control measures and safe method of work required to ensure sanitary bins are serviced safely, hygienically and consistently.

Scope - This RAMS applies to trained and authorised Calabash Mint Service Drivers, installation engineer and Relief Service Drivers carrying out sanitary bin servicing at customer premises.

Section 1 — Risk Assessment

No.	Hazard	Who Might Be Harmed/How	Likelihood (1–5)	Severity (1–5)	Initial Risk	Controls Required	Residual L	Residual S	Residual Risk
1	Manual handling of sanitary bins and waste	Service Drivers – strains, sprains or musculoskeletal injury	3	2	6	Use safe lifting and handling techniques. Avoid twisting while lifting or servicing bins. Do not overload waste bags.	1	2	2
2	Exposure to blood, bodily fluids or contaminated sanitary waste	Service Drivers – skin contamination, infection or exposure to biological agents	3	2	6	Wear appropriate protective gloves. Avoid direct contact with sanitary waste. Cover cuts/abrasions with waterproof dressings. Remove the liner carefully and place directly into the appropriate Tiger bag. Follow good hand-hygiene procedures after servicing.	1	1	1
3	Unexpected sharp objects within sanitary waste	Service Drivers – puncture/needlestick injury and potential exposure to blood-borne viruses	3	5	15	Never place hands into sanitary waste or compress waste bags by hand. Use needle gloves if needed. Handle liners carefully and remain alert for unexpected sharps. Do not handle loose needles or sharps directly by hand. Stop work and follow company sharps/exposure procedures if a sharp is discovered or an injury occurs	2	5	10
4	Slips, trips and falls	Service Drivers, customers and others on site – injury from slipping, tripping or falling	2	1	2	Keep the work area and access routes clear. Do not leave waste unattended in walkways. Deal with any spill or contamination promptly in accordance with company procedures. Wear suitable footwear and leave the area clean and tidy	1	1	1
5	Leakage, split liners or contaminated surfaces	Service Drivers, customers and others on site – contact with sanitary waste or bodily fluids, contamination or slip hazard	2	1	2	Check liners for leakage or damage before handling. Do not overfill bags. Seal waste	1	1	1

						securely. Clean contamination using the approved procedure/product.			
6	Use of cleaning products	Service Drivers – skin or eye irritation from cleaning products	2	1	2	Use only approved cleaning products. Avoid unnecessary spraying and contact with skin or eyes. Wear relevant PPE	1	1	1
7	Faulty, damaged sanitary bin	Service Drivers and customers – cuts, or other injury from damaged equipment	3	1	3	Visually inspect the bin during servicing. Report damaged, cracked or unresolved faulty bins through Service Manager.	2	1	2
8	Customer/public movement within washroom or servicing area	Service Drivers, customers and members of the public – collision, contact with waste or interference with servicing activity	3	1	3	Remain aware of other persons using the area. Keep equipment and waste contained and do not obstruct access routes. Follow customer-site arrangements for servicing occupied washrooms.	2	1	2

Section 2 — Risk Matrix Key

1-3 Low	4-9 Medium-Low	10-15 Medium-High	16-25 High
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Risk score = Likelihood (1-5) × Severity (1-5). Where additional controls are introduced, the risk must be reassessed to determine the residual risk.

Section 3 — Method Statement

A. Servicing Sanitary Bins

Step	Sanitary Bin Servicing
1. Identify the Bin	- Confirm the correct sanitary bin. - Available in Standard and Mini sizes. - Colours include White, Grey, Black, Black & Silver, Black & Chrome and Stainless steel
2. Open the Bin	- Lift the lid from the back towards the front, similar to a crocodile opening its mouth - Open carefully and avoid unnecessary contact with the contents.

3. Remove the Waste	• Wear the required protective gloves. • Carefully remove the white sanitary liner without placing hands into or compressing the waste. • Place the liner directly into a Tiger (yellow and black striped) bag. • Seal the Tiger bag securely before transporting. • If a loose sharp/needle or unexpected hazardous item is identified, do not handle it directly by hand and follow company procedures.
4. Clean the Bin	• Using the approved surface cleaner, wipe inside and outside of the bin. • Clean the inside of the lid, paying particular attention to blood, bodily-fluid contamination, marks or residue. • Leave the bin clean and dry.
5. Fit a New Liner	• Insert a new white sanitary liner into the bin. • Fold the liner neatly inside the unit. • Ensure the liner cannot be seen around the edges when the lid is closed
6. Check Pedal Mechanism	• Test the foot pedal to ensure the bin opens and closes correctly. • If it does not operate, inspect the mechanism at the rear of the bin. • Where the linkage has simply become detached, reconnect it only where this can be done safely and within training. • Report unresolved defects through Service Manager.
7. Reposition the Bin	• Close the bin securely. • Return it to its correct position. • Ensure the opening faces towards the toilet and not towards the cubicle wall.
8. Final Quality & Safety Check	• Confirm the bin is clean inside and out. • Confirm the new liner is fitted correctly and cannot be seen around the edges. • Check the pedal operates correctly. • Confirm the bin is positioned correctly. • Remove all waste and equipment from the area. • Report damaged, cracked, discoloured or faulty bins through Service Manager.

Important: Service Drivers must not place their hands into sanitary waste or manually compress waste. Any needlestick/sharps injury or exposure to blood/body fluids must be dealt with immediately in accordance with the company's incident/exposure procedure

Section 4 — PPE

Personal Protective Equipment (PPE) Required: <i>(Tick as relevant)</i>											
Foot Protection	Hearing Protection	High Visibility	Head Protection	Eye Protection	Face Protection	Hand Protection	Protective Clothing	Breathing Protection	Sun Protection	Safety Harness	Any personal accessories must not be worn. Long and loose hair must be tied back.
											
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Section 5 – Equipment

Servicing

- ✓ New white sanitary liners
- ✓ Tiger (yellow and black striped) waste bags
- ✓ Approved surface cleaner
- ✓ Cleaning cloth/Roll
- ✓ Appropriate protective gloves
- ✓ Service Manager device/access

Section 6 – Sign Off

Reviewed and Approved By	Document Control
Name: Mabel Urrego	Assessment Date: September 2026
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