

RISK ASSESSMENT & METHOD STATEMENT

Urinal Screens

Purpose - This RAMS provides Service Drivers with clear instructions for the safe servicing and replacement of Calabash Mint urinal screens products. It sets out the hazards, control measures and safe method of work required to ensure urinal screens are replaced safely, hygienically and consistently.

Scope - This RAMS applies to trained and authorised Calabash Mint Service Drivers, installation engineer and Relief Service Drivers carrying out routine replacement of urinal screens at customer premises. The correct product and servicing frequency must be used in accordance with the customer service schedule and Calabash Mint requirements.

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	Contact With Urine, Contaminated Surfaces or Used Urinal Screens	Service Drivers – skin/eye contamination or exposure to biological material	5	2	10	Avoid direct contact with urine and contaminated surfaces. Wear appropriate protective gloves. Handle used screens carefully and place directly into the appropriate waste bag. Cover cuts/abrasions with waterproof dressings and wash hands following servicing.	1	1	1
2	Contact With Fragranced Urinal Screen	Service Drivers – skin irritation, allergic reaction or eye irritation	2	1	2	Avoid unnecessary skin and eye contact. Wear PPE. Do not deliberately squeeze, cut or damage the screen.	1	1	1
3	Wet Floors/Urinal Area	Service Drivers, customers and others on site – slips, trips or falls	2	1	2	Check floor condition before starting. Keep servicing equipment and waste contained. Where the floor remains wet, advise responsible on site.	1	1	1
4	Unexpected Sharps or Hazardous Debris in Urinal	Service Drivers – cuts, puncture/needlestick injury and possible exposure to blood-borne viruses	2	3	6	Visually inspect before placing hands into or near the urinal. Do not pick up loose sharps directly by hand. Stop servicing and follow Calabash Mint's sharps procedure where a needle/sharp is identified. Report through Service Manager as required.	1	3	3
5	Customer/Public Movement During Servicing	Service Drivers, customers and members of the public – collision, contact with waste/equipment or interference with servicing	3	1	3	Follow customer/site arrangements for servicing occupied washrooms. Maintain awareness of others, keep waste and equipment contained and do not obstruct access routes. Restrict access where required to complete the service safely.	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. Urinal Screens Servicing & Replacement

Step	Urinal Screens Servicing & Replacement
1. Prepare the Area	- Confirm the correct urinal(s) to be serviced and the replacement screen required. - Follow the site's washroom access arrangements and ensure servicing equipment and waste materials are positioned safely.
2. Inspect the Urinal	- Visually inspect the urinal, existing screen and surrounding area before handling. - Check for excessive contamination, blockage, damage, standing water or unexpected hazardous items. - If a loose sharp/needle is identified, do not handle it directly by hand and follow Calabash Mint's sharps procedure.
3. Remove the Used Screen	- Wearing the required protective gloves, carefully lift the used urinal screen from the urinal. - Avoid unnecessary contact with the urinal surface and used screen. - Do not shake, squeeze or otherwise manipulate the used screen unnecessarily.
4. Dispose of the Used Screen	- Place the used screen directly into the appropriate Calabash Mint waste bag. - Keep used servicing materials contained and do not leave waste unattended in the washroom or customer areas.
5. Check and Clean the Urinal	Visually check the urinal and drainage area once the screen has been removed.
6. Select the Correct Replacement Screen	Confirm that the replacement screen matches the product/service schedule for the customer as applicable.
7. Fit the New Screen	- Remove the replacement screen from its packaging and position it securely within the urinal. - Ensure it sits correctly.

8. Check the Installation	- Check that the screen is stable and correctly positioned and that there is no obvious obstruction to the urinal outlet/drainage. - Report any blocked, damaged or poorly draining urinal through Service Manager.
9. Complete Final Check	- Remove packaging, used screens, cleaning materials and other waste. - Ensure the urinal and surrounding floor are clean and safe, remove servicing equipment and record/report any defects through Service Manager.
10. Complete Hand Hygiene	Remove/dispose of gloves as appropriate and wash hands thoroughly after completing the service and before eating, drinking or touching the face.

Important Safety Rules: - Always wear the PPE specified for handling used urinal screens and associated cleaning products. - Do not place bare hands into a urinal or directly handle unexpected sharps. - Do not mix cleaning chemicals. - Do not fit a new screen over obvious debris or where the urinal is blocked or not draining correctly. - Report damaged, blocked, overflowing or otherwise defective urinals through Service Manager.

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
✓ Correct replacement urinal screen ✓ Appropriate protective gloves/PPE ✓ Appropriate waste bag/container ✓ Approved cleaning product, where required ✓ Cleaning cloth/material, where required ✓ Service Manager device

Section 6 – Sign Off

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