

Method Statement

Task/Activity	Replenishing consumables	
Next Review Date	01.08.2026	
Originator	Keith Carver	Reviewed by: Keith Carver
Site	Fulham Road, Fulham, London	
Site Manager	Grant Lewis	
Date	31.07.2025	

Scope of Works

The methods to be used when replenish consumables in toilets

Background / Training Required

Competence of working in cleaning activities

Safety Equipment and PPE required

Gloves BS EN 374-1:2003 Protective gloves against chemicals and micro-organisms		Protective clothing Standard ABM protective uniform unless otherwise stated	
High visibility jacket BS EN 471:2003 +A1:2007 High visibility clothing		Safety footwear BS EN ISO 20345:2014 Safety footwear	

Tools and Equipment Required

Key		Toilet rolls	
Hand towels		Waste sacks	
Safety signs		Hand soap	No image

Method of Works/Safe System of Works	Risks/Hazards/Controls/Notes
Planning 1. Collect key(s) for any access to replenish stocks. 2. Collect materials from the storage cupboard. 3. Place warning signs at any possible access locations to highlight hazards in the area for the people approaching.	1. Place signs in prominent locations

Safe Method of Work

4. Open dispenser with the access key.
5. Clear any waste or blockages and fit the replacement materials as required.
6. Check toilet paper and replace as necessary.
7. Check hand towels and replenish as necessary.
8. Check liquid soap and replenish as necessary.
9. Close the dispensing unit and ensure that it secured.
10. Check the operation of hand dryers where fitted.
11. Dispose of all waste into waste sacks.

Completion of Task

12. Carry out a visual inspection to ensure that all dispensers have been replenished.
13. Repeat the tasks were the required replenishment has not been met.
14. Return the surplus stock to the safe storage area.
15. Return the access key.

2. Check for bio-hazards and sharps before putting fingers in

Environmental Impacts

Ensure that all waste is disposed of in accordance with the site procedures

Emergency Arrangements

If the task includes any periods of Lone Working, follow the ABM Lone Working Procedure.
First aid available from the security team.
2-way radio provided to staff while at work.