

Work using different chemicals, liquids and equipment

Overview

This standard is about choosing the right cleaning chemicals or liquids, using the chemicals correctly and disposing of them safely. This standard also covers using equipment. It is for housekeeping assistants and cleaning staff. The use of chemicals, liquids and equipment requires thorough training and understanding to ensure your safety and equally important, your guests and customers safety. During your induction at your workplace you may have received COSHH training which will help you in your understanding and achievement of this standard.

When you have completed this standard you will be able to demonstrate your understanding of and ability to:

- Work using different chemicals, liquids and equipment

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Performance criteria

You must be able to:

Work using different chemicals

1. Choose the right chemicals or liquids for the area you are going to clean
2. Wear the appropriate personal protective equipment as required
3. Prepare and use the chemical or liquid in line with the manufacturers' instructions, using the correct equipment
4. Store the chemicals or liquids securely or appropriately to organisational procedures
5. Complete any relevant documentation in line with organisational procedures

Work using manual equipment

6. Choose the correct piece of equipment for the area that you are going to clean
7. Prepare the area for cleaning
8. Use the equipment safely, correctly and where required using appropriate chemicals
9. Leave the area clean and tidy and free from debris
10. Store equipment in line with your organisation's procedures

Work using electrical equipment

11. Choose the correct equipment and chemicals for the area you are going to clean
12. Check that the equipment is safe to use
13. Select and use the correct attachments for the equipment
14. Use the equipment, attachments and chemicals in line with manufacturers' instructions
15. Store the equipment and attachments correctly and in line with the manufacturers' instructions

Unexpected situations

16. Deal with any unexpected situations according to your organisational procedures

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Knowledge and understanding

You need to know and understand:

For the whole unit

1. Basic legal requirements relating to safe working practices when using cleaning chemicals
2. The warning signs used on cleaning chemical containers and what they mean

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3. How to select appropriate chemicals/liquids for the full range of cleaning jobs
4. Why it is important to wear personal protective equipment when using chemicals/liquids
5. Why it is dangerous to mix certain types of chemicals/liquids together
6. Why it is important to follow manufacturers' instructions on cleaning chemicals/liquids
7. What might happen if you do not follow the relevant legal requirements for this sort of work
8. Why work routines and sequences need to be followed
9. What preparations should be made to the work area before using chemicals
10. Documents you need to complete when using chemicals
11. The types of problems and unexpected situations that may happen when you are preparing and using chemicals and how to deal with these

Work using manual equipment

12. Basic legal requirements relating to safe working practices when using manual cleaning equipment
13. How to choose manual cleaning equipment for the types of cleaning you carry out
14. Why it is important to follow the manufacturers' instructions for manual equipment
15. Why the equipment should be cleaned and stored correctly after use
16. The types of problems and unexpected situations that may happen when you are preparing and using manual cleaning equipment and how to deal with these

Work using electrical equipment

17. Current relevant legislation relating to safe working practices when using cleaning chemicals and electrical equipment
18. The main dangers when using electrical equipment and how to avoid these
19. Safe handling and lifting techniques

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20. Why safe carrying and lifting techniques should be used
21. What factors need to be taken into account when using electrical equipment
22. The types of problems and unexpected situations that may happen when you are preparing and using electrical cleaning equipment and how to deal with these

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Scope/range

1. Chemicals

- 1.1 multi-surface cleaner
- 1.2 toilet cleaner
- 1.3 glass cleaner
- 1.4 air freshener
- 1.5 polish
- 1.6 sanitizer
- 1.7 chemicals for use on carpets / floors
- 1.8 stain and grease removers
- 1.9 other

2. Equipment

- 2.1 mop systems for wet use
- 2.2 mop systems for dry use
- 2.3 colour coded cloths
- 2.4 duster
- 2.5 bucket
- 2.6 sponge / non-abrasive pad
- 2.7 brushes
- 2.8 dustpan
- 2.9 abrasive pad

3. Equipment

- 3.1 vacuum cleaners
- 3.2 suction dryers
- 3.3 polishers / burnishers
- 3.4 scrubbers
- 3.5 spray extractors

4. Attachments

- 4.1 hard / soft floor attachments
- 4.2 upholstery attachments
- 4.3 brushes / pads
- 4.4 crevice tools
- 4.5 spray extractors / nozzles
- 4.6 hoses

Glossary

Protective clothing

For example, gloves and overalls

Relevant documentation

Any records of the use of chemicals required in your organisation

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Relevant Occupations Housekeeper; Room Attendant; Chamber Maid

Suite Hospitality - Housekeeping and Front of House Reception

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