PROLINQ LTD

SANITARY WASTE SERVICES

Workplace Sanitary Waste & Washroom Audit

A practical checklist for workplaces in England - female, male and shared facilities.

Complete one audit for each washroom or clearly identified group of facilities. Select one answer per check. Record every No and explain N/A in the action plan. Keep medical details out of this form.

Business / premises

Washroom / floor / facilities covered

Assessor / role

Audit date

Understand the basis of the checks

HSE / ACOP: Employers must provide suitable and sufficient toilets. HSE L24, paragraph 192, sets out suitable disposal facilities in toilets used by women. The ACOP supports the law and has special legal status. [1, 2]

Adjustment: HSE gives a suitable bin for urinary incontinence pads as a reasonable-adjustment example after prostate cancer treatment. Its current guidance does not state a blanket requirement for a bin in every male cubicle. [3]

Practice: Prolinq recommendations for discreet, accessible and hygienic disposal. Duty: waste-management responsibilities in England. These labels identify the basis; they are not a compliance score.

01 Disposal provision and individual needs

CHECK / BASIS	YES	NO	N/A
01 Suitable sanitary disposal facilities are available in toilets used by women. HSE / ACOP [1, 2]			
02 Workers' continence disposal needs and any necessary adjustments have been reviewed. Adjustment [3]			
03 Where needed, a suitable bin for incontinence pads is available to the worker. Adjustment [3]			
04 Male cubicles offer discreet disposal of used continence products. Practice - inclusive provision			
05 Accessible and shared toilets have disposal facilities suited to their users. Practice - review any necessary adjustments			

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Facility and Waste Management Checks

Continue the audit for the same premises and washroom area recorded on page 1.

02 Bin placement, condition and washroom hygiene

	CHECK / BASIS	YES	NO	N/A
06	Bins are positioned for private disposal within the cubicle. Practice			
07	Bins can be reached and used without obstructing doors, transfers or grab rails. Practice - accessibility			
08	Bin capacity and openings suit the products likely to be discarded. Practice			
09	Bins are intact, stable, clean and easy to use; lids or pedals work where fitted. Practice			
10	Collection frequency prevents overflow, leakage and persistent odour. Practice			
11	Facilities are clean and have toilet paper, soap, water and hand drying. HSE [1]			

03 Servicing, storage and collection records

	CHECK / BASIS	YES	NO	N/A
12	Responsibility for bin checks, cleaning and waste removal is assigned. Practice			
13	Waste is stored safely and securely pending collection. Duty [4]			
14	The waste carrier's registration has been checked and evidence retained. Duty [4]			
15	Waste description and classification are agreed with the collection provider. Practice - supports correct waste documentation			
16	Appropriate waste transfer documentation covers collections and is retained. Duty [4] - use the documentation required for the waste stream			
17	Users know where to dispose of products and how to report a missing or full bin. Practice			

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Action Plan and Review

Use check numbers 01-17. Prioritise missing disposal provision and unmet adjustment needs.

For each issue, record the check number, location, required action, responsible person and due date. Mark completion after checking the action has resolved the issue. Use another copy of this page if needed.

Action 1

Check no. / location / issue and action required

Owner | Due date | Completed

Action 2

Check no. / location / issue and action required

Owner | Due date | Completed

Reviewed by | Next review date

Source notes and scope

This is a sanitary waste self-audit, not a full workplace or building-regulations assessment or a certificate of compliance. HSE sources cover Great Britain; waste checks here are for England. Review after changes to occupancy, user needs or servicing.

[1] HSE: Toilets and washing facilities
hse.gov.uk/simple-health-safety/workplace-facilities/health-safety.htm

[2] HSE: L24, paragraph 192 (ACOP)
hse.gov.uk/pubns/priced/l24.pdf

[3] HSE: Disabled workers - practical examples
hse.gov.uk/disability/employers-duties/examples.htm

[4] GOV.UK: Business waste responsibilities
gov.uk/dispose-business-commercial-waste

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