78

Cleaning - No.39 Cleaning - General Considerations (List additional hazards, risks and controls particular to your school using the blank template no.55)

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Hazards | Is the hazard present?  Y/N | What is the risk? | Risk rating  H = High  M = Medium L = Low | Controls  (When all controls are in place risk will be reduced) | Is this control in place? | Action/to do list/outstanding controls  \*Risk rating applies to outstanding controls outlined in this column | Person responsible | Signature and date when action completed |
| Pushing/ pulling heavy or awkward items |  | Back injury Strains | H | A manual handling risk assessment must be carried out on tasks completed by cleaners See‘General School Risk Assessments - No. 28 Manual Handling’ |  |  |  |  |
|  |  | H | Storage areas for cleaning supplies, toilet paper etc. are arranged so that items are readily accessible, not requiring excessive stretching or reaching and not liable to fall |
| Contact with |  | Cuts | H | Broken glassware disposed to a separate waste glass bin and not mixed with general |  |  |  |  |
| broken |  |  | waste. Bin liner should not be used for |
| glass |  |  | glassware disposal bins |
| Damaged or defective electrical fittings and equipment |  | Electrocution  General injuries | M | Equipment used by cleaners is inspected and tested - See‘Classroom - No. 3 Portable Electrical Appliances’ |  |  |  |  |
|  |  | H | Cleaner reports any fault in equipment to person in control of workplace |
|  |  | H | Defective electrical equipment shall be clearly identified, labelled as out of use and stored separately to prevent accidental use. Report defects to person in control of the workplace to ensure all items are repaired or insert - See‘Classroom- No. 3 Portable Electrical Appliances’ |

© All Rights Reserved

Cleaning - No.39 Cleaning - General Considerations cont’d. (List additional hazards, risks and controls particular to your school using the blank template no.55)

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Hazards | Is the hazard present?  Y/N | What is the risk? | Risk rating  H = High  M = Medium L = Low | Controls  (When all controls are in place risk will be reduced) | Is this control in place? | Action/to do list/outstanding controls  \*Risk rating applies to outstanding controls outlined in this column | Person responsible | Signature and date when action completed |
| Washing and |  | Slips, Falls | H | When washing floors‘wet floor’signs are used - See‘Classroom - No.1 Slips, Trips, and |  |  |  |  |
| vacuuming floors and |  | Falls’ |
| stairways |  |  |
| H | Stairways are washed outside of heavy usage times and steps are dried |
|  |  | immediately where possible |
|  | L | When using the vacuum cleaner, care should be taken to ensure cable does not |
|  |  | pose a trip hazard |
| Inadequate welfare |  | Inadequate toilet, | H | Cleaners have access to welfare facilities |  |  |  |  |
| provisions | washing and rest facilities |  |  |
| H | Cleaners have a place to store outdoor clothes and personal belongings while at |
|  |  |  | work |
|  |  |  |  |  |  |  |  |  |

If there is one or more High Risk (H) actions needed, then the risk of injury could be high and immediate action should be taken. Medium Risk (M) actions should be dealt with as soon as possible. Low Risk (L) actions should be dealt with as soon as practicable.

Risk Assessment carried out by: Date: / /

© All Rights Reserved

79