

**Cleaning (General) –Risk Assessment Template No.6 (List additional hazards, risks and controls particular to your school using Template No.74)**

| Hazards  | Is the hazard present?<br>Y/N | What is the risk?                                | Risk rating<br>H = High<br>M = Medium<br>L = Low | Control measures   | Is this control in place?<br>Y/N | If no, what actions are required to implement the control? | Person responsible | Date action completed |
|--|-------------------------------|--|--|--|----------------------------------|--|--------------------|-----------------------|
| Pushing/pulling heavy or awkward items                 |                               | Back injury<br>Strains                           | H  | A manual handling risk assessment must be carried out on tasks completed<br><b>See Manual Handling – Template No. 13</b><br><br>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  |                                  |  |                    |                       |
| Slippery floor surfaces, trip hazards                  |                               |  | H  | <b>See Slips, Trips, and Falls – Template No. 12</b>   |                                  |  |                    |                       |
| Contact with broken glass                              |                               | Cuts   | H  | Broken glassware disposed to a separate waste glass bin and not mixed with general waste. Bin liners should not be used for glassware disposal bins  |                                  |  |                    |                       |
| Damaged or defective electrical fittings and equipment |                               | Electrocution<br>Burns from hot surfaces<br>Fire | M  | Defective electrical equipment and fittings are disposed of, or clearly identified, labelled as 'out of use', and stored separately to prevent accidental use<br><br>Visual checks are carried out<br><b>See Portable Electrical Appliances – Template No. 22</b><br><br>Equipment used by cleaners is inspected and tested<br><b>See Portable Electrical Appliances – Template No. 22</b><br><br>The cleaner/s reports any faults or defective equipment to the person in control of the workplace to ensure all items are repaired or replaced |                                  |  |                    |                       |

**Cleaning (General) –Risk Assessment Template No.6 cont'd. (List additional hazards, risks and controls particular to your school using Template No.74)**

| Hazards   | Is the hazard present?<br>Y/N | What is the risk?      | Risk rating<br>H = High<br>M = Medium<br>L = Low | Control measures  | Is this control in place?<br>Y/N | If no, what actions are required to implement the control? | Person responsible | Date action completed |
|---|-------------------------------|------------------------|--|---|----------------------------------|--|--------------------|-----------------------|
| Cleaning, washing, and polishing floors and stairways |                               | Slips, trips and falls | H  | <p>As far as possible, dry cleaning replaces wet cleaning<br/>Scrubber-driers or spot cleaning is considered</p> <p>Wet cleaning occurs when school buildings are unoccupied with sufficient drying time (e.g. overnight)<br/>Steps on stairways are dried immediately, where possible</p> <p>A system is used to keep pedestrians, including staff and students away from wet/ moist floors, e.g. physical barriers, locked doors, cleaning in sections</p> <p>Cleaning is organised to provide dry paths through areas being cleaned</p> <p>Where wet cleaning, the correct amount of the correct detergent is used and water is at the right temperature. Sufficient contact time is allowed for the chemical to work.</p> <p>Using a dry mop or squeegee may reduce floor drying time. (A damp floor can be more dangerous than a wet floor as it may be just as slippery as a wet floor but it may look dry.)</p> <p>For high-level cleaning follow the guidance for work at height</p> <p><b>See Cleaning (Work at Height –Ladders) –Template No. 9</b><br/><b>See Work at Height (General) - Template No. 15</b></p> |                                  |  |                    |                       |
|   |                               |                        | M  | When using the vacuum cleaner, care should be taken to ensure cable does not pose a trip hazard   |                                  |  |                    |                       |
|   |                               |                        | H  | Relevant staff are trained in the use of buffer machines (Buffer machines and polish can seriously damage slip-resistance. These should only be used if specified by floor manufacturer)  |                                  |  |                    |                       |

**Cleaning (General) –Risk Assessment Template No.6 cont'd. (List additional hazards, risks and controls particular to your school using Template No.74)**

| Hazards  | Is the hazard present?<br>Y/N | What is the risk?                              | Risk rating<br>H = High<br>M = Medium<br>L = Low | Control measures   | Is this control in place?<br>Y/N | If no, what actions are required to implement the control? | Person responsible | Date action completed |
|--|-------------------------------|--|--|--|----------------------------------|--|--------------------|-----------------------|
| Over-used warning signs                                |                               | Slips, trips and falls                         | H  | Where warning signs are used these are removed when no longer required               |                                  |  |                    |                       |
| Inadequate welfare provisions                          |                               | Inadequate toilet, washing and rest facilities | H  | Cleaners have access to welfare facilities   |                                  |  |                    |                       |
|  |                               |  | H  | Cleaners have a place to store outdoor clothes and personal belongings while at work |                                  |  |                    |                       |
| Shoes/ footwear with poor slip resistance              |                               | Falls and related injuries                     | H  | Suitable slip resistant footwear is worn as needed                                   |                                  |  |                    |                       |
| Contact with Hazardous Chemicals and Biological Agents |                               |  |  | <b>See Cleaning (Hazardous Chemicals and Biological Agents) – Template No. 7</b>     |                                  |  |                    |                       |
| Lone Working   |                               |  |  | <b>See Lone Workers (e.g. caretakers) – Template No. 33</b>                          |                                  |  |                    |                       |

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.

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**Risk Assessment carried out by:** \_\_\_\_\_

**Date:**    /    /

 — See [www.stateclaims.ie](http://www.stateclaims.ie) for Guidelines for Cleaning Staff on Managing Mould Growth in State Buildings