

RISK ASSESSMENT FORM (RA 1)

Directorate	LIFELONG LEARNING	Activity (Brief Description)	Cleaning of Walls & Windows using buckets water, cleaning agents & access equipment		
Service	FACILITIES SERVICES	People at Risk	Cleaning & Caretaking Staff, Public		
Location	ALL CLIENT SITES	Date	JANUARY 2009	Review Date	JANUARY 2010
Assessor	CLEANING MANAGER	Issue Number			
Item No	Hazard (include effects)	RISK RATING (without controls) High/Medium/Low	Existing Control Measures	RISK RATING (with existing controls) High/Medium/Low	
1	Cleaning of Walls of and Windows and the use of ladders can result in slips, falls and minor or major injuries.	H	Cleaning Staff must wear appropriate shoes Cleaning made aware of effective and safe working methods Cleaning Staff provided with hands-free method of carrying cloths	M	
2	Carrying water using buckets or containers can result in slips, falls and minor or major injuries	M	Containers must be filled as near as possible to working area(s) to minimise travel distances Containers must only be filled half full to reduce risk of spillage Wheeled bucket system to be used if available Carrying filled buckets up/down stairs must be avoided if possible Non-slip shoes to be worn	L	
3	Restricted / Cluttered Work Areas. Moving of furniture or equipment may result in injuries such as strains, sprains, pulled muscles and impact injuries	M	If items need to be moved: staff must assess safest methods of moving items with assistance or with handling equipment staff to be instructed in manual handling heavy items are not be moved single-handedly (refer to Risk Assessment and Safe System of Work System for Manual Handling and Moving Furniture)	L	

4	Cleaning of walls at height is not normally required from cleaning staff and ladders not provided	H	<p>Where this is not possible, all requests for cleaning at height must be referred to Cleaning Manager or Supervisor. Cleaning at Height is NOT permitted without a full Risk Assessment that must be carried out by the Cleaning Manager or Supervisor The Cleaning Manager will make a decision if it is safe to complete the task with appropriate equipment or to use an outside contractor If ladders are to be used Full Ladder & Inspection Training is to be provided Ladders subject to 3 monthly inspection by Cleaning Manager (refer to Risk Assessment and Safe Systems of Work for Working at Height) (refer to Risk Assessments and Safe Systems of Work for the Use of Ladders)</p>	M
5	Poor posture, reaching, leaning, stretching kneeling and bending for lengthy periods	H	<p>Staff are instructed to adopt comfortable and safe cleaning positions and to vary/alternate their cleaning routines and working areas</p>	M

6	Cleaning Products – use of hazardous substances can result in wide range of injuries and ill health if not suitably controlled	M	<p>All staff must refer to relevant Chemical Safety Tables (COSHH), Risk Assessments and Safe Systems of Work for named products</p> <p>Common generic/categories of cleaning agents and chemicals include: furniture polish, hard floor strippers, hard floor polishes hard surface cleaners, toilet cleaners, bleach and glass cleaners</p> <p>Personal protective equipment to used as specified in Chemical Safety Information</p>	

Item No.	Further action necessary to control risk	Action By	Date Completed	RESIDUAL RISK (With further controls) High/Medium/Low
<i>Ultimate Risk</i>		<i>Ultimate Residual Risk</i>		
Assessor(s) Signature(s):		Managers Name:	Managers Signature	
Other relevant Risk Assessments:	COSHH Chemcial Safety Sheets, Risk Assessments for Moving Furniture, Working at height and Use of Ladders			