

BARTON CAMP

RISK ASSESSMENT: CLEANING OPERATIONS

Who is or would be affected – Cleaner’s, Staff, Pupil’s, Parents/Carers and Helpers

Assessment agreed and signed for by: Position: Date:

What task, activity or environment is being assessed?	What hazards are present or may be generated?	What degree of injury can be reasonably expected?	What precautions are already in place to either eliminate or reduce the risk of an accident happening? (Existing Controls)	Probability is there of an accident happening?	RISK RATING
1. Waste Bins	Sharp objects	Minor injury	<ul style="list-style-type: none"> • Hands must not be used to push down contents of the bin without first checking what is inside • When carrying bags for disposal, where possible the bags should be carried away from the legs and torso 	Possible	Low Risk
2. Windows	Height of window to be cleaned	Minor injury	<ul style="list-style-type: none"> • Operatives must not use inappropriate objects, i.e. stools, tables and chairs as steps/stepladders • If available, short step ladders can be used to reach higher 	Possible	Low Risk
3. Using a Squeegee on wet floors	Water spillage	Minor injury	<ul style="list-style-type: none"> • Any spillage must be wiped up immediately and the surrounding area wiped dry • Squeegee must not be pushed from a wet base • Squeegee must be pushed from the driest part of the room (usually the doorway) to the furthest point of the room 	Possible	Low Risk
4. Stripping Floors	Slipping, once applied the surface it will become slippery	Minor injury	<ul style="list-style-type: none"> • Stripper to be applied from a dry surface, to re-apply stripper, only walk on the driest areas. • Operators must follow manufacturer’s guidelines when applying strippers to floors etc. 	Possible	Low Risk
5. Dusting and Polishing	Inhaling dust and spray polish	Allergic reaction	<ul style="list-style-type: none"> • Surfaces to be dusted off firstly with a damp cloth • Polish to be sprayed directly onto duster • Any stubborn marks to be cleaned away with alternative substance to avoid overworking the polish. 	Remote	Low Risk
6. Using the Mop and Bucket	Slipping, excess water & fumes	Minor injury	<ul style="list-style-type: none"> • Never splash too much water on the floor area • Do not over exceed manufacturers recommendations for water- substance ratio • 	Remote	Low Risk

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Continuation sheet 1

Spraying. 7. Table Tops	Overspray of tables onto hard floor	Minor injury	<ul style="list-style-type: none"> Polishing only to be done when area is clear of other personnel Spray to be applied as directed by instructions on the bottle/can Do not walk on hard wet floors Hazard warning signs to be used as and when necessary 	Remote	Low Risk
	8. Hard Surfaces	Wet Surfaces	Minor injury	<ul style="list-style-type: none"> Always work /spray from a dry surface Do not walk across wet floors except with great care Use hazard warning signs if necessary Do not overspray or over wet. Spray half an area at a time 	Possible
9. Chemical use, storage and selection	Chemical burns, skin infections, eye splashes and inhalation	Serious injury	<ul style="list-style-type: none"> PPE is provided for free and is used (rubber gloves, masks, goggles, tabards and footwear) Low risk substances are purchased and used COSHH Safety Data Sheets are obtained from suppliers and risk assessments are carried out for each chemical and substance used Chemicals are stored in segregation in well ventilated cupboards/storerooms When decanting using a siphon, staff to wear appropriate protection against splashes. A bucket or bowl should be available to catch splashes. Risk assessments are read and understood by all staff that use and have contact with substances. 	Possible	Medium Risk
	Chemical reaction and	Serious injury			
10. Blood	Infection (Hepatitis)	Major Injury	<ul style="list-style-type: none"> Prespray with clean guard or other suitable agent and mop up with paper towels or other cleaning cloth. Used and soiled materials must be disposed of separately. Mop heads must be put in soak overnight in suitable agent and washed before next used Gloves must be worn and replaced after use. 	Possible	Medium Risk
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Continuation sheet 2					

<p>11. Electrical equipment (Vacuuming & using the Buffing Machine)</p>	<p>Trip, electrocution and finger entrapment</p>	<p>Fatal injury/ major injury and/or minor injury</p>	<ul style="list-style-type: none"> • Where possible, cables should not be left in walkways and entrances • Hazard signs to be used if public still have access to premises • When plugging in, hands must be clean and dry • Equipment to be visually checked for wear, tear and damage • Damaged equipment MUST NOT be used until deemed safe to use by a qualified electrician • Equipment to be regularly serviced and maintained • When changing moving parts (turbohead, fan belts etc), machinery to be disconnected from power source • Staff to be trained in correct use of equipment • Correct footwear must be worn to protect feet from impact and crush injury from using or moving heavy machinery 	<p>Remote</p>	<p>Medium Risk</p>
<p><u>Toilets</u> 12. Toilet bowls and Sinks</p>	<p>Infection, Dermatitis or cross contamination</p>	<p>Major Injury</p>	<ul style="list-style-type: none"> • COSHH assessments are available • One cloth is used to clean the lid, rim and outside of the bowl to avoid cross contamination • On cloth is used to clean the sinks to avoid cross contamination • Rubber gloves are supplied • The toilet brush is only be used to clean the inside of the toilet's rim and the bowl • Staff are trained to safely use machinery and equipment • When using chemicals, suitable PPE is provided 	<p>Possible</p>	<p>Medium Risk</p>
<p>13. Syringes</p>	<p>Infection (Hepatitis) and/or Needlestick injury</p>	<p>Major injury</p>	<ul style="list-style-type: none"> • Do not remove! Inform supervisor to remove by non-needle end and place in a designated tin or plastic container before being taken to a chemist for disposal. • Gloves must be worn and replaced after use. 	<p>Possible</p>	<p>Medium Risk</p>
<p>14. Cleaning walls</p>	<p>Falling, slipping and splashes</p>	<p>Serious injury</p>	<ul style="list-style-type: none"> • Only clean walls where the operative does not have to stretch above his/her own height • The use of objects to gain height should be avoided 	<p>Possible</p>	<p>Medium Risk</p>

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Continuation sheet 3

15. Cleaning walls (continued)			<ul style="list-style-type: none"> • Appropriate use of Personal Protective Equipment (PPE) must be worn to avoid splashing substances onto others • Ventilation must be provided when using substances for a prolonged period of time 		
16. Descaling	Chemical inhalation and contact	Serious injury	<ul style="list-style-type: none"> • The room must be well ventilated by opening windows etc • Chemicals should not be worked too rigorously • PPE should be provided (gloves, masks, footwear and tabards) 	Possible	Medium Risk
17. Carpets	Trips due to carpet seams splitting and curling at the edges	Minor injury	<ul style="list-style-type: none"> • Ensure feet are as dry as possible and do not run • Wear the appropriate non-slip footwear • Cleaning staff to report any unsafe conditions to supervisor. These conditions can be badly damaged carpets/floors, excessive wear to carpets, floors and vandalised equipment. • Staff to ensure that the hard shiny surface is dry and appropriate safety footwear is worn. 	Possible	Low Risk
	Slips due to walking from carpet to a hard shiny surface	Minor injury		Possible	Low Risk
Written by Geoff Dowle. Date of assessment: February 6th 2007. Date for review: February 2009					