| **Hazards** | **Is the hazard present?****Y/N** | **What is the risk?** | **Risk rating****H = High****M = MediumL = Low** | **Control measures** | **Is this control in place?****Y/N** | **If no, what actions are required to implement the control?** | **Person responsible** | **Date action completed** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Pushing/ pulling heavy or awkward items |  | Back injuryStrains | H | A manual handling risk assessment must be carried out on tasks completed[**See Manual Handling – Template No. 13**](https://www.hsa.ie/eng/education/managing_safety_and_health_in_schools/new_guidelines_files/ms_word_files/manual-handling-no-13.docx) |  |  |  |  |
| 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 |
| Slipperyfloorsurfaces,trip hazards |  |  | H | [**See Slips, Trips, and Falls – Template No.**](https://www.hsa.ie/eng/education/managing_safety_and_health_in_schools/new_guidelines_files/ms_word_files/slips-trips-and-falls-_general_-no-12.docx)[**12**](https://www.hsa.ie/eng/education/managing_safety_and_health_in_schools/new_guidelines_files/Slips-Trips-and-Falls-_General_-No-12.pdf) |  |  |  |  |
| Contactwithbrokenglass |  | Cuts | H | Broken glassware disposed to a separatewaste glass bin and not mixed with generalwaste. Bin liners should not be used forglassware disposal bins |  |  |  |  |
| Damaged or defective electrical fittings and equipment |  | ElectrocutionBurns from hot surfacesFire | M | Defective electrical equipment and fittings are disposed of, or clearly identified, labelled as ‘out of use’, and stored separately to prevent accidental useVisual checks are carried out[**See Portable Electrical Appliances – Template No. 22**](https://www.hsa.ie/eng/education/managing_safety_and_health_in_schools/new_guidelines_files/ms_word_files/portable-electrical-appliances-no-22.docx)Equipment used by cleaners is inspected and tested[**See Portable Electrical Appliances – Template No. 22**](https://www.hsa.ie/eng/education/managing_safety_and_health_in_schools/new_guidelines_files/ms_word_files/portable-electrical-appliances-no-22.docx)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 |  |  |  |  |

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| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Cleaning, washing, and polishing floors and stairways |  | Slips, trips and falls | H | As far as possible, dry cleaning replaces wet cleaningScrubber-driers or spot cleaning is consideredWet cleaning occurs when school buildings are unoccupied with sufficient drying time (e.g. overnight)Steps on stairways are dried immediately, where possibleA system is used to keep pedestrians, including staff and students away from wet/ moist floors, e.g. physical barriers, locked doors, cleaning in sectionsCleaning is organised to provide dry paths through areas being cleanedWhere 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.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.)For high-level cleaning follow the guidance for work at height[**See Cleaning (Work at Height –Ladders)**](https://www.hsa.ie/eng/education/managing_safety_and_health_in_schools/new_guidelines_files/ms_word_files/cleaning-work-at-height-_ladders_%E2%80%93no-9.docx)[**-Template No. 9**](https://www.hsa.ie/eng/education/managing_safety_and_health_in_schools/new_guidelines_files/Cleaning-Work-at-Height-_Ladders_%E2%80%93No-9.pdf)[**See Work at Height (General) - Template No. 15**](https://www.hsa.ie/eng/education/managing_safety_and_health_in_schools/new_guidelines_files/ms_word_files/work-at-height-_general_-no-15.docx) |  |  |  |  |
| 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) |

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| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 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 slipresistance |  | Falls and related injuries | H | Suitable slip resistant footwear is worn as needed |  |  |  |  |
| Contact with Hazardous Chemicals and Biological Agents |  |  |  | [**See Cleaning (Hazardous Chemicals and Biological Agents) – Template No. 7**](https://www.hsa.ie/eng/education/managing_safety_and_health_in_schools/new_guidelines_files/ms_word_files/cleaning-_hazardous-chemicals-and-biological-agents_%E2%80%93no-7.docx) |  |  |  |  |
| Lone Working |  |  |  | [**See Lone Workers (e.g. caretakers) – Template No. 33**](https://www.hsa.ie/eng/education/managing_safety_and_health_in_schools/new_guidelines_files/ms_word_files/lone_workers-_eg-caretakers_-no-33.docx) |  |  |  |  |

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: / /

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