

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 broken glass		Cuts	H	Broken glassware disposed to a separate waste glass bin and not mixed with general waste. Bin liner should not be used for 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'				

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Washing and vacuuming floors and stairways		Slips, Falls	H	When washing floors 'wet floor' signs are used - See 'Classroom - No.1 Slips, Trips, and Falls'				
			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 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				

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: / /