

HEALTH & SAFETY RISK ASSESSMENT FOR:

CLEANING AND CARETAKING

PART 1 : ADMINISTRATIVE DETAILS

Section/Establishment Name: Shardlow Primary School

Date of Assessment	01.09.2022	Date of Issue	
Assessment carried out by	Kylie Magner	Signature	

Reviews				
Review Date	Reviewed by	Date	Changes Made	
			Y	N

Affected persons: Young People/Clients ☐ Staff ☒ Visitors ☐ Contractor ☒ Others (specify)

Name of Manager confirming and agreeing Assessment:	Kylie Magner
Signature:	

The following sections should be completed by all staff who need to be made aware of and abide by the findings of the Risk Assessment. NB: If, as a result of a review, changes are made to the Risk Assessment the relevant box on the attached page should be completed as appropriate by the staff concerned.

RISK ASSESSMENT

I confirm that I am aware of and understand the findings of the Risk Assessment and agree to ensure that I will work to the stated Control Measures and bring to the attention of Management any deficiencies in the findings of the Assessment.

Print Name	Signature	Date	Print Name	Signature	Date

RISK ASSESSMENT

What are the hazards?	Control Measures currently in place	✓ X N/A	Person to implement	Additional Control measures needed to reduce risk to an acceptable level	Person to implement	Date to be actioned
Use of electrical equipment (buffing machines, vacuum cleaners etc) Electrocution, entanglement, contact with moving parts	Equipment is visually inspected by user before each use (condition of cable, wiring, plug, casing etc).	✓				
	All equipment is PAT tested in line with written schedule.	✓				
	Equipment only used by authorised users.	✓				
	All users are trained and competent in the use of the equipment and familiar with the operating procedure.	✓				
	Equipment is securely stored to prevent damage etc.	✓				
	Equipment is properly maintained by a competent person.	✓				
	Refer to generic risk assessment for electrical safety	✓				
Slips, trips and falls	Sufficient plug sockets to reduce need for trailing cables available. Where necessary an appropriate cable cover is used.	✓				
	Building fabric is well maintained in good condition.	✓				
	Any defects are repaired or made safe as soon as they occur. Affected areas taken out of use/fenced off until repair carried out.	✓				
	All spillages are cleaned immediately, area made safe until this is done. Warning signs placed at suitable locations around affected area or area fenced off.	✓				
	Slip resistant floor polishes/coatings are used.	✓				
	Access/egress are not mopped during periods of heavy use and in such a way as to leave a clearly defined dry walkway at all times.	✓				

What are the hazards?	Control Measures currently in place	✓ X N/A	Person to implement	Additional Control measures needed to reduce risk to an acceptable level	Person to implement	Date to be actioned
<i>(Continued)</i> Slips, trips and falls	Cleaning times are appropriate for the amount of pedestrian traffic.	✓				
Lone Working	Communications system in place to maintain contact with lone workers.	✓		Nobody in the school consistently lone works.		
	Regular checks of Lone Workers wellbeing are carried out.	N/A				
	Systems in place to ensure above checks are also carried out during holiday periods if Caretakers/cleaners are working.	✓				
	Lone workers do not undertake high risk activities (eg work at height, use of certain power tools)	✓				
	Where hazardous substances are used, COSHH assessments, are in place and the lone worker is fully familiar with them and all the control measures to be used.	✓				
	Refer to generic risk assessment for lone working.	✓				
Dealing with potentially aggressive/ violent people Possibility of physical/verbal assault resulting in physical injury, stress etc	Develop and implement procedures to protect staff from assault (eg security policy and measures).	✓		➤		
	Train staff in personal safety awareness using resources provided by the LA through “Keep Calm Keep Safe” and “What If?” training packages.	✓				
	Ensure appropriate supervision (eg regular checks/telephone calls, written safe systems of work etc).	✓				

What are the hazards?	Control Measures currently in place	✓ X N/A	Person to implement	Additional Control measures needed to reduce risk to an acceptable level	Person to implement	Date to be actioned
Tasks which involve repetitive movements Repetitive movements carried out over prolonged periods may result in work related upper limb disorders (eg strains of muscles, ligaments, wear of joints etc	Consider work rates, job rotation.	✓				
	Carry out an ergonomic assessment and adjust work layout and design accordingly if possible.	✓				
	Monitor symptoms and condition of individuals and encourage staff to seek medical advice where appropriate	✓				
Handling/ storage/ disposal of hazardous substances Consequences of exposure to hazardous substances may result in burns, irritation to skin/ eyes etc, illness, breathing problems, sensitisation, fatality.	Carry out COSHH assessments for each substance using information provided by the safety data sheet relevant to how the substance is used in your specific circumstance.	✓				
	Use/store/dispose of substances in accordance with the findings of the COSHH assessments	✓				
	Where possible replace hazardous substances with less hazardous ones.	✓				
	Provide written authorisation to staff who use the substances. Prohibit anyone not authorised from using it.	✓				
Manual handling of equipment/ materials Musculoskeletal disorders	Provide adequate instruction, information, training and supervision to all authorised staff.	✓				
	Carry out manual handling assessment.	✓				
	Eliminate/reduce the need for manual handling by redesigning the work or by providing suitable aids and equipment as appropriate	✓				
	Provide training for staff on the dangers of manual handling and good practice and techniques specific to their work.	✓				

What are the hazards?	Control Measures currently in place	✓ X N/A	Person to implement	Additional Control measures needed to reduce risk to an acceptable level	Person to implement	Date to be actioned
Extension cables Electrocution or entanglement	Wherever possible do not use extension cables.	✓		➤		
	Visually inspect cable, plug and socket before use (look out for loose wires, cracked plugs, overheating etc).	✓				
	Ensure cable is tested in accordance with LA guidance for PAT testing.	✓				
	Ideally have an RCD fitted to the extension by a competent person.	✓				
	Only use the extension in accordance with the manufacturer's instructions. (NB some extension reels should only be used if fully unwound.)	✓				
	Double or multi plug adapters should not be used	✓				
Work at height Fall from height, fall of equipment onto people below	Work at height will not be carried out by lone workers.	✓		➤		
	Correct access equipment must be used for working at height.	✓				
	Caretakers should not access roofs for one-off type jobs (eg fetching balls). Any access to a roof should be done by a trained, authorised and competent person and the control measures in the specific section of the 'Work at Height' generic risk assessments must be followed.	✓				
	Refer to generic risk assessment for work at height.	✓				
Use of equipment, hand or powered tools Entanglement, cuts, puncture wounds etc	Any repairs to equipment only to be carried out by competent persons.	✓		➤		
	Only the correct piece of equipment to be used to carry out any task. Do not allow staff to improvise.	✓				
	Refer to the relevant sections of the generic risk assessment for use of hand tools.	✓				

What are the hazards?	Control Measures currently in place	✓ X N/A	Person to implement	Additional Control measures needed to reduce risk to an acceptable level	Person to implement	Date to be actioned
Contact with moving machinery (electrically or mechanically powered) Entanglement with moving parts of machinery	Ensure all moving parts are appropriately guarded.	✓		➤		
	Inspect machinery prior to use for obvious defects/missing guards/exposed moving parts.	✓				
	Machinery only to be used by competent persons who have received appropriate training.	✓				
	PPE to be worn where necessary	✓				
	All faulty equipment to be immediately removed from service, labelled appropriately and referred for repair/ replacement.	✓				