

Cleaning

RAISE-AP

Hazards	Who is at risk?	Current Control Measures	Additional Requirements	Timescale
COSHH – accidental release of hazardous substances, skin contact, inhalations etc.	Staff pupils	<p>Harmful substances brought on to site must have an accompanying COSHH assessment, and a Safety Data Sheet (SDS).</p> <p>COSHH assessments accurately reflect the use and handling of the relevant substance on site.</p> <p>Suitable PPE will be provided where it is identified as being required.</p> <p>Harmful substances must be stored securely, and in line with guidance given in the SDS.</p> <p>Cleaning cupboards will be locked whenever they are not in use.</p> <p>Any spills will be cleaned immediately, and in line with guidance given in the SDS.</p> <p>Hazardous substances will be kept in their original, properly labelled container.</p> <p>Where substances must be moved from their original container, for example where they must be diluted or mixed for use, they will be properly labelled with hazard information in an appropriate container.</p>		

Manual handling injuries such as strains, slipped disks, pinching and trapping, falls etc.		<p>Cleaning staff have been provided with the appropriate manual handling training.</p> <p>Storage areas provided for cleaning staff will be appropriately shelved to avoid low level lifting.</p> <p>Heavier items will be stored at waist height, to avoid stooping or over reaching with heavy objects.</p> <p>Heavy items will not be stored above head height, to reduce the risk of injury from falling objects.</p>		
Suitability of cleaning equipment.		<p>All electrical equipment will be suitable maintained and tested to reduce the likelihood of faults leading to electrocution or fire.</p> <p>Equipment provided will be suitable for its intended purpose, and practical for its user (i.e. not unnecessarily heavy or cumbersome, suitable for the environment, an appropriate height)</p> <p>PPE provided will be suitable based on a risk assessment of the process, and suitable for the user (i.e. the correct size, the correct face fit for beards etc.)</p>		
Waste – cuts from sharps, spillages, manual handling injury, and exposure to harmful substances.		<p>All hazardous waste (e.g. bodily fluids, contaminated first aid supplies, sharps) will be disposed of correctly and contaminated surfaces cleaned thoroughly.</p> <p>Sharps such as glass will be wrapped in paper for disposal.</p> <p>Bin bags should not be pushed down with bare hands.</p> <p>Cut resistant gloves will be provided and worn.</p>		

Initial Assessment Review Date	Risk Assessment assessed, reviewed by the following competent person:	Tasks and control measures reviewed by the Educational Directors:
Name (PRINT)		Name (PRINT):
Signature:		Signature: Date:
Next Review Date:	<p>Your workplace will change over time. You are likely to bring in new equipment, substances and procedures. There may be advances in technology. You may have an accident or a case of ill health.</p> <p>You should review your risk assessment:</p> <p>if it is no longer valid</p> <p>if there has been a significant change</p>	