

### CONFIDENTIAL RISK ASSESSMENT FORM

Description of Task / Work Area				Location	
Cleaning				MESNE LEA CP SCHOOL	
<b>Assessors:</b>	A. Nelson D. Murphy	<b>Assessment Date:</b>	May 2020	<b>Date of Review:</b>	May 2021
<b>Signatures:</b>	<i>A. Nelson</i> D Murphy	<b>How communicated to staff:</b>	Team briefing	<b>Date communicated to staff:</b>	June 1 <sup>st</sup> Staff training

What are the hazard?	Who might be harmed and how?	What precautionary controls are already in place?	What further action is necessary (if any)?	Action by who?	Action by when?	Date completed.
Coronavirus COVID 19	Contractors, Staff and Pupils	Social distancing, 2 Mtrs apart, Hand washing Working outside of pupil time table. Leaving site before pupils arrive Isolation of anyone with suspected symptoms Following government guidance				
Electrical equipment:	Site manager, cleaning staff, people passing by  Electric shock if equipment is not properly maintained	Plug is checked before use and unplug when not in use.  Equipment is subject to regular electrical testing by a competent person.				As stated  above

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		<p>Machine is not pulled by the cables.</p> <p>Cleaning not carried out when there are staff &amp; pupils around.</p> <p>Appropriate signage displayed e.g. cleaning in progress board</p> <p>Any damage detected is reported to the Site Manager / City wide immediately.</p> <p>Buffer is fit for purpose and used in accordance with the manufactures instructions.</p> <p>A circuit breaker is used if appropriate.</p> <p>If moving parts are being changed e.g. fan belt, the buffer is switched off and the plug removed from the mains.</p>				
Trips	Site manager, cleaning staff, anyone passing by	Cable length is kept as short as possible.				

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	Trailing cables may cause a trip hazard	Appropriate signage displayed e.g. cleaning in progress board				
Slips	Site manager, cleaning staff, anyone passing by Floors will be slippery when wet	When possible, cleaning not carried out when there are staff & pupils around.  Staff are aware that they must not walk across a wet floor.  Small sections only are cleaned at a time, to minimise the area of floor that is wet. Cleaning/buffing is carried out in strips.  Appropriate signage displayed e.g. cleaning in progress board.				
Repetitive strain injuries	Site manager, cleaning staff Vibration from equipment may cause hand arm vibration syndrome if over-used or if it is faulty.	Scrubber does not vibrate excessively.  Scrubber not used for longer than necessary.  Pressure can be released by releasing the grip one hand at a time.				

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		If buffer does start to vibrate excessively, it should be taken out of use and reported to the Site Manager /Citywide				
Abrasion injuries	Site manager, cleaning staff – Rotating discs could cause injury to feet	Appropriate footwear is always worn.  Scrubber is visually inspected before use and is maintained.				
Strains	Site manager, cleaning staff – Back and arm strains by poor working practice	The arm of the Scrubber is adjustable to allow user to stand upright.  Scrubber is designed to move by applying slight pressure on the handle.  Site Manager has been trained in correct kinetic movement (lifting, twisting, posture etc.)  Work is self-paced with frequent rest breaks if necessary.  Only trained personnel use the Scrubber.				

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Trapping fingers	Site manager, cleaning staff – Putting hands into machinery when still connected to power	<p>Scrubber is inspected before use.</p> <p>Guards and other safety equipment/features are inspected and must be in place and working correctly before buffer is used.</p> <p>Scrubber is only used by trained personnel.</p> <p>If moving parts are being changed e.g. fan belt, the Scrubber is switched off and the plug removed from the mains.</p> <p>Appropriate footwear is worn.</p> <p>Scrubber pads are changed regularly so the disc doesn't wear down and become friable.</p>				
Chemical burns/ breathing problems	Site manager, cleaning staff – Staff using products not designed/approved for use in equipment.	<p>Non-hazardous cleaning products are used. Make sure the cleaner hasn't got an orange classification code on it e.g. harmful, flammable, oxidising, toxic etc.</p> <p>Personal protective equipment is worn where necessary (gloves, safety glasses?)</p>				

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		<p>Only a small amount of cleaner is taken out and used at a time (spray bottle full).</p> <p>The spray bottle is labelled as to its contents.</p> <p>All chemicals are locked away and are inaccessible when not being used.</p> <p>COSHH assessments have been carried out where hazardous chemicals are used Chemicals are only used by trained personnel.</p>				