

MANAGEMENT OF HEALTH AND SAFETY AT WORK REGULATIONS 1999

GENERAL RISK ASSESSMENT - FORM RA2

DEPARTMENT/SCHOOL/UNIT	Risk Assessment	REF NO.	RA 13
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TASK/OPERATION BEING ASSESSED	CLEANING HIGH LEVEL WINDOWS
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PURPOSE/METHOD OF WORK
<p>Purpose: To clean any window which is not accessible from ground level. This includes cleaning either the inside or the outside surface of a window, skylight or other translucent surface in a door, gate, wall or partition. This therefore includes those, which are located in the interior of buildings.</p> <p>Method:</p> <ol style="list-style-type: none"> 1. Assemble cleaning materials and implements needed for the job. 2. Use a suitable method of gaining access to the window or glazed surface. This may include a pair of stepladders, a ladder, folding trestles or a tower scaffold. 3. Place warning signs in the area of work. 4. Clean the window or glazed surface as required. 5. Clear up the site after finishing. 6. Dis-assemble tower scaffold if used, and return all access equipment to safe storage.

SPECIFIC LEGISLATIVE REQUIREMENTS
Health & Safety at Work etc. Act Management of Health & Safety at Work Regulations Provision and Use of Work Equipment Regulations Control of Substances Hazardous to Health Regulations Workplace (Health, Safety & Welfare) Regulations Manual Handling Operations Regulations Construction (Working Places) Regulations (for tower scaffolds)

LEVEL OF SKILL/TRAINING REQUIRED
Knowledge of relevant Guidance Notes - safe use of ladders - safe use of step ladders - safe use of folding trestles - tower scaffolds – safety guide Trained in erection and use of tower scaffolds General health and safety awareness COSHH awareness Manual handling awareness General awareness in high level access equipment

CHEMICALS/MATERIALS INVOLVED	HSC NO.	ASSESSMENT DATE
Detergent/Cleaning fluids		

SPECIFIC WORK EQUIPMENT PROVIDED
Ladder, Step-ladder, Tower scaffold Cleaning materials (bucket, cloth, brush, squeegee)

MAIN HAZARDS IDENTIFIED	WHO WILL BE AFFECTED	CONTROL MEASURES TO REDUCE THE RISK
Collapse of access equipment	SSO and Passers-by	<p>Inspect all access equipment before use.</p> <p>Ensure all equipment is correctly assembled in accordance with training.</p> <p>Where required, inspect equipment after assembly and before first use. Repeat inspections as required. Where required by legislation, access equipment must be inspected annually by an independent and competent individual.</p> <p>Ladders must be colour coded to indicate that an annual inspection has taken place.</p> <p>Never use damaged or faulty equipment.</p> <p>If work is required above fragile roofs or roof lights, suitable walkways and platforms must be provided. Warning notices must be provided adjacent to fragile roofs.</p>
Electrical	SSO	<p>If indoor cleaning is being carried out, ensure that electrical sockets are covered prior to work beginning.</p>
Manual Handling	SSO	<p>Ensure the provision of information, instruction and training in the correct manual handling technique.</p> <p>Seek assistance when carrying access equipment if the load is unmanageable for the individual.</p> <p>Make use of any mechanical means that have been provided.</p>
Falling objects	SSO and Passers-by	<p>Do not throw tools etc. from access equipment.</p> <p>Do not rest tools etc. on the rungs of ladders and stepladders, ensure that they are securely fixed.</p> <p>Perform all high level cleaning outside of school hours. Cordon off the base of the access equipment if there is the possibility of pupils gaining access to the area.</p>
Falls from height	SSO and others present in the area	<p>All access equipment must be used in accordance with guidance notes, and relevant legislation.</p> <p>Access equipment must only be used in favourable weather conditions.</p> <p>Ladders etc. should be securely fastened or footed.</p> <p>Do not lean or over-reach from any access equipment.</p> <p>Erect access equipment on firm, level ground, away from changes in the level of the ground.</p> <p>Ensure that access equipment does not obstruct doors, walkways etc.</p> <p>Do not use ladders and stepladders on top of tower platforms, tables, desks or other unstable raised surface.</p> <p>Avoid necessity to clean high level windows (e.g. by contracting out to professional cleaners).</p> <p>Avoid the need for using access equipment by using brushes, squeegees etc. on extension poles.</p> <p>Do not leave access equipment unattended where there is the possibility of unauthorised use, e.g. by pupils.</p>
Harmful substances	SSO	<p>Use non-toxic or non-harmful detergents and cleaning fluids wherever possible.</p> <p>Any substance must be approved under the health and safety control system.</p> <p>All staff required to use substances must be aware of the precautions to be taken in relation to the use of the substances.</p> <p>Suitable precautions must be taken when using hazardous substances (e.g. gloves, safety eyewear, use at correct concentration).</p> <p>All cleaning substances must be kept locked away when not in use to prevent unauthorised use.</p> <p>COSHH assessments must be undertaken for all hazardous substances. Safety data sheets for each product must also be available.</p>

MANUAL HANDLING RISK	
Has a manual handling risk been identified?	YES
Is the risk considered to be	Medium
Is a further detailed assessment required?	YES
If the answer to the above question is YES a separate manual handling assessment will be required to fulfil the requirements of the Manual Handling Operations Regulations 1992.	

PERSONAL PROTECTIVE EQUIPMENT REQUIRED	
Gloves Safety Eyewear Overalls Safety shoes	
Is training and instruction required	NO
Is there need for special accommodation	NO
Is there need for test/examination	NO
Is all P. P. E. compatible	YES

FREQUENCY OF MONITORING				
N/A	3 Months	6 Months	1 Year	> 1 Year

ASSESSMENT REVIEW PERIOD				
< 1 Year	2 Years	3 Years	4 Years	> 4 Years

Signed -----

Post/Title -----

Date -----