

# THE PARISH OF ST. GEORGE'S WORCESTER

<b>CLEANING TASKS Ref. No. 014</b>		
<b>Hazards associated with this activity</b>		
Electrocution Slips, trips & falls Hazardous substances	Personal safety Manual handling Fire Dermatitis	
<b>CONTROL MEASURES</b>		
<p>Employees and volunteers are asked prior to or, when they start employment, whether they suffer ill health when using cleaning chemicals e.g. skin problems.</p> <p>Information &amp; instruction in the risks, use &amp; storage of cleaning chemicals is given.</p> <p>Information &amp; instruction on the health &amp; safety aspects of their machines, equipment &amp; tasks</p> <p>Portable electrical equipment is periodically inspected &amp; tested. Employees and volunteers must report all faulty equipment immediately to the parish office.</p> <p>Only equipment provided by the parish must be used to carry out parish tasks.</p> <p>All equipment is visually checked by employees/volunteers before use.</p> <p>Employees and volunteers are instructed to use the electrical socket closest to where they are working to minimise trailing cables.</p> <p>Wet floor signage must be used at all times when floors have been cleaned.</p> <p>Employees and volunteers are reminded not to splash liquid cleaners or water in the direction of electric sockets.</p>	<p>Lifting, pushing or pulling heavy or awkward items or equipment is to be avoided if possible.</p> <p>Working at height is only done when the task cannot be done from the ground.</p> <p>Employees and volunteers must not stand on tables and chairs. Hop ups and step ladders are to be used. These items must be visually checked before use to ensure they are safe.</p> <p>Cleaning chemicals, polishes &amp; other hazardous substances mu.</p> <p>Aerosols must be stored away from sources of heat (e.g. radiators, hot pipework, heaters, window ledges in direct sunlight).</p> <p>Sensible footwear must be worn at all times.</p> <p>Employees and volunteers are aware of the correct procedure to follow when dealing with bodily fluids. Suitable kits are available.</p> <p>Mechanical cleaning equipment (i.e. floor polishers, vacuum cleaners) is serviced &amp; maintained.</p> <p>Employees and volunteers are aware of the procedures if they work alone. Working alone must be avoided if at all possible.</p>	
<b>Further considerations</b>		<b>Responsibility &amp; target date</b>
Develop a COSHH assessment library to include all hazardous substances used.		Co-Ordinator Sept. 2017
Groups/people affected: Employees and Volunteers		
Signature of person responsible for this activity confirming that this risk assessment has been carried out with the relevant people	Signed: Print: J STEVENSON	Date: JAN 2017
Approval by the Person in charge of area/Head of Department/Senior Manager (please indicate which)	Signed: Print: FATHER BRYAN	Date: JAN 2017