



RISK ASSESSMENT

Identified Hazard	Risk Rating			
	N/A	Low	Med	High
Window Cleaning				
Moving equipment and materials—Risk of manual handling injury				
Slips, trips and falls—Risk of slipping on wet floor or tipping over hoses				
Working from height—Untrained operatives in PPE and other methods used				
Water fed pole striking buildings, trees or overhead cables				

Risk Rating: **NA** - not applicable **Low** - minor cuts / bruising **Medium** - sprains / strains **High** - major injury

Control Measures Required

Moving Equipment and Materials

Hazard:

- Risk of Manual handling injury.

Causes:

- Incorrect lifting techniques.

Control Measures:

- Utilise correct lifting procedures – Refer to method statement

Slips, Trips and Falls

Hazard:

- Risk of slipping on wet floor
- Tripping on equipment/hoses.

Causes:

- Water from window cleaning falling to floor.
- Equipment (eg ladders) left lying around.
- People tripping over hose.

Control Measures:

- Ensure barriers and/or warning signs used.
- Put equipment tidily and out of the way.

Working from Height

Hazard:

- Falling from Ladder

Causes:

- Untrained operatives.
- Uneven or slippery floor surface.

Control Measures:

- Use water fed pole to access all 2nd storey windows and higher from the Ground, eliminating the need for ladders.
- Ensure operatives are fully trained in using ladders and step-ladders (when requiring use).
- All ladders footed or a ladder stabilising device used when necessary.
- Weather conditions accounted for when working on ladders.
- Refer to method statement

Water fed pole striking buildings, trees or overhead cables

Hazard:

- Water fed pole striking buildings, trees or overhead cables

Causes:

- Untrained operatives.
- High Winds

Control Measures:

- Ensure all operative are fully trained in the use of the water fed pole system.
- Weather conditions accounted for when working to 3rd story windows or higher.

Further Points

- Suitable ladders can only be used to a height of the first floor level from the ground or ground floor flat roof area.
- All equipment (e.g. ladders) must be supplied and maintained by Gillies Cleaning.
- Failure of the operatives of Gillies Cleaning to comply with the Method Statement and Risk Assessment will result in the immediate termination of our contract with the client.
- Window cradles will not be used therefore are not applicable in this Risk Assessment.
- Any matters concerning the provision of window cleaning should be reported to Gillies Cleaning.

Client:

Description: Window Cleaning

Date:

Signed:



METHOD STATEMENT

Moving Equipment and Materials

- Ensure that the object is light enough to lift, is stable and unlikely to shift or move
- Heavy or awkward loads should be moved using a handling aid
- Make sure the route is clear of obstructions
- Make sure there is somewhere to put the load down wherever it is to be moved to
- Stand as close to the load as possible, and spread your feet to shoulder width
- Bend your knees and try and keep the back's natural, upright posture
- Grasp the load firmly as close to the body as you can
- Use the legs to lift the load in a smooth motion as this offers more leverage reducing the strain on your back
- Carry the load close to the body with the elbows tucked into the body
- Avoid twisting the body as much as possible by turning your feet to position yourself with the load.

Slips, Trips and Falls

Definitions

SLIP – A slip is to slide accidentally causing the person to lose their balance, this is either corrected or causes a person to fall.

TRIP - A trip is to stumble accidentally often over an obstacle causing the person to lose their balance, this is either corrected or causes a person to fall

FALL - A fall is a sudden, unintentional change in position causing an individual to land at a lower level, on an object, the floor, or the ground, other than as a consequence of sudden onset of paralysis, epileptic seizure, or overwhelming external force, whether or not an injury is sustained. It can also be defined as an event which results in an individual or a body part of an individual coming to rest inadvertently on the ground or other surface lower than the individual, whether or not an injury is sustained.

Main causes of slips, trips and falls

The main causes of slips, trips and falls in the workplace are:

- uneven floor surfaces
- unsuitable floor coverings
- wet floors
- changes in levels
- trailing cables
- poor lighting
- poor housekeeping.

General care

- Ensure floor surfaces are free of spillages and kept in good, clean conditions.
- Any spillage must be cleaned up straightaway.
- 'Caution Wet Floor' sign must be displayed at all times, informing pedestrians of wet floor conditions.
- All trailing pipes must be secured away from walkways
- Trailing pipes must be covered when crossing walkways by safety sign.
- Operatives to wear suitable footwear
- Salt to be used then working in icy conditions

Working from height

Ladder condition

If you do use ladders, make sure they are:

- Of the correct type – class 1 industrial or EN131 is recommended;
- Strong enough for the task (ladders for domestic DIY tasks are not usually suitable); and
- Regularly inspected.

A leaning ladder in good condition has:

- Feet firmly attached and with a good tread;
- Clean rungs;
- Undamaged stiles; and
- Secure fastenings when it is extended.

General guidance notes

- know when to use a ladder
- decide how to go about selecting the right sort of ladder for the particular job
- understand how to use it
- know how to look after it
- take sensible safety precautions

Access Method

We will utilise the water fed pole cleaning method negating the need for access equipment on the exterior of the property. Access to the interior glass on the building will be gained by using steps or ladders where necessary.

Site Preparation

Appropriate areas will be marked with warning signs. Sentries will be placed if deemed necessary. Work may be carried out (if requested) out of normal working hours to minimise disruption.

Cleaning Method

For the cleaning of external windows the following methods will be used:

- The water fed pole window cleaning system using purified reverse osmosis water which will clean all frames and glass to a smear free shine.
- For the cleaning of internal windows (where applicable) the following method will be used:
 - i) Water with a light detergent shall be used.
 - ii) The window will be cleaned using a synthetic applicator, with the cleaning solution being removed with a rubber squeegee.
 - iii) Any subsequent runs or smears will be removed with a microfibre cloth.

Personal Protective Equipment

The following will be worn:

- Barrier cream/Protective Gloves
- Hygienic protective over boots will be worn in the swimming pool area.
- Suitable footwear that is in good condition and has good grip and anti-slip properties.

Client:

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Date:

Signed: