

What are the hazards and how might they harm?



Slip injuries from spillages, trip injuries caused by obstructions



Back and muscle strain from manual handling



Electric shock as a result of contact with electrical sockets or faulty equipment



Cuts or lacerations from sharp surfaces



Inhalation injury, burns, skin irritation from cleaning chemicals

What PPE should the individual wear?



Wear PPE as prescribed in the Task Card for the cleaning chemical you are using and to ensure infection control. This is likely to include gloves and/or goggles.

What other precautions should be taken?



Wear appropriate footwear with slip-resistant soles



Clean up any spillages immediately



Open windows to keep the area well ventilated

Wet and dry carpet cleaning and shampooing

Safety Task Card STCCL 10

Unit Managers – use page overleaf to list any hazards and control measures specific to your site which are not listed below

Safe System of Work

1. Erect warning signage before starting and where appropriate use barriers and signage to prevent unauthorised access.
2. Floor cleaning should be carried out at times when pedestrian traffic is minimal.
3. Examine the area to be cleaned for hazards, including damaged edges, and report any hazards to your manager before starting the work.
4. Follow the manufacturer's instructions for the equipment being used and only use if you have been trained to do so.
5. Only use the designated cleaning product for the task being carried out and equipment used.
6. Follow the safety precautions in the COSHH Task Card for the chemical being used. This includes wearing PPE such as protective eyewear and gloves.
7. Use the nearest electric power socket to reduce the length of cable and minimise trip hazards.
8. There must be no strain on the cable.
9. Take extra care when cleaning stairs.
10. When using equipment in areas where there is pedestrian traffic, cables must not cross onto the safe walking area.
11. Keep the cable behind the line of work to prevent it from getting caught up with moving parts.
12. Always return the handle into the upright position when equipment is not in use.
13. Disconnect equipment from mains electrical supply when assembling or cleaning it, maintaining filters or changing the dust bag.

Continued on reverse

If you have any concerns, stop and speak with your line manager before proceeding.

List any additional hazards or risks you have identified and control measures required to manage these.

Wet and dry carpet cleaning and shampooing continued

Safety Task Card
STCCL 10

Safe System of Work continued

14. Before changing a dust bag, inspect it for any protruding medical sharps and refer to SCTGE 15 if necessary.
15. Leave equipment empty and clean, and store safely.
16. Remove all barriers and signage once the task has been completed.

If you have any concerns, stop and speak with your line manager before proceeding.

SOP (Standard Operating Procedures)