

What are the hazards and how might they harm?



Slip injuries from spillages, trip injuries caused by obstructions



Back and muscle strains from manual handling or overreaching



Electric shock as a result of contact with electrical sockets



Cuts or lacerations from sharp surfaces



Inhalation injury, burns, skin irritation from cleaning chemicals



Bacterial or viral infections (HIV, hepatitis etc.) from contact with bodily fluids

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

General room and office cleaning

Safety Task Card STCCL 01

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 or signage to prevent unauthorised access.
2. Examine the area to be cleaned for hazards, including damaged equipment or edges, and report any hazards to your manager before starting work.
3. Follow the correct cleaning procedure to avoid cross-contamination by following the colour-coded system for cleaning cloths and equipment. See reverse for details.
4. Only use the designated cleaning product for the task being carried out.
5. Follow the safety precautions in the COSHH Task Card for the chemical being used. This includes wearing PPE such as protective eyewear and gloves.
6. Do not spray chemicals close to electrical sockets; apply the chemical to the cloth.
7. Use appropriate high-level cleaning tools to reach high levels.
8. If necessary, use a step stool or stepladder (less than 0.8m high) to reach higher levels. Refer to STCGE10 and only use a step stool or stepladder if you have been trained to do so.
9. Where the task requires use of a step stool or ladder with a height of 0.8m or above, do not continue with the task and refer to your manager.
10. Remove any sharps correctly and discard in a sharps bin, or other suitable container following the controls in STCGE 15.
11. Remove all barriers and signage once the task has been completed.
12. Refer to STCGE 06 when cleaning bodily fluid spills.

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

General room and office cleaning continued

Safety Task Card
STCCL 01

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

SOP (Standard Operating Procedures)