

RISK ASSESSMENT FOR:		CARETAKING DUTIES Building and fittings maintenance, Minor repairs or installation, Arranging contractors, Cleaning duties, Clearing waste/ graffiti, Management of premises, Security, Controlling access to rooms	
Establishment: Marsh Green Primary School	Assessment by: N Sanchez, D Smith		Date: April 2016

What are the hazards?	Who might be harmed and how?	What are you already doing?	What further action is necessary?	Action by who?	Action by when?	Done
General lifting and carrying	Staff, pupils, visitors , contractors Cuts / abrasions, muscular skeletal and other physical injuries	- Manual handling minimised as far as possible, broken down into smaller loads / assistance sought. - Staff made aware of correct lifting techniques to reduce risk of injury. - Appropriate footwear worn - Mechanical lifting aids available (trolleys etc.) - Good housekeeping and workplace layout. - Heavy items stored at waist level. - Floor surfaces unobstructed and slip free.	Specific manual handling assessment to be carried out for all one off tasks presenting significant risk / for individuals with medical conditions etc. Caretaker has updated H&S training and manual handling.			
Use of electrical equipment	Staff, pupils, visitors , contractors Electrical shock Burns Fire Power leads present a tripping hazard (Cuts / abrasions, muscular skeletal and other physical injuries)	- Pre-use check conducted. - Electrical equipment subject to regular safety inspection and test ('PAT testing') - Sufficient outlets to support the range of equipment normally used. Use extension leads and adaptors only where necessary. - Mains powered portable equipment protected by RCD in higher risk situations e.g. equipment used outside or in wet conditions, and for equipment where there is a risk of cables being severed. - System for reporting faults and taking equipment out of service in place	PAT testing is up to date			

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Use of power tools (drills, wood cutting equipment, hedge cutters, strimmers, etc.)	Staff, pupils, visitors , contractors Electric shocks/burns Cuts / abrasions Impact injury Entanglement with rotating parts Inhalation of dust / fume Irritation to eyes, nose and upper respiratory tract Skin sensitisation / disorders	• Equipment inventory of power tools in place. • Manufacturers handbook available and used to assess any significant risks. • Equipment is appropriate (being used for its intended purpose), restricted to authorised users and securely stored. • Machinery maintained in good condition • Any formal servicing / inspection requirements identified, pre-use check conducted by user. • Checks carried out to identify any specific training / instruction requirements • Pre-use check on condition undertaken • Tools / blades kept sharp and in good condition • Work and cutter guards in place. • Suitable personal protective equipment (PPE) available to users as required (e.g. eye, hearing protection, boots and overalls) • All items of PPE stored carefully, kept clean (not open to potential contaminant) and readily available. • For machine operations producing large quantity of dust / fume appropriate RPE (respiratory protective equipment) may be required. RPE guidance is available from the HSE. • Long hair must be tied back; jewellery should be removed or covered and loose clothing covered by a secure apron or overall.	Where there is a significant risk then ensure that a specific work equipment risk assessment is carried out.			

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Noise / vibration from equipment e.g. sanding machines, leaf blowers	Site staff Hearing damage, circulatory problems, miscommunication, stress	- Noise and vibration levels of equipment identified from the manufacturers handbook. - Noise:- if above 80dB hearing protection will be worn. - Vibration level checked against manufacturers handbook and identified as vibration magnitude m/s². This is to be checked against the HSE HAV Ready Reckoner to identify the level of risk and if it is necessary to limit exposure times to employees taking into account the cumulative effect of using various power tools. - Personal protective equipment issued e.g. ear defenders, close fitting goggles.				
Using chemicals e.g. paints, solvents, greases, oils, cleaning materials, pesticides	Staff, pupils, visitors , contractors Irritation / harm to eyes, nose and upper respiratory tract Skin sensitisation / disorders Poisoning Burns	- Inventory of chemicals is in place and up to date and includes cleaning and maintenance products. - Less hazardous chemicals used wherever possible. - Material Safety Data Sheet for substances obtained from supplier and guidance followed. - All containers clearly labelled - Chemicals stored appropriately, access restricted. - No mixing of chemicals. - Activities undertaken outside of school hours where possible. - Immediate cleaning up of any spillage - COSHH Assessment completed for all hazardous chemicals and control measures implemented. - Appropriate Personal Protective Equipment (e.g. gloves, goggles etc.) provided and worn where identified in COSHH assessment.				

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Repair / maintenance tasks Damage to asbestos containing material releasing fibres into the atmosphere	Staff, pupils, visitors , contractors Asbestosis, mesothelioma, pleural thickening lung cancer	- Check site asbestos log information for location of asbestos containing material prior to undertaking any work on the fabric of the building – no areas are currently accessible - Permission to work to be completed for any work on fabric of the building. - Where there is any doubt about whether a substance or structure may contain asbestos, then no work can be undertaken. Contact asbestos@hertfordshire.gov.uk - Arrange an additional intrusive asbestos survey for any refurbishment or demolition work.	Further survey of corridor to be completed prior to new library build	Building contractors/JL	April – Easter holiday	Completed and resealed
Exposure to sharps e.g. glass, whilst cleaning public areas	Staff, pupils, visitors , contractors Puncture injuries, cuts, infection	- Pre-cleaning general inspection to identify areas of risk e.g. broken glass, syringes - Suitable equipment available - Safe disposal procedures - Personal protective equipment e.g. gloves when retrieving items or collecting rubbish				
Work at height	Staff, pupils, visitors , contractors Fracture, bruises, cuts from objects falling, concussion, vertigo or dizziness resulting in falls	- All access equipment suitable for purpose, visual check before use and maintained in good condition. - Ladder inspection carried out each term and recorded on the ladder register. Damaged ladders and step ladders (dents, cracks or missing nonslip feet) removed from service - User trained in use of ladders for minor inspection / maintenance tasks. - Floor surfaces suitable (firm and even surface) - No lone working	DS completed ladder training – see training log			
Lone working – locking / unlocking	Staff, pupils, visitors , contractors Accident / injury,	- Ensure external lighting is adequate. - If possible follow different procedure daily.				

