

What are the hazards and how might they harm?



Trip injuries caused by trailing cables



Back and muscle strains from manual handling and overreaching



Pinching injuries when assembling and disassembling poles



Impact injuries from falling objects



Electric shock as a result of contact with faulty equipment

What PPE should the individual wear?



High-vis clothing required if working outside

What other precautions should be taken?



Wear appropriate footwear with slip-resistant soles

High-level vacuum cleaning

Safety Task Card STCCL 11

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. Vacuuming should be carried out when the fewest people are likely to use the area and pedestrian traffic is minimal.
2. Erect warning signage before starting and where appropriate, use barriers and signage to prevent unauthorised access. Leave sufficient space to allow for any falling disturbed dust and debris.
3. Additional signage is required around stairs.
4. If working outside, high-vis clothing must be worn.
5. In public areas a second person should monitor ground level to prevent collision with the operator.
6. Use the nearest electric power socket to reduce the length of cable and minimise trip hazards. Pay particular attention when working near stairs.
7. There must be no strain on cable and connections.
8. The vacuum cleaner must be in an upright position when being transported to and from an area.
9. If the vacuum cleaner is heavy and it is necessary to lift it, this must be done by two people.
10. Make sure that safety buttons are aligned with the appropriate holes of the safety locking mechanism, and that you keep fingers away from the join when assembling poles and attachments.
11. Check the filters are clean and free of debris. Never use the vacuum cleaner without the main filter in place, as this will allow debris to get into the motor.
12. Take care not to overreach.
13. When the cleaning task is completed, remove all heads, clean them and then store them in the large hose 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.

High-level vacuum cleaning continued

Safety Task Card
STCCL 11

Safe System of Work continued

14. Before emptying the collection chamber and wiping down the vacuum cleaner, disconnect it from the electrical supply.
15. Strap disassembled poles together. Roll up hoses and connectors and store them in the hose bag.
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)
