

What are the hazards and how might they harm?



Trip injuries caused by trailing cables or obstructions



Back and muscle strains from manual handling or overreaching



Electric shock as a result of contact with faulty equipment



Fire as a result of overfilling vacuum bags

What other precautions should be taken?



Wear appropriate footwear with slip-resistant soles

Using a backpack vacuum cleaner

Safety Task Card
STCCL 09

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. Additional signage is required around stairs.
2. Vacuuming should be carried out at times when pedestrian traffic is minimal.
3. Check the vacuum bag and change it if full, as overfilling bags can create a fire hazard.
4. Before changing a vacuum bag, inspect it for any protruding medical sharps and refer to SCTGE 15 if necessary.
5. For mains-powered vacuum cleaners, use the nearest electric power socket to reduce the length of cable and minimise trip hazards. Pay particular attention when working near stairs. There must be no strain on cable and connections.
6. Where present, the cord must be placed on the cord-relief lock. Excess cable should be hooked tidily and secured using the restraining strap.
7. Always use both back straps. These must be adjusted so that the majority of weight sits on top of the hips, and not on the shoulders.
8. Always wear the waist and chest straps, which should be adjusted for comfort.
9. Keep a straight back when operating the vacuum cleaner and do not bend forward.
10. When finished or when moving to a different area, switch off the vacuum cleaner at the appliance and the power source, then unplug the power lead (never pull the power cord to remove the plug).
11. Store clean equipment in the designated storage area.
12. Remove all barriers and signage once the task has been completed.
13. Notify your manager if the appliance is dropped or otherwise damaged.

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

Using a backpack vacuum cleaner continued

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

SOP (Standard Operating Procedures)