

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

General vacuum cleaning

Safety Task Card STCCL 08

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 or signage to prevent unauthorised access. Additional signage is required around stairs.
3. Where required move furniture and rugs before vacuuming.
4. Check the vacuum bag and change it if full, as overfilling bags can create a fire hazard.
5. Before changing a vacuum bag, inspect it for any protruding medical sharps and refer to SCTGE 15 if necessary.
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 the cable and connections.
8. Always work with the vacuum cleaner behind you.
9. Adjust the length of the wand to enable your shoulder and elbow to be in a natural position, close to the body, and to minimise body movement.
10. Take care not to overreach.
11. 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).
12. Wind in or coil cord when moving from one area to another and before putting equipment away.
13. 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.

General vacuum cleaning 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)