

### What are the hazards and how might they harm?



Slip injuries from wet/  
soapy surfaces



Back and muscle strains  
from overreaching



Electric shock as a result of  
contact with electrical sockets



Cuts or lacerations  
from contact with  
sharp surfaces



Inhalation injury  
or skin irritation from  
cleaning chemicals

### 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

## Cleaning fixtures, walls, partitions, doors, furniture and dispensers

Safety Task Card  
**STCCL 02**

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 damage to edges. Report any hazards to your manager before starting the 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 directly around electrical sockets; apply the chemical to the cloth.
7. Always clean from top to bottom and keep the door behind you for safe exit.
8. When cleaning around doorways, ensure doors are wedged open; where this is not possible, consider locking doors, to prevent being hit by a door being opened.
9. Use appropriate high-level cleaning tools to reach high levels and take care not to overreach.
10. 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.
11. 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.
12. Keep the floor dry by mopping up any spillages immediately.
13. Remove barriers and signage once the task has been completed.

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

# Cleaning fixtures, walls, partitions, doors, furniture and dispensers continued

Safety Task Card  
**STCCL 02**

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

## SOP (Standard Operating Procedures)