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| **Safety Task Card** | | | | |
| **CLN 13** | **Removing and rehanging of curtains** | | | |
| **Workplace Safety Hazards** | | | | |
| What are the hazards? | | | How might they be harmed? | |
| Falling from height  Falling objects  Manual Handling  Tripping  Contact with cleaning chemicals  Contact with bio- hazards | | | Back and muscle strain  Bruising  Fractures  Concussion  Irritation  Infection | |
| **Safe System of Work** | | | | |
| **Check if curtains can be changed from floor level without overstretching, if not a suitable safety stepladder with a rail must be used with the following being observed:**   * It is used for light work where a maximum load of 10kg is carried on the stepladder * Employees using stepladders are physically fit and have been trained in their correct selection, positioning and safe use, including the carrying out of safety checks before use * Operator wear flat, covered, slip resistant shoes prior to commencing task * The stepladder details are entered onto the Stepladder Register and a Management Safety Check has been carried out within the last 6 months * A visual check has been made by the user to ensure that the stepladder is in a satisfactory condition * Under no circumstances should chairs, windowsills or beds be used to gain height to change curtains or clean the pole or window curtains * If operator is unable to locate suitable stepladder or stepladder is not in good working order supervisor must be informed prior to commencing task to organise replacement   **Positioning of stepladders**   * Stepladders must only be used on firm level ground, free from loose materials, spillages and obstructions * Stepladders must be positioned where they are not at risk of being pushed over by other hazards, e.g. opening doors or windows. If necessary, secure doors and windows or have a person stand guard during the task * Erect suitably located warning signs/barriers as appropriate to warn or prevent unauthorised access when in use * Wherever practicable, position the stepladder to face the bed/window and rail section curtain being removed/fitted without causing the need to over reach or lean forward * Operators to complete visual check of area to ensure any obstructions or tripping hazards have been removed   **Manual Handling**   * Employees completing task of changing curtains as part of regular replacement or deep clean are physically fit and have been trained in manual handling and infection control including specific barrier cleaning requirements * Disposable curtains weigh 1.8kg each, these can be carried in plastic outer box to location being changed, if a ward is to be completed organise for curtains to be delivered direct from stores   When transporting linen curtains always use trolley provided and never attempt to carry curtain up the ladder. Place from floor level over rail ready to hang | | | | |
| **Site Specific Actions**  List any actions required in addition to the above safe system of work | | | | |
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| The above control measures are implemented within my unit. All relevant staff are aware of these control measures and this is recorded in the training record for this safety task card. | | | | |
| Unit Manager Name | | Signed | | Date |

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| **Safety Card Training Record** | | | |
| **CLN 13** | **Removing and rehanging of curtains** | | |
| I confirm that I fully understand the risks and control measures associated with the task  and that I will follow the Safe System of Work at all times. | | | |
| Operative Name | | Signature | Date |
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