|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Safety Task Card** | | | | |
| **CLN 05** | **Stain, Chewing gum and Graffiti removal** | | | |
| **Workplace Safety Hazards** | | | | |
| What are the hazards? | | | How might they be harmed? | |
| Cleaning products  Electrical Hazards  Falls from heights | | | Electric shock  Death, bruising fractures  Back and muscle strains  Cuts and abrasions  Irritation and burns | |
| **Safe System of Work** | | | | |
| * Staff trained in correct use of equipment and the correct method of cleaning. * Follow manufacturer’s user instructions for any equipment, where these are available. * Equipment to be maintained by competent persons and in accordance with manufacturer’s guidance where available. * Use only the designated cleaning product for the task being carried out and only from the approved clearly labelled containers. Always use chemicals in the correct dilution and in accordance with manufacturers’ user instructions. Never mix cleaning products together. Never leave cleaning products unattended and store safely after use. * Suitable Personal Protective Equipment must be worn in accordance with COSHH Product Assessments. Always Use PPE . If damaged or mislaid report it to your manager. * Whenever the use of organic solvents is necessary, attention must be paid to eye and breathing protection. * Erect suitably located warning signs/barriers as appropriate to warn or prevent unauthorised access when cleaning in progress. * Do not spray cleaning products close to electrical equipment or sockets. * Do not spray cleaning products close to sources of ignition. * Ensue that the cleaning products are used in a well-ventilated area. * Clean equipment and return it to the designated storage location after use. * Store cleaning products upright, in a cool, ventilated place, out of direct sunlight and away from sources of ignition. * Do not overreach, use high cleaning tools if required or suitable access equipment e.g. Step stool or Stepladder. * Implement the Safe System of Work/Control Measures in the Step Stool Risk Assessment, Ref COM 11 or Stepladder Risk Assessment Ref. COM 20. * Implement the safety precautions in the COSHH Product Assessments. | | | | |
| **Site Specific Actions**  List any actions required in addition to the above safe system of work | | | | |
| Equipment used at site: | | | | |
| 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 |
| **Safety Card Training Record** | | | | |
| **CLN 05** | **Stain, Chewing gum and Graffiti removal** | | | |
| 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 |
|  | |  | |  |
|  | |  | |  |
|  | |  | |  |
|  | |  | |  |
|  | |  | |  |
|  | |  | |  |
|  | |  | |  |
|  | |  | |  |
|  | |  | |  |
|  | |  | |  |
|  | |  | |  |
|  | |  | |  |
|  | |  | |  |
|  | |  | |  |
|  | |  | |  |
|  | |  | |  |
|  | |  | |  |
|  | |  | |  |
|  | |  | |  |
|  | |  | |  |
|  | |  | |  |
|  | |  | |  |
|  | |  | |  |