

What are the hazards and how might they harm?



Trip injuries caused by obstructions



Back and muscle strains from manual handling or overreaching



Impact injuries from falling objects



Injuries resulting from falls from height

What other precautions should be taken?



Wear appropriate footwear with slip-resistant soles

Removing and rehangng curtains

Safety Task Card STCCL 14

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. Consider manual handling precautions when transporting curtains to and from the area.
2. Single disposable curtains can be carried in the plastic outer box. If a number of curtains are being rehung, for example a ward, organise for these to be delivered to the area directly. If this is not possible, use a trolley or roll cage.
3. When transporting linen curtains always use a trolley or roll cage.
4. Where possible change curtains from floor level, if this can be done without overstretching.
5. If necessary, use a step stool or stepladder (less than 0.8m high) to reach higher levels. Refer to STCGE 10 and only use a step stool or stepladder if you have been trained to do so.
6. 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.
7. Under no circumstances should chairs, windowsills, beds or other furniture be used to gain height to remove or hang curtains.
8. Position the step stool or stepladder facing the rail section being worked on, to reduce the risk of leaning or overstretching.
9. Disposable curtains must be disposed of in clinical waste.
10. Fill dirty linen bags no more than two-thirds full. Heavy bags should be lifted by two people.
11. Linen bags must be transported in roll cages.
12. Linen curtains must not be carried up a step stool or stepladder.
13. Place linen curtains over the rail from floor level, ready to hang.

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

Removing and rehangng curtains 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)