

What are the hazards and how might they harm?



Pinching injuries when assembling and disassembling poles



Inhalation injury, burns, skin irritation from cleaning chemicals



Back and muscle strains from overreaching



Electrocution caused by contact with high voltage electricity



Impact injuries from falling objects or collisions with pedestrians, vehicles or obstructions



Trip injuries caused by obstructions and slip injuries from spillages

What PPE should the individual wear?



Wear PPE as prescribed in the Task Card for the cleaning chemical you are using.
This may include gloves and/or goggles.

What other precautions should be taken?



Clean up any spillages immediately

Cleaning windows and other glass surfaces using water buckets

STCCL 24

Safe System of Work

1. Erect warning signage before starting and where appropriate use barriers or signage to prevent unauthorised access. Additional signage is required around stairs.
2. This task should be carried out when the least number of people are likely to use the area and pedestrian traffic is minimal.
3. You must wear reinforced toe-capped safety shoes and a high vis vest or jacket.
4. Follow the safety precautions in the COSHH Task Card for any chemical being used. This includes wearing PPE such as protective eyewear and gloves.
5. When cleaning externally, be aware of windspeeds and direction. Do not proceed in high winds above 25mph.
6. Do not use telescopic poles where they may come within 3m of a source of high voltage electricity or when there is a risk of an electrical/lightning storm.
7. Do not carry out external window cleaning when there is a risk of water falling on pathways could freeze.
8. Assess the area for any damage or defects. Any damage should be reported.
9. Make sure that safety buttons are aligned with the appropriate holes of the safety locking mechanism, and that you keep fingers away from the join, when assembling poles and attachments.
10. Do not over fill buckets to prevent spillages and manual handling injuries.
11. Work within your capabilities and take care not to overreach.
12. Don't reach over glass balustrades and similar surfaces to clean the far side but clean these from below using long-reach equipment as necessary.
13. Use safe manual handling practices when using a telescopic pole. When operating poles over 10m height the use of arms should be reduced by greater use of leg or whole-body movement.

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

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

Cleaning windows and other glass surfaces using water buckets continued

Safety Task Card
STCCL 24

Safe System of Work

14. Be aware of your surroundings. In public areas a second person may be required to monitor ground level to prevent collision with obstacles or pedestrians.
15. Do not use a step stool or stepladders when using the equipment.
16. When not using equipment, lay it flat where it does not cause a trip hazard and do not lean telescopic poles against the wall.
17. Microfibre pads and covers must be removed and laundered after use.
18. Keep internal floors dry by mopping up any spillages immediately.
19. Remove all barriers and signage once the task has been completed.