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| **Safety Task Card** | | | | |
| **CLN 17** | **Use of high-level space vac cleaning** | | | |
| **Workplace Safety Hazards** | | | | |
| What are the hazards? | | | How might they be harmed? | |
| Electrical hazards  Wet floors  Trailing cables  Pole joints  Manual handling hazards  Falling objects | | | Electric shock  Slips, trips and falls  Back and muscle strains  Irritation to skin and eyes  Cuts and abrasions  Pinching injuries  Impact injuries | |
| **Safe System of Work** | | | | |
| * Employees to be trained in the use of space Vac and in correct cleaning method. Only trained operators to use the system, * Follow manufacturer’s user instructions, where these are available * Space Vac to be maintained by competent persons and in accordance with manufacturer’s guidance where available. * When transporting space vac – ensure vacuum is standing upright, if lifting at any time this must be carried out by 2 operatives. * Carry out any pre-checks relevant to the task being completed. * When attaching the relevant poles attachments are put on and clicked into place via the safety locking mechanism- by aligning the safety button with appropriate hole, keeping fingers away from the joint to prevent pinching injuries. * Provision and use of nearest electric power sockets to reduce length of trailing cables and to minimise the use of extension leads. Cables to be placed as close to edge of room as possible to reduce tripping hazards. Particular care must be taken when using equipment near stairs. * Ensure no strain placed on the cable and connections. * Erect suitably located warning signs/barriers as appropriate to warn or prevent unauthorised access to area under the area while vacuuming in progress. Additional cleaning signs will be required for staircases. * Cleaning carried out at a time when least number of people likely to use the area. * Return equipment to designated storage location after use, clean thoroughly and store correctly. * Disconnect from mains electrical supply when cleaning the appliance, wipe down the appliance, empty the collection chamber. * Remove all heads store in the large hose bag- after being cleaned. * Roll hose up and use connectors supplied to keep in place store in hose bag. * Remove poles and strap together to keep tidy and organised for next use.   Check filters are clean and free of debris – NEVER use with main filter in place – this will allow water and debris to enter the motors and cause failure.   * Implement the Safe System of Work/Control Measures in the Electrical Safety Risk Assessment, Ref. MAN 05, including regular PAT safety testing and the manual handling safety precautions. | | | | |
| **Site Specific Actions**  List any actions required in addition to the above safe system of work | | | | |
| Machine used at site:  Chemicals 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 |

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| **Safety Card Training Record** | | | |
| **CLN 17** | **Use of high-level space vac cleaning** | | |
| 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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