

		Impact How severe would the outcomes be if the risk occurred?				
		Insignificant 1	Minor 2	Significant 3	Major 4	Severe 5
Probability What is the probability the risk will happen?	5 Almost Certain	Medium 5	High 10	Very high 15	Extreme 20	Extreme 25
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Risk assessment ref: RA021

Task description: Cleaning of bike shelter

General activities included: Cleaning of the glass/Perspex, framework and sweep of flooring

Site name:	GENERIC	Assessment carried out by:	J GOODE
Date assessment was carried out:	10.03.2026 (JG)	Date of next review:	01.04.2027
Corresponding method statements	MS028 Cleaning from a ladder MS026b Cleaning windows, perspex or cladding by Reach and wash pole wash from ladder		

What are the hazards?	Who might be harmed? (Staff, visitors, general public)	What are the risks? (Staff, visitors, general public)	Are the following control measures in place to eliminate or reduce the risks?	Yes/ No/ N/A	PPE required?	Corrective actions / required observations. What further action do you need to take to control the risks?	Risk evaluation (1 – 5, 5 = high)			Risk rating (Low, Med, High)
							Impact (1-5)	Probability (1-5)	Overall risk (C X L)	
Slips, trips and falls	Staff & visitors	Could suffer injury such as Sprains & fractures from tripping or falling, or slipping over on; Wet floors, uneven flooring, trailing cables, raised floor coverings or obstructions.	1 Work areas to be kept clear from obstructions 2 Any spillages to be cleaned up immediately 3 Warning signs to be erected/ area to be cordoned off where cleaning activity is taking place (trailing cables) or floors are wet. 4 Equipment to be plugged into nearest socket to avoid trailing cables/ hoses. 5 Defects to floor coverings to be reported 6 Work to be carried out of normal office hours to reduce footfall during the clean	Yes	N/A	N/A	2	1	2	Low
Muscular skeletal disorders (MSD)	Staff	Could suffer with back pain or work-related upper body disorder due to; 1 Using incorrect handling	1 A risk assessment must be completed when lifting heavy or bulky loads that present a risk of injury.	Yes	N/A	See manual handling risk assessment and Reach and Wash	2	3	6	Med



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		techniques when using Reach and wash equipment. New and expectant mothers may be more susceptible to injury.	2 All equipment/ loads movement which exceed 10kg must be carried out as "two man". (A standard 5 litre bucket of water weighs 5 kgs) Training in lifting techniques must be provided to all staff. 3 Reach and wash only to be carried out by trained personnel who have received training as per equipment providers instructions for use. Personnel to use Cleaning by Reach and Wash method statement.			guidance				
Use of chemicals	Staff	Could cause ill health such as skin irritation due to the hazardous substance or through over regular wet work), urticaria (a skin condition caused by irritation or an allergic reaction) or respiratory irritation or illnesses (such as occupational asthma).	All cleaning chemicals used on site must have an accompanying COSHH assessment, and a Material Safety Data Sheet. COSHH assessments accurately reflect the use and handling of the relevant substance on site. Suitable PPE will be provided where it is identified as being required.	Yes	Nitrile gloves	See COSHH assessments for advice for each product	2	1	2	Low
Sharps	Staff	Potential of sharp objects i.e broken glass/ 2erspex	Sharps policy in place, included in induction training. Training in place to advise staff not to handle sharps, Visual inspection of the area to be carried out first and any visible broken fabrics i.e Perspex or glass to be reported immediately	Yes	Work wear gloves to be worn	N/A	2	1	2	Low
Falling from height (when	Staff & visitors	Could result in sprain, bruising or serious injury	Staff are not permitted to use any ladder unless training has	Yes	Hard hat (to be	Every activity/ Every time	5	2	10	High

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<p>using a ladder)</p>		<p>such as fractures or even death as a result of the impact of falling from a height.</p>	<p>been carried out and they have signed the Company "approved ladder user register"</p> <p>Assessment is carried out at local level taking into account the task to be completed, the local environment and any local hazards. The results of this will determine the safest and most suitable method for work at height. The approach will be to complete the work from ground level if at all possible to PREVENT a fall.</p> <p>Ladders (if over 2 metres) will be footed.</p> <p>Ladders are not used outside in high winds or in adverse weather conditions. Pre use inspection of the ladder is carried out before use.</p> <p>Visual check of the area is carried out before work starts. Appropriate selection of most suitable ladder (must be long enough)</p> <p>Quarterly formal checks on the condition of the ladders is carried out and documented (recorded and labelled with appropriate safety tag).</p> <p>Area to be cordoned off to restrict public access or walking</p>		<p>worn when where risk of debris falling from above or when working above 2 metres)</p> <p>Work Gloves (with grip)</p> <p>Safety footwear (with grip)</p> <p>High visibility clothing</p>	<p>Formal assessment of work tasks to determine that ladders are the most suitable equipment to use by the local site manager. This needs to be recorded to show what other options have been considered and why a ladder is suitable.</p> <p>Safe storage of ladders when not in use.</p> <p>Regular updates to staff on the rules to follow when using a ladder</p>				
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			under personnel working at height, and to negate risk of falling objects.							
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Please note: Due to the confidential nature of our client's operations, we are unable to upload site specific RAMS or COSHH to the webpage. A copy of any site specific RAMs or COSHH will be available by hard copy in the site folder located on the relevant site.

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METHOD STATEMENT: MS028

Task description: Cleaning from ladder

Equipment

Warning signs
Ladder or Step Ladder
Ladder Stability Device
Buckets
Sponges & cloths
Scrim, squeegee and Blade (if window cleaning)
Appropriate cleaning agent

PPE

Hard hat
Gloves (with grip)
Appropriate work boots (with grip)
High visibility clothing

Safety Procedures

Make assessment of the cleaning task, and only use ladders where no other option working from ground can be achieved
Ensure all equipment including ladders (check ladder is tagged and checks up to date), are in good working order before work.
Do not leave any equipment or ladders unattended.
Where step ladders must be positioned side on, the ladder must be footed by another person.
Do not climb ladders in poor lighting
Only approved ladder users may use ladders. Signed ladder training must be complete and training records retained.

Procedure

Assemble cleaning equipment
Put out warning signs
Check the ground condition for good footing (i.e algae/ moss causing slippery flooring, uneven flooring)
Site ladder on a firm base. Locate stability device or ensure ladder is footed.
Wet sponge or cloth with water and detergent and leave bucket in a safe place
Climb ladder to access work area ensuring that the ladder is a suitable length to maintain a hand hold.
Proceed to clean work area making sure not to overstretch, and maintaining 3 points of contact to the ladder at all times
Egress from the ladder and reposition the ladder as required to complete the task.
Clean equipment and return to store or carry onto next job
Remove warning signs
Report any faults found

METHOD STATEMENT: MS026b

Task description: Cleaning windows/ perspex/ cladding by "Reach and wash" pole wash from ladder

Equipment

Warning signs
Suitable pure water delivery system (Reach and wash)
Connecting hoses
Fibreglass/carbon fibre poles
Pole brushes/ micro fibre
Pole Harness

PPE

Gloves with grip
Hi visibility clothing
Hard hats
Work boots with grip
Pole Harness

Safety

Ensure working area is identified by warning signs/ cordoned off
Hard hats must be worn at all times

Ensure all operatives have been trained in the procedures of pole washing, and should use manual handling best practice when carrying out their work.

All connecting hoses should be positioned in a tidy and safe manner.
All harnesses, lanyards and ropes must be inspected before use and any faults reported, under no circumstances must any employee use faulty equipment.
Pole washing plant, connecting hoses and poles must be inspected before use and any faults reported.

The site must be surveyed prior to work commencing, to ensure safe and proper access for pole washing, any areas where access is restricted or pole washing is deemed not to be safe must be reported i.e poor weather conditions, high winds, poor lighting, uneven/ slippery flooring.
All reports must be made immediately to the appropriate line manager, or direct to the office.
Check the ground condition for good footing (i.e algae/ moss causing slippery flooring, uneven flooring)
Cordon off area if working area is heavily pedestrianised.

Procedure

Assemble equipment
Put out warning signs

Use protective gloves to avoid your hands being pinched or cut.

Position the water-fed pole vertically, resting the end of the pole on the floor, and the top of the pole against the window

Stand with both feet firmly on the ladder rung to maintain balance and a neutral position of the lower back. If using a pole from a ladder, ladder must be footed and operative must maintain at least two points of contact with the ladder. Operative to climb ladder maintain 3 points of contact, and once into position their colleague is to pass the pole for use cleaning.

Minimise twisting of the body by facing the pole and the wall while extending the pole. Adjust the length of the pole as necessary for the height of the windows being cleaned (you must not over reach)

Extend the water-fed pole vertically keeping the elbows close to the body.
Raise the poll upwards/ forwards and downwards and backwards to carry out cleaning motion .
Start by brushing the whole window first with your water flow on, concentrating on the top edge of glass first as this is where most dirt collects. This is where you start rinsing so you want to get it really clean. Brush entire window at least twice.
Once the window pane has been brushed, you need to rinse the glass off.
When finished, pass pole down to colleague and climb down ladder maintained 3 points of contact. Turn off the water flow, dismantle the equipment and tidy away
Remove warning signs