

Intructions for Use of the Excel Spreadsheet

There are three tabs at the bottom of this worksheet

Instructions tab is the one you are reading

Title Tab

TITLE Tab is the front cover page of the Risk Assessment

Simply insert your Company Name, Date and Assessor name where indicated

Print the front cover once you have completed your Audit

Do not enter any data other than Company name, Date and Assessor - the data will copy from the risk assessment details

Audit Details Tab

Read each section and answer the questions

Enter Data ONLY in the white coloured boxes for each question

Enter a score for each question as indicated

If the question is not aplicable score it as max potential score

Enter comments in the comments box

Once complete simply print off both the Title Page and the Audit Details pages

Note you may need to change your printer settings

You have now completed your Health & Safety Risk Assessment

Health & Safety

Window Cleaning - Use of Water Fed Pole Systems

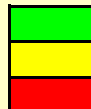
Risk Assessment

Date	
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Company Name	
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Assessor	
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Performance Acceptable - no action required
Performance marginal - ongoing action required
Performance not acceptable - urgent action required



General Hazards

Road Safety

Legionnaires Disease

Equipment

Maintenance

Manual Handling

Adverse Weather

Training

Ladders

Window Cleaning Risk Assessment

Question Make a judgement about your level of compliance against each question. Score 1 for marginal, Score 2 for mostly, score 3 for fully compliant	Potential Score	Score	% Performance	Comments
General Hazards				
Do you ensure that there are no trip hazards to general public presented by trailing hoses by cordoning off and displaying signs	3	0	0	
Do you ensure that there are no slip hazard presented from wet pathways to general public by cordon and signage	3	0	0	
Do you ensure that the operator has suitable footwear to prevent a slip hazard while concentrating on work.	3	0	0	
Do you ensure that the operator has suitable footwear to prevent a slip hazard presented from wet pathways	3	0	0	
Do you ensure there is no electrocution hazard from pole coming into contact with overhead power source.	3	0	0	
Do you ensure that no injury to others can occur from falling poles or fabric of the building that may be dislodged.	3	0	0	
Do you ensure that no injury to others can occur from falling poles caused by incorrect handling or failure of pole.	3	0	0	
Do you provide hard hats for operators to prevent injury from falling objects	3	0	0	
Do you give consideration to the day and time of cleaning to minimise the numbers of people who may be present.	3	0	0	
Do you provide hi-viz clothing.	3	0	0	
	30	0	0	
Road Safety				
Are journeys to and from the workplace are subject to documented risk assessment.	3	0	0	
Is the load secure to ensure that it does not shift under normal driving conditions	3	0	0	
Is the load secure to ensure that it does not shift under emergency braking	3	0	0	
Is the load secure to ensure that it does not shift during a collision	3	0	0	

Window Cleaning Risk Assessment

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Do you provide suitable vehicles	3		0	
Do you provide suitable equipment	3		0	
Do you provide a means of securing the load	3		0	
Do you ensure the vehicle is not overloading particulalry when a water tank is full	3		0	
Do you give consideration to the design of water treatment/delivery tanks.	3		0	
Do you give consideration to The manufacture of water treatment/delivery tanks.	3		0	
Do you give consideration to The installation/anchorage of water treatment/delivery tanks.	3		0	
Do you give consideration to The payload capacity of the vehicle and the potential of overloading.	3		0	
Do you give consideration to The security of waterfed poles, hose reels and ancillaries etc.	3		0	
Do you give consideration to Driving conditions and braking distances.	3		0	
Does the design and manufacture of tank systems and equipment should comply with HASAWA 1974 and PUWER.	3		0	
Does the installtion in the vehicle meet the requirments of The Road Traffic Act.	3		0	
Does the installtion in the vehicle meet the requirments of The Road Vehicle (construction & use) regulations.	3		0	
Does the installtion in the vehicle meet the requirments of The Code of Practice "Safety of Loads on Vehicles".	3		0	
Does the installtion in the vehicle meet the requirments of BS: 12195 Load Restraint Regulations.	3		0	
	57	0	0	
<p>Legionnaires Disease</p>				

Window Cleaning Risk Assessment

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Do ensure that no sediment, scale, sludge and biofilms build up in filters.	3		0	
Do you ensure that water temperatures do not rise above 20 degrees	3		0	
Do you replace filters at recommended intervals.	3		0	
Do you follow the manufactures servicing recommendations.	3		0	
Do you keep the system stored in a cool place when not is regular use	3		0	
If system cannot be stored in a cool place, do you drain tank and filters whenever the system is to be left idle for more than three days during warm summer months.	3		0	
Do you ensure that used filters are disposed of in accordance with local authority guidelines.	3		0	
	21	0	0	
<p>Equipment</p>				
When choosing equipment do you consider the duration and extent of work.	3		0	
When choosing equipment do you consider the height of windows to be cleaned.	3		0	
When choosing equipment do you consider the site conditions.	3		0	
When choosing equipment do you consider the means of purified water delivery required.	3		0	
Do you consider the weight of the pole	3		0	
Do you consider composite poles which are best suited for use on sites such as those near to railways and electricity generating stations or substations or any other site that poses an increased risk of electrocution.	3		0	
If using a Mobile Elevated Work platform (MEWP) - Do you ensure that you follow normal guidelines for MEWPS operation	3		0	

Window Cleaning Risk Assessment

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<p>If using a Mobile Elevated Work platform (MEWP) - Do you ensure consideration is given to securing the pole to the MEWP basket to prevent it falling if dropped</p>	3		0	
<p>If using a Mobile Elevated Work platform (MEWP) - Do you have procedures to prevent snagging of any hoses trailing from the MEWP basket to the water delivery system</p>	3		0	
<p>If using a Mobile Elevated Work platform (MEWP) - Do this procedure include a banksman with a sharp knife to cut hoses in the event of a snag.</p>	3		0	
<p>30 0 0</p>				
<p>Maintenance</p>				
<p>Do you carry out a pre-use visual inspection – Obvious defects i.e. worn/fractured/dented/bends in pole sections, loose clamps head/brush fittings, worn butt rings etc.</p>	3		0	
<p>Do you have regular documented management inspections that take into account the degree of use and type of pole. In practise three monthly inspections are recommended.</p>	3		0	
<p>Do you have procedures should be in place for handling any defects found that would include repair or replacement.</p>	3		0	
<p>Do you ensure regular replacement of filters, which ensures both the quality of the water produced for cleaning and the effective control of legionella bacteria.</p>	3		0	
<p>Do you ensure that the installation in the vehicle continues to meet the requirements of regulations</p>	3		0	
<p>15 0 0</p>				
<p>Manual Handling</p>				
<p>Do you ensure that you operate poles with greater use of the legs, by stepping a single stride forward and back thus use of the arms may be significantly reduced</p>	3		0	

Window Cleaning Risk Assessment

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Do you try and pole sharing with other members of the team.	3		0	
Do you switch from the left hand side of the body to the right, and visa versa.	3		0	
Do you take regular breaks to undertake other tasks.	3		0	
Do you take periodic breaks free from activity.	3		0	
	15	0	0	
Adverse Weather				
Do you refrain from using the pole system in excessively windy conditions	3		0	
Do you ensure that the poles are not left unattended in an elevated position	3		0	
DO you refrain from using a water fed pole system when there is a risk of an electrical/lightening storm	3		0	
In cold consitions do you ensure walkways are prevented from freezing by applying salt to the working area	3		0	
	12	0	0	
Training				
Do you instruct operators in the daily pre use check	3		0	
Do you instruct operators in Manual handling	3		0	
Do you instruct operators in ground conditions	3		0	
Do you instruct operators in cordoning off	3		0	
Do you instruct operators in recognising common Hazards	3		0	
Do you instruct operators in the the need for the operator to be vigilant with regard to the surroundings.	3		0	
Do you inform operators not to use a defective waterfed pole.	3		0	
Do you inform operators not to use a waterfed pole in high winds.	3		0	
Do you inform operators not to use a waterfed pole near to overhead power lines.	3		0	

Window Cleaning Risk Assessment

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Do you inform operators not to use a waterfed pole during thunder and lightening.	3		0	
Do you inform operators to carry our pre-use checks of equipment.	3		0	
Do you inform operators to always cordon off and/or display suitable warning signs when working in public areas.	3		0	
	36	0	0	
<p>Ladders</p>				
Does the ladder meet the requirments of BS EN 131	3		0	
Do you limit ladder length to 9m	3		0	
Do you ensure a pre use check is carried out daily	3		0	
Do you ensure defective ladders are not used	3		0	
Do you tie off the ladder wherever possible	3		0	
Do you ensure that you do not over-reach	3		0	
Does the ladder have anti-slip feet	3		0	
Do you ensure the ladder is at the correct angle 1:4	3		0	
Do you ensure rungs and stiles are clean and not slippery	3		0	
Do you ensure that ladders are not left unattended	3		0	
Do you use a tool belt	3		0	
Do you ensure that suitable footwear is used	3		0	
Do you ensure both stiles are in contact with the ground and upper resting point of the ladder	3		0	
Do you ensure that the surface the top of the ladder is resting on is strong enough to withstand the load	3		0	
	42	0	0	