

ECOSERV FM Group Limited

Stables 3, Howbery Park, Wallingford, OX10 8BA

Location: Ecoserv FM Group

Title : Window Cleaning & External Works	Date of Assessment : 24/05/2023	Risk Assessor : Michelle Beukes
Risk Assessment Reference :	People involved in making this assessment : Michelle Beukes	
Task/ Process : Window Cleaning	People at Risk : Employees, Contractors, Members of the Public	

Hazard : Hazardous Substances Burns or skin irritation caused by exposure to window cleaning chemicals.

Control Measures:

1. An up to date inventory of chemicals is held and includes the hazardous substances used during the cleaning of commercial windows. Safety Data Sheets are obtained from suppliers.
2. COSHH Risk Assessments undertaken.
3. Dilution rates are followed.
4. All waste is disposed of in line with the manufacturer's instructions.
5. All staff are trained in hazardous substance awareness.

Hazard : Manual handling Sprains, strains and other musculoskeletal issues caused by incorrect manual handling techniques.

Control Measures:

1. All operatives have received Manual Handling Training, which includes the lifting, moving and carrying of work equipment, the use of waterfed poles and filling of the portable water tank trolley system.
2. Job rotation and frequent breaks are provided to prevent fatigue and manual handling injuries.

Hazard : Mobile Elevated Working Platform (MEWP) Entrapment (operator between part of basket and fixed structure), Overturning, falls from height, Collision with vehicles, pedestrians or overhead hazards.

Control Measures:

1. The equipment has been selected for the particular task after liaising with the supplier or manufacturer of the equipment to ensure suitability.
2. Operatives are competent and trained in line with the requirements of the International Powered Access Federation (IPAF) and are familiar with the performance and controls.
3. Operatives wear a harness with a short work restraint lanyard, which is affixed to a suitable anchor point within the carrier.
4. A visual pre-use inspection is conducted on the harness, lanyard and anchor point prior to use.
5. Operatives are instructed not to move the equipment with the platform in the raised position.
6. Only essential equipment is stored within the carrier in a suitable container.

7. Operatives wear a tool belt.
8. The area is securely isolated (fenced) from pedestrian routes and no one is allowed to enter the area whilst the platform is in operation.
9. The platform is cleared of tools and equipment at the end of the working day.
10. A safe wind speed for operation is established prior to use.
11. The MEWP is used on firm and level ground, which (if required) will have been prepared in advance and any temporary covers used are strong enough to withstand the applied pressure and loading (e.g. sewers).
12. Outriggers (if fitted) are extended and chocked as necessary before raising the platform.
13. The safe working load (SWL) of the MEWP is not exceeded under any circumstances. The safe working load is clearly displayed upon the equipment.
14. The Mobile Elevated Working Platform is subject to the required six monthly thorough examinations.
15. Operators are trained in how to visually inspect the equipment prior to use.
16. The daily inspection regime is documented with records available.
17. Any identified defects result in the secure isolation of the equipment and report to the Supervisor for rectification.
18. The machine is fitted with an emergency stop at ground level, which can be deployed if the carrier becomes trapped against a fixed structure.
19. An emergency procedure exists for recovering operators if the failure of equipment occurs whilst in an extended position. An emergency stop is fitted within the cage and the ground level control system.
20. All power to the equipment will be switched off and the keys will be removed from the machine when it is not in use at the end of the working day.
21. The equipment is secured where it will not be accessible to vandals or trespassers.
22. Overhead proximity alert fitted to the equipment.
23. Equipment controls are fitted with a shrouding guard to prevent a trapped operator inadvertently operating the equipment with the torso.
24. Dual controls are fitted to the equipment to enable operation from ground level.
25. All working at height is planned, organised and appropriately supervised.
26. A pre work survey is conducted to identify any overhead proximity hazards, pipes, asbestos, fragile roofs and overhanging parts of the building. Any defective/broken glazing is identified and reported to the client.

Hazard : Mobile Tower Scaffolding Falls from height, Objects falling from height, Collapse of structure, Overturn, Unintended movement, Contact with overhead hazards.
Control Measures:
1. Only operatives with PASMA training are deemed competent and permitted to erect or dismantle the Aluminium Tower Scaffold. Other operatives may work on a safely erected tower under supervision but are not permitted to alter the tower in any way.
2. Only original equipment manufactured components are used in erecting an aluminium tower. Mixing of components from different tower systems and manufacturers will adversely affect the strength and stability of the tower and is not permitted under any circumstances.
3. A copy of the manufacturer's instruction manual for the tower being used is available to the operatives at all times to ensure that specific construction information about safe assembly, dismantling and use is available.

4. Before use all components are checked to ensure they are in a safe condition to use. Checks are performed in line with PASMA training and code of practice as well as the manufacturer's instruction manual.
5. Components, which are found to be unsafe, are taken out of use, referred to supervisors and quickly removed from site.
6. Outriggers or stabilisers are used as specified to increase the effective base dimensions. Stabilisers or outriggers are added immediately after the first platform has been fitted.
7. All towers are built with a full set of upper and mid guardrails as well as toe boards on all working or storage platforms. On temporary and rest platforms the toe boards may be omitted but handrails will be fitted.
8. All towers will have fixed access to the working platform that allows the tower to be climbed from within inside. Access hatches will be closed when not being used.
9. Casters on all corners will be locked at all times other than when the tower is being moved.
10. Towers are not moved with personnel or equipment on the working platform. Towers are moved by hand; use of mechanical aids is prohibited.
11. All working at height is planned, organised and appropriately supervised.
12. A pre work survey is conducted to identify any overhead proximity hazards, pipes, asbestos, fragile roofs and overhanging parts of the building. Any defective/broken glazing is identified and reported to the client.

Hazard : De-ionised Portable Water Tank Trolley System Sprains, strains and other musculoskeletal issues caused by incorrectly handling the water tank trolley system.
Control Measures:
1. Only competent and trained operatives are allowed to use the water tank trolley system.
2. The manufacturer's instructions are followed when using the equipment.
3. All operative have received Manual Handling Training, which includes the correct use and filling of the portable water tank trolley system.

Hazard : Waterfed Poles Sprains, strains and other musculoskeletal issues caused by incorrectly handling the poles, Overhead hazards (power sources and electric on facades of buildings).
Control Measures:
1. Only competent and trained operatives are allowed to use the waterfed poles.
2. The manufacturer's instructions are followed when using the equipment.
3. All operatives have received Manual Handling Training, which includes the correct use of the waterfed poles.
4. Job rotation and frequent breaks are provided to prevent fatigue and manual handling injuries.
5. The vehicle containing the water tank and pump system is parked in a position allowing equipment and hoses to reach selected glazing. An operative will remain at this location during equipment set up to attach all hoses and check all connections and the switch on then wash pump equipment.
6. A pre work survey is conducted to identify any overhead hazards.
7. The Supervisor on site is responsible for effectively communicating any site-specific hazards and suitable controls to operatives. If required, a permit to work is obtained and controls communicated to operatives.

Hazard : Use of Safety Harnesses Falls from height, Poorly maintained/damaged harnesses, Lanyard fixed to unsuitable or poorly maintained anchor point.
Control Measures:
1. Only competent and trained operatives are authorised to use the equipment.
2. The lanyards used conform to European standard EN 354. The energy-absorbing element of the fall arrest system is to EN 355 standard.
3. The standard for lanyards and energy absorbers is based on the body weight of the operative being no more than 100kg (15½ stones approx.). If an intended user is heavier, advice is taken from the manufacturer or supplier.
4. The free space requirement is recalculated for every combination of safety harness and lanyard used.
5. Each lanyard is marked with the expiry date, the use of any lanyards expired is prohibited.
6. An asset register is in place for the safety harnesses and lanyards. All equipment is routinely inspected and examined by a competent person to ensure it is not damaged and remains fit for use.
7. The inspections include; pre-use, detailed inspections, interim inspections, action taken when defects found and system along with the system for recording inspections.
8. Detailed inspections are carried out every 6 months. This interval is reduced to 3 months where the fall arrest equipment is in very regular use or used in hostile working environments. A competent contractor conducts annual examinations.
9. The fall arrest equipment is routinely used at client premises where an eyebolt is permanently anchored to the structure to the building and is of Class A1 and subject to annual recorded inspections.
10. A site-specific emergency plan is in place with the aim to recover the suspended worker to a place of safety in no more than 10 minutes, where professional medical assistance will be sought as soon as possible.
11. The emergency plan takes into consideration the type of equipment required, the demands placed upon the rescuer, appropriate training for the rescuer to ensure they are not put in any danger.

Hazard : Use of ladders Falls from height.
Control Measures:
1. Ladders used are of an industrial specification (Class 1 / EN131). All ladders are uniquely identified on a register with a weekly inspection conducted to ensure the equipment is well maintained and in good working condition.
2. Any defective equipment is taken out of use immediately.
3. Operatives are trained in the safe use of ladders, how to conduct a pre-use inspection and are aware ladders with painted parts can hide defects.
4. Ladders are not rested against weak upper surfaces (e.g. glazing/gutters)
5. Ladders are used on firm ground.
6. Ladders are secured top and bottom ensuring both stiles are tied.
7. Ladders are used at an angle of 75 degrees or of a base to height ratio of 1:4
8. Ladders are not left unattended (removed or ladder guard fitted).
9. Operatives are aware of the importance of maintaining three points of contact (2 hands and a foot, 2 feet and a hand) while ascending and descending a ladder. Where necessary a tool belt is used.

Documents Associated with this Risk Assessment:	
Review Date : 24/05/2024	Reviewer : Michelle Beukes