

Manual Handling	Staff	<p>Ensure the provision of information, instruction and training in the correct manual handling technique. Seek assistance when carrying access equipment if the load is unmanageable for the individual. Make use of any mechanical means that have been provided.</p>
Falling objects	SSO and Passers-by	<p>Do not throw tools etc. from access equipment. Do not rest tools etc. on the rungs of ladders and stepladders, ensure that they are securely fixed. Perform all high level cleaning outside of normal working hours if possible. Cordon off the base of the access equipment.</p>
Falls from height	Staff and others present	<p>All access equipment must be used in accordance with guidance notes, and relevant legislation. Access equipment must only be used in favourable weather conditions. Ladders etc. should be securely fastened or footed. Do not lean or over-reach from any access equipment. Erect access equipment on firm, level ground, away from changes in the level of the ground. Ensure that access equipment does not obstruct doors, walkways etc. Do not use ladders and stepladders on top of tower platforms, tables, desks or other unstable raised surface. Avoid necessity to clean high level windows (e.g. by contracting out to professional cleaners). Avoid the need for using access equipment by using brushes, squeegees etc. on extension poles. Do not leave access equipment unattended where there is the possibility of unauthorised use.</p>
Harmful substances	Staff	<p>Use non-toxic or non-harmful detergents and cleaning fluids wherever possible. Any substance must be approved under the health and safety control system. All staff required to use substances must be aware of the precautions to be taken in relation to the use of the substances. Suitable precautions must be taken when using hazardous substances (e.g. gloves, safety eyewear, use at correct concentration). All cleaning substances must be kept locked away when not in use to prevent unauthorised use. COSHH assessments must be undertaken for all hazardous substances. Safety data sheets for each product must also be available.</p>

MANUAL HANDLING RISK	
Has a manual handling risk been identified?	Yes
Is the risk considered to be	Medium
Is a further detailed assessment required?	Yes
If the answer to the above question is YES a separate manual handling assessment will be required to fulfil the requirements of the Manual Handling Operations Regulations 1992.	

PERSONAL PROTECTIVE EQUIPMENT REQUIRED	
Gloves Safety Eyewear Overalls Safety shoes	
Is training and instruction required	No
Is there need for special accommodation	No
Is there need for test/examination	No
Is all P.P.E. compatible	Yes

FREQUENCY OF MONITORING				
N/A	3 Months	6 Months	1 Year	> 1 Year
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

ASSESSMENT REVIEW PERIOD				
< 1 Year	2 Years	3 Years	4 Years	> 4 Years
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Officer	N/A
Post/Title	N/A

Assessment Date	N/A
Next Review Date	N/A