

Document Title: Safe System of Work and Risk Assessment Template	
Document Reference: RA10	Version No: 02
Task: Vacuum cleaner Activities	

Safe System of Work

1	Location: All Locations	Task: The Use of Vac cleaner for gutter cleaning
	Originator: Julius Zenevicius (QSHE Manager)	
	Date: September 2023	
2	List of any Hazards as identified by risk assessment:	
	<ul style="list-style-type: none"> • Manual Handling • Slips Trips and Falls • Noise • Disturbing Potentially Hazardous Materials (e.g. Asbestos) • Moving Vehicles 	<ul style="list-style-type: none"> • Vibration • Lighting • Environment • Poor housekeeping • COSHH Chemicals
3	List of Special Equipment, Procedures or Competence Required to Perform the Task:	
	Equipment:	
	<ul style="list-style-type: none"> • Vac cleaner equipment • Attachments 	
	Training Required	
	<ul style="list-style-type: none"> • Internal QSHE Induction • Manual Handling • Method Statement and Risk Assessment • Health and Safety Policy • Equipment Maintenance & Service Records 	
4	Step by Step Safe Working Method to Follow:	
	Rules	
	<ul style="list-style-type: none"> • Only staff who are trained and authorised to use this equipment are allowed to do so. Competency shall be established by the Manager • The equipment is checked prior to any power source being applied or activated. Any faulty switches, sockets or other artefact are attended to before the appliance is used, • The operator will ensure that no other person is within five metres of the activity. Any compromise of this instruction then the activity is immediately suspended. • The applicable COSHH instruction and MSDS is consulted prior to use. • The appliance is used with care and in accordance with the manufacturer's operating instructions. • On conclusion of the activity, the appliance is switched off, made safe and is wiped clean before being returned to storage. 	
	Methodology	
	<ul style="list-style-type: none"> • Inspect area before commencing task. • Only staff who are trained and authorised to use this equipment are allowed to do so. Competency shall be established by the Manager. • Precautions taken to protect all surrounding ground area. • Client to ensure pedestrians walkaways rediverted from the area works carried out in. • The equipment is checked prior to any power source being applied or activated. Any faulty switches, sockets or other artefact are attended to before the appliance is used. Report faults to the Manager and do not use. 	

- Carry out Dynamic Risk assessment of the area of work about to be commenced, record the findings in your paperwork, update and revise as needed during the work procedure
- Ensure all applicable PPE is being worn and is free of defects.
- Put on Required PPE AS PER Risk Assessment for this activity .
- Unload the Safety Gear from the van and mark out the work area with cones and barriers, considering the arc a 12metre pole will make when being retracted form the roof.
- Place the Work at height floor standing sign in a clear and visible location, ensure vehicles and other work equipment does not obscure the signage.
- Remove the Sky Vac and Poles and generator form the van, following manual handling procedures and use a colleague help .
- Connect the generator and the vacuum, assemble all poles and equipment following manufacturers guidelines and training
- Fill the generator with enough Petrol for the job, 75% full lasts 3,5 hours of operation. Follow safe systems of work while refuelling .
- Raise the pole to the working height and use the pole to dislodge and then pull the contents of the gutter out and lower large object carefully remaining within the working envelope marked out. Lightly vibrate the pole and jig the pole around in a controlled manner which will not cause any damage to the gutters while attempting to pull out the contents of the gutter.
- Continue to alternate with your colleague the roles of support and cleaner until the work has been complete on the current section.
- Fully retract the poles and the vacuum machine. Disengage the generator, ensure fully switched off, and cooled down enough to be moved.
- Move the equipment to a safe holding position then move the barriers and signs to the next section for the working area to be relocated to. Move the equipment into the next work area and setup the equipment then continue the task.
- Remove all waste bags to designated skip area
- Once all sections have been complete fully retract all equipment pack away in the correct secure holding area of the van or cherry picker and notify client work is complete.

5 Protective Equipment required (tick as appropriate):



Gloves (EN374/388)



Face Mask (EN140/143)



Glasses/Goggles (EN166)



Safety Footwear (EN345)



Ear Protection (SNR32 EN352)



Hi-Visibility Clothing (EN471)



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Manual Handling Guidance:



Step 1: Think before lifting and handling



Step 2: Adopt a stable position



Step 3: Start with a good posture



Step 4: Avoid twisting the back or leaning forwards

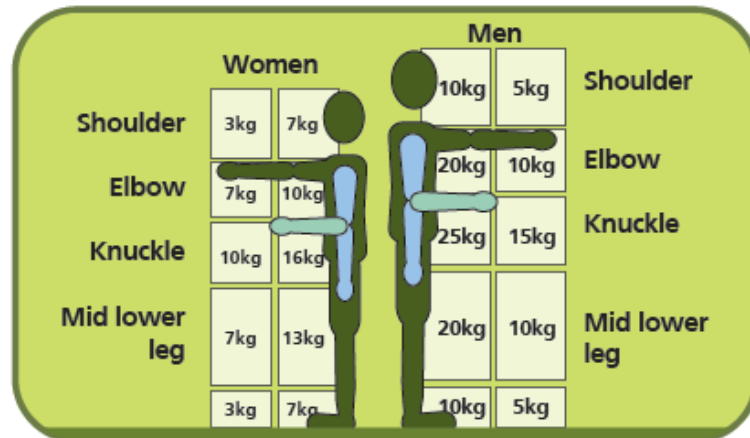


Step 5: Keep the head up when handling



Step 6: Put down then adjust

Guideline weights for lifting and lowering, which assumes that the handling is taking place in reasonable working conditions with a load that is easily grasped with both hands by a reasonably fit, well-trained individual are set out below.



For clarity the maximum permitted weight to be lifted by employees is 25KG for men. Weights to be lifted may need to be reduced below these values if there are environmental or other factors that could have an adverse effect on the activity or if it involves twisting or bending. Where possible manual handling tasks should be minimised by using manual handling aids such as trolleys and similar devices.

Lifting	<ul style="list-style-type: none"> - Do not rush into a job without thinking about the size, weight and your personal capabilities - Mind your fingers and toes - Slide rather than lift
Unloading	<ul style="list-style-type: none"> - Take care of your back – use your knees to take the strain when you lower the load - Make use of any handy surface to take the weight whenever you can
Pushing and Pulling	<ul style="list-style-type: none"> - Push rather than pull where possible - Lean in the direction you are going - Keep feet well away from the load
Carrying	<ul style="list-style-type: none"> - Do not carry a load for long distances – use mechanical aids where possible



Vac cleaner Activities

Risk Assessment

Hazard identified and nature of possible harm	Control Measures	Severity	Probability	Risk Rating	Action Required (If none, insert words 'Maintain and Monitor Controls')	Time scale	Action taken (sign and date)
Manual Handling	<ul style="list-style-type: none"> Guideline weights for lifting and lowering, which assumes that the handling is taking place in reasonable working conditions with a load that is easily grasped with both hands by a reasonably fit, well-trained individual. These are set out in the System of Work. Weights to be lifted may need to be reduced below these values if there are environmental or other factors that could have an adverse effect on the activity, or if it involved twisting or bending. Where possible, manual handling tasks should be minimised by using lifting aids such as trolleys and similar devices. Two employees to carry out task of handling the vac cleaner to and from location 	3	1	3	Monitor and Review Control Measures	-	-
Slips, trips and falls Fractures Bruising/abrasions Tendon/ligament damage	<ul style="list-style-type: none"> Continual monitoring of all slip trip and fall hazards as Operatives must walk whilst moving unit Ensure all PPE is being worn/used including wearing sensible shoes with adequate grip Only trained personnel to conduct task Do not leave equipment unsupervised and placed so as not to cause a trip hazard. 	4	1	4	Monitor and Review Control Measures	-	-



Vac cleaner Activities

<p>Environment Adverse weather causing wet flooring Sun glare</p>	<ul style="list-style-type: none"> Identify, report, clean-up process in line with general housekeeping. Be cautious in episodes of inclement weather as slip/trip hazards will increase 	3	1	3	Monitor and Review Control Measures	-	-
<p>Lighting Lack of lighting Impact damage. Increase of slips/trips /falls</p>	<ul style="list-style-type: none"> Daily checks on the lighting, defects reported If you believe the lighting is inadequate for the task without putting yourself in danger, seek assistance and advice from your manager before you commence the task 	3	1	3	Monitor and Review Control Measures	-	-
<p>Poor Housekeeping Debris & Wet or polished floor surfaces Spilled liquids</p>	<ul style="list-style-type: none"> Continual monitoring by staff Identify, report, clean-up process in line with general housekeeping routines. Maintain tidy environment, Asses the working environment and remove any potential trip hazards and obstacles before commencing task 	3	1	3	Monitor and Review Control Measures	-	-
<p>Contact with vac cleaner Soft tissue injuries Penetrating injuries from flying objects</p>	<ul style="list-style-type: none"> Staff trained in safe use of equipment All vac cleaner fittings, hoses, engine and safety components are checked before switching on. Equipment is handled with care and place in secure location while completing the works. Once activity completed vac cleaner left to cool down before place in van or designated storage area. The appliance is never left unattended as long as it is turned on. 	4	1	4	Monitor and Review Control Measures	-	-

Vac cleaner Activities

<p>Fire</p>	<ul style="list-style-type: none"> • Fire Extinguisher to be provided where applicable in all vehicle emergency packs. • Call fire brigade immediately and do not attempt to put out fire. • No Flammable materials to be stored in vehicle (e.g. Petrol) • Notify line manager and complete the accident form at your earliest availability. • No smoking or naked fires when fuelling is taking a place. 	5	1	5	Maintain and Monitor Controls	-	-
<p>Chemical Solutions under COSHH regulations Exposure to chemical solutions with eyes, skin, ingestion, inhalation Spillage of chemical solution</p>	<ul style="list-style-type: none"> • All staff read and understood the applicable COSHH Risk Assessment as found in the site file and deemed to be competent to use the product • The applicable Material safety data sheet (MSDS) is on site • Wear PPE at all times when using product, gloves and safety glasses mandatory. Only use approved product supplied by the manufacturer. • Ensure staff are aware of the location of the first aid facilities • Always refer to manufacturers guide and instructions of use. • SSOW followed for refuelling during operations 	4	1	4	Monitor and Review Control Measures	-	-

Vac cleaner Activities

<p>Electricity Faulty wiring Burns Electrocution/Death</p>	<ul style="list-style-type: none"> All electrical equipment & ext. leads have been visually inspected in line with Electrical Equipment and Testing Policy and are maintained regularly. Staff aware of hazards RCD supplied, if necessary Operators checks equipment periodically Ensure hands are dry before operating any electrical switches. Ensure all power is disconnected before conducting any manual changes or maintenance. Avoid working near any live switches and sockets where possible. If not practical ensure the sockets/switches are sufficiently covered to prevent water ingest. 	4	1	4	Monitor and Review Control Measures	-	-
<p>Vibration Hand arm Vibration syndrome (HAYS) Carpal tunnel syndrome (CTS) White Finger Circulation issues</p>	<ul style="list-style-type: none"> Provide information, instruction and training to employees on the risk and the actions being taken to control risk. Reduce the vibration transmitted to the hand; and the time spent holding vibrating equipment or work-pieces. Consider task rotation to reduce exposure. The vibration level of the appliance to be ascertained in order to establish how long the machine can be used for. Record of the usage maintained. Annual HAVS Assessment are carried out as part of Company Strategy 	4	1	4	Monitor and Review Control Measures	-	-
<p>Noise Short- and long-term hearing loss</p>	<ul style="list-style-type: none"> Appropriate PPE (i.e. ear defenders) to be inspected and worn at all times whilst operating the pressure washer. Only trained personnel to operate vac cleaner 	3	1	3	Monitor and Review Control Measures	-	-



Vac cleaner Activities

<p>Environmental Hazards Fuel run off into water system Contamination</p>	<ul style="list-style-type: none"> • SSOW followed while carrying out fuelling refuelling operations. • Only minimum amount of fuel available and required for the operations. • No chemicals used for this activity • Only clean water used if required to wash off gutters once all dry materials removed by vac cleaner • Ensure the correct PPE is being worn during the task 	3	1	3	Monitor and Review Control Measures	-	-
<p>Moving Vehicles Human impact Crushing/ Impalement Death</p>	<ul style="list-style-type: none"> • Wear Hi-Visibility jackets in any environment which involves moving vehicles to recognise user from further distance • Take extreme caution where vehicles are operating with limited visibility • Be alert and take appropriate action to vehicles with an aural warning horn or those with flashing lights. • Avoid where possible using devices that can cause distraction in areas of vehicle movement (e.g. phones, electronic devices with headphones) • Work in areas of vehicle movements when volume of traffic is reduced where possible 	4	1	4	Monitor and Review Control Measures	-	-

Roll-Out	Manager's Signature: Julius Zenevicius	Date: September 2022
Refresher Year 1	Manager's Signature: Julius Zenevicius	Date: September 2023
Refresher Year 2	Manager's Signature:	Date:















Risk Assessment Guidance – 5 x 5 Matrixes and How to Score Each Hazard

SEVERITY (CONSEQUENCE) CATEGORIES		
Major	5	Causing death to one or more people. Loss or damage is such that it could cause serious business disruption (e.g. major fire, explosion or structural damage).
High	4	Causing permanent disability (e.g. loss of limb, sight or hearing).
Medium	3	Causing temporary disability (e.g. fractures).
Low	2	Causing significant injuries (e.g. sprains, bruises, lacerations. Loss or damage to fixtures and fittings).
Minor	1	Causing minor injuries (e.g. cuts, scratches). No lost time likely other than for first aid treatment. Loss or damage in the form of superficial damage to interior decorations for example.










PROBABILITY (LIKELIHOOD) CATEGORIES		
Almost Certain	5	Absence of any management controls. If conditions remain unchanged there is almost a 100% certainty that an accident will happen (e.g. broken rung on a ladder, live exposed electrical conductor, and untrained personnel).
High	4	Serious failures in management controls. The effects of human behaviour or other factors could cause an accident but is unlikely without this additional factor (e.g. ladder not secured properly, oil spilled on floor, poorly trained personnel).
Medium	3	Insufficient or substandard controls in place. Loss is unlikely during normal operation; however it may occur in emergencies or non-routine conditions (e.g. keys left in fork lift trucks; obstructed gangways; refresher training required).
Low	2	The situation is generally well managed – however occasional lapses could occur. This also applies to situations where people are required to behave safely in order to protect themselves but are well trained.
Improbable	1	Loss, accident or illness could only occur under freak conditions. The situation is well managed and all reasonable precautions have been taken. Ideally, this should be the normal state of the workplace.

Probability	Almost Certain	5	10	15	20	25	HIGH – UNACCEPTABLE Stop the activity. Consult Manager.
	High	4	8	12	16	20	
	Medium	3	6	9	12	15	MEDIUM – ADEQUATE Look to improve at next review.
	Low	2	4	6	8	10	
	Improbable	1	2	3	4	5	LOW – SATISFACTORY No further action. Maintain controls.
		Minor	Low	Medium	High	Major	
	Consequence						

COSHH Assessment

Name of Substance	Petrol			COSHH Reference	COSHH01		
Supplied By	BP			Date of Assessment	September 2022		
Persons at Risk	Staff <input checked="" type="checkbox"/>	Public <input checked="" type="checkbox"/>	Young/Pregnant Workers <input type="checkbox"/>	Review Date	September 2023		
	Visitors <input type="checkbox"/>	Contractor <input checked="" type="checkbox"/>					
Assessor	Print	Julius Zenevicius		Supervisor	Print	John Jankulovski	
	Signed	Julius Zenevicius			Signed	John Jankulovski	
Description of Substance	Extremely flammable liquid used for fuelling the vehicles and other equipment			Method of use	Refuelling at patrol station as well as to power up equipment for cleaning operations		
Hazards Identification and PPE							
Routes of Entry	Personal Protective Equipment (Tick Required Boxes)				Tick here for none <input type="checkbox"/>		
Inhalation	X						
Absorption	X						
Ingestion	X						
Location	Tegera 12945 Gloves	Alpha Solway coverall BS14605:2005	Chemsol Safety Wellingtons	Safety Glasses	Face Shield	Helmet Vesa flow 3M. Part of Face Shield	3M TR3802E Face Shield Apparatus with Air Supply
All	X			X			
Risk Phrases			Occupational Exposure Standard (OES)	Maximum Exposure Limits (MEL)	Workplace exposure Limits (WEL)		
Safety Phrases							
Category				Action Level	Suspension Level		
General Employees				50mg/dl	60mg/dl		
Woman or Child				25mg/dl	30mg/dl		
Under 18				40mg/dl	50mg/dl		
Frequency & Duration of Exposure							
Amount Used			How many times per day	Duration			
Small (Millilitres)	<input checked="" type="checkbox"/>		1 – 5	<input checked="" type="checkbox"/>	1 – 5 Minutes	<input checked="" type="checkbox"/>	
Medium Litres	<input type="checkbox"/>		5 – 10	<input type="checkbox"/>	6 – 30 Minutes	<input type="checkbox"/>	
Large Cubic Metres	<input type="checkbox"/>		More than 10	<input type="checkbox"/>	31 – 60 Minutes	<input type="checkbox"/>	
					1 Hour & Above	<input type="checkbox"/>	
SUBSTANCE PROPERTIES (Tick all that apply)							
							
Oxidising	Explosive	Flammable Highly Flammable	Toxic	Harmful or Irritant	Corrosive	Carcinogenic Mutagenic	Dangerous for environment
		X		X			X

COSHH Assessment

GHS SUBSTANCE PROPERTIES								
								
Oxidising	Explosive	(Extremely) Flammable	Toxic	Harmful	Corrosive	Human Health	Dangerous for environment	Gas under pressure
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Control Measures								
General Precautions				First Aid Measures				
<p>Wash hands before eating, drinking and smoking.</p> <p>Always use PPE provided while handling substance. Highly flammable substance do not smoke or vape while carrying out any activity near it.</p>				<p>INHALATION: If breathing is difficult, remove victim to fresh air and keep at rest in a position comfortable for breathing. If casualty is unconscious and not breathing, or if breathing is irregular or if respiratory arrest occurs, provide artificial respiration or oxygen by trained personnel. If the casualty is unconscious and breathing, place in the recovery position with the head below level of the torso. Immediately obtain specialist medical assessment and treatment for the casualty.</p> <p>INGESTION: Obtain medical attention immediately. Do not wait for symptoms to develop. Do not induce vomiting. Do not give anything by mouth because of risk of material entering the lungs and causing lung damage. If person is drowsy or unconscious and vomiting, place on left side with head down. If possible, do not leave unattended and observe closely for adequacy of breathing.</p> <p>SKIN CONTACT: Drench contaminated clothing with water before removing to avoid risk of sparks from static electricity. Take off contaminated clothing and wash it before reuse. Wash with plenty of soap and water. If skin irritation occurs: Get medical advice/attention.</p> <p>EYE CONTACT: Remove contact lenses if present and easy to do. Wash eyes immediately with plenty of water, making sure to rinse under eyelids. If symptoms persist, obtain medical attention</p>				
Further Controls Required				Responsibility	By When		Date Done	
Spillage Procedure				Fire Prevention				
<p>Eliminate all ignition sources. Stop leak if without risk. Move containers from spill area. Absorb with an inert material and place in an appropriate waste disposal container. Use spark-proof tools and explosion-proof equipment. Dispose of via a licensed waste disposal contractor. The method and equipment used must be in conformance with appropriate regulations and industry practice on explosive atmospheres.</p>				<p>In case of fire, use water fog, foam, dry chemical or carbon dioxide extinguisher or spray.</p>				
Handling and Storage				Disposal Considerations				
<p>Store in accordance with local regulations. Store in a segregated and approved area. Store in original container protected from direct sunlight in a dry, cool and well-ventilated area, away from incompatible materials (see Section 10) and food and drink. Store locked up. Eliminate all ignition sources. Separate from oxidising materials. Keep container tightly closed and sealed until ready for use</p>				<p>Disposal of this product, solutions and any by-products should at all times comply with the requirements of environmental protection and waste disposal legislation and any regional local authority requirements.</p>				
Other Information:								