

**XXX SCHOOL**  
**Risk Assessment Form**

**Serial No: XXX/RA/CLEANER STORE**

IMPORTANT – BEFORE COMPLETING READ GUIDANCE OVERLEAF

\*If hazardous substances are used and/or work at height is undertaken then supplementary assessments **MUST** be carried out.

\*\*Where manual handling is undertaken and/or noise at work is a hazard, supplementary risk assessments are required where the hazard poses a significant risk.

<b>Area:</b> CLEANER STORE ROOM		<b>Activity/Task:</b> STORAGE OF GENERAL CLEANING EQUIPMENT AND MATERIAL			<b>Date of Assessment:</b> DATE			
<b>Persons at Risk:</b> CLEANER / CARETAKER STAFF		<b>Equipment Required for Activity/Task:</b> N/A			<b>PPE Required for Activity/Task:</b> N/A			
<b>Hazardous Substance(s) to be used (COSHH)*:</b> Stored – see COSHH assessments		<b>Manual Handling**:</b> Moving equipment, carrying and storage of boxes and materials etc			<b>Instructions/Training/Supervision – Required/Received:</b> Manual Handling/ Working at Height training			
<b>Work at Height*:</b> Storage of materials at height		<b>Noise**:</b> N/A			<b>Health Surveillance – Required/Provided:</b> N/A			
Injury Hazards	Risk Description	Severity	x Likelihood of occurrence	= Risk Factor	Corrective Action	Severity	x Likelihood of occurrence	= Reduced Risk Factor
Fire, Explosion	Death, serious injury, burns, smoke inhalation, poisonous gases. Any occupants of the store/ stock rooms	3	3	9	Dispose of any unnecessary material, ensure good housekeeping and remove waste immediately.	3	3	9
Machinery / Equipment	Electrocution - e.g. from electrical installations inc power socket outlets & lighting installation.  Tripping over electrical cables and other cleaning equipment /materials.  Cuts, abrasions	3	3	9	Access to electrical distribution boards by authorised, competent personnel. Electrical distribution panels sign to be displayed on door. Electric shock poster to be on display.  Cleaning equipment should not be stored where unauthorised people can gain access to it.  Ensure any defects are reported with regard to any potential electrical hazard. If defect equipment stored in cupboard ensure adequately labelled unserviceable.	3	2	6
Manual Handling	Musculoskeletal injury when lifting heavy or unstable objects	3	3	9	Assess any load; consider the task, environment and individual capability. Use mechanical lifting aids. Store heavy/ bulky items in easily accessible position. Split loads into smaller parts. If accessed from height use appropriate access equipment.	3	2	6
Working at heights	Falls from height Death or serious injury Fractures Cuts, skin abrasion	3	3	9	Ensure availability & use correct working platform when accessing shelves at height (eg kick step or ladder) Refer to HSE booklet 'working at height in education.' Wear flat soled shoes when working off a platform.	3	2	6
Hazardous Substances	Cleaning Materials Chemicals – Toxic, Harmful, Corrosive, Irritant. e.g. nose & throat irritants, system poisoning, fever, narcosis, pneumoconiosis.	3	3	9	All hazardous substances must be stored, labelled & appropriately signed in accordance with the COSHH risk assessments in compliance with : The Chemical (Hazard Information & Packaging for Supply)Regulations 2002 & The Health & Safety	3	2	6

					(Safety Signs & Signals) Regulations 1996. All hazardous substances should be protected from unauthorised access. Refer to COSHH risk assessments.			
Workplace conditions	Injury from falling or unstable objects Death or serious injury Fractures Cuts, skin abrasion	3	2	6	Avoid shelves or storage at height. Check shelf mountings are secure. Regular inspection & maintenance. Check shelving is not overloaded. Only store heavy or bulky item at waist height (not at high or low levels) Storage should be logical and tidy with shelves & items appropriately labelled.	2	2	4
Workplace conditions	Poor Heating, Lighting, Ventilation – Slips, trips & falls, Stress Hit by falling, moving, flying object	2	2	4	Regular inspection & maintenance. Rectify/ replace/ repair any deterioration, damage or deficiency e.g. Check there is enough ventilation – not too hot or cold. Check for any very hot surfaces and avoid storage near. Ensure adequate lighting & diffused if possible. Check for malfunction and flicker free. Ensure switches are suitably located, functional – no evidence of sparking or wear.	2	1	2
Workplace conditions	Doors & Doorways – hit by moving, falling objects. Trips & falls. Trap between two parts Fractures	2	2	4	The storeroom should be subject to regular inspection & maintenance. Rectify/ replace/ repair any deterioration/ damage/ missing – e.g. check door closes securely and can be locked.	2	1	2
Workplace conditions	Floor conditions Slips, Trips & Falls	2	2	4	Dispose of any unnecessary material, ensure good housekeeping and remove waste immediately from stores. Keep areas clear of clutter & obstructions that restrict movement within the room. Ensure floor surfaces are dry, dust free & in good repair. Regular inspection & maintenance.	2	1	2
Security	Access to cleaner/caretaker store <i>Potential of many different hazards and risks depending on contents of the rooms from unsupervised access</i>	2	2	4	Check rooms are secure from unauthorised access. Warning notice to be on doors "to be kept locked" (Refer to procedure for security in school)	2	1	2
Workplace conditions	Ceilings & Walls Hit by moving, flying or falling object	2	1	2	Regular inspection & maintenance. Rectify/ replace/ repair any deterioration/ damage/ missing parts – eg i) damp penetration, mould growth, & rot especially from leaking roofs /cracks/ holes in plaster etc ii) should be clean and in good decorative order iii) check for insecure fixtures, fittings & insecurely stored items .	1	1	1
Name of person(s) carrying out this risk assessment				Signature(s)		Date		
Name of person agreeing with the findings of this risk assessment				Signature		Date		

## Risk Assessment Form Completion Guidelines

1. The top section of this form should reflect the details of the activity being assessed and hazard control measures in place (at the time the assessment is carried out).
2. ALL 'Significant' hazards in the workplace where the task is being carried out, should be recorded in the section headed 'Injury Hazards', together with the assessor's estimate of their severity and likelihood of occurrence. Note that a narrative description is also required.
3. The 'Hazard Severity' should be assessed on a scale of 1-5 as follows:
  - 5 Very High - Causing multiple deaths or widespread destruction
  - 4 High - Causing death or serious injury
  - 3 Moderate - Causing injury or disease – off work 3 days or more
  - 2 Slight - Causing minor injury – first aid treatment, return to work
  - 1 Nil - No risk of injury or disease
4. The 'Likelihood of Occurrence' should be assessed on a scale of 1-5 as follows:
  - 5 Very Likely - If corrective measures are not taken
  - 4 Likely - Probable, only requires additional factor (e.g. carelessness, bad weather etc.)
  - 3 Quite Possible - Additional factors could precipitate an occurrence but unlikely without such factors
  - 2 Possible - Probability low and risk minimal
  - 1 Not Likely - No risk present
5. In the section headed 'Corrective Action' it is important that the recommended corrective action be specified. **(Note: this may include, in extreme instance, an instruction to stop the activity until certain corrective actions have been carried out. In other cases the timescale for undertaking corrective action shall be specified).** The 'Reduced Risk Factor' numerical value shall be entered to show the effect of taking the recommended Corrective Action for each 'significant' hazard identified.
6. Once all corrective actions are complete, the risk assessment should be 'signed off' by the head teacher. It is important to stress that the person signing off the risk assessment must take an action upon themselves to check that ALL corrective actions have been carried out and that they are effective. **(Note: the risk assessment must not be 'signed off' until ALL corrective actions have been completed).**

Name of person confirming that all corrective actions are complete and effective	Signature	Date
Name of person 'signing off' this risk assessment as complete	Signature	Date

Date risk assessment to be reviewed by:

**XXX PRIMARY SCHOOL  
RISK ASSESSMENT ACTION PLAN**

Steps that should be taken, in order of priority, to reduce or control the risks identified:				
Priority	Description	Risk Level Low / Medium / High	Date by which remedial action is to be completed	Completed
1	Assess area to ensure all unnecessary items are removed and disposed (to keep fire risk to minimum)	Medium	Within 1 month of assessment	
2	Substances – ensure labelled and stored correctly i.e. COSHH Cabinet	Medium	Within 1 month of assessment	
3	Improve storage of items – remove heavy items off shelves at height (see control measures)	Medium	Within 3 months of assessment	
4	Remove and replace old COSHH poster with updated version	Low	Within 6 months of assessment	
5	Room kept secure – procedure to ensure entry controlled. Electrical panels in here – need signage	Low	Within 6 months of assessment	
6	Procedure to ensure good housekeeping – regular checks and removal of waste	Low	Ongoing	
7	Manual Handling/Working at Height Training - general course for those staff involved in using this store room.	Low	Within 6 months of assessment	
8				
9				
10				

SAFETY

<b>Related Assessments:</b>			
<b>Date of Assessment:</b>	Date		
<b>Assessors Name:</b>		<b>Assessors Signature:</b>	
<b>Date for Re-assessment:</b>	Date		