

Caretaker Annual Job Review and Risk Assessment (Jane Jones) – 25th Jan 2016

A discussion and risk assessment of the caretaker's job is carried out with the Caretaker and the Safety Officer annually. The purpose is to ensure work is carried out as safely as reasonably practicable both with her in mind and others who may be in the vicinity. The Caretaker's input to this is vital particularly to identify whether she has any additional needs, whether there are any additional tasks to consider and whether any other actions are needed. The assessment is also an opportunity for her to step away from the routine of her work and to raise her awareness/remind her of the safety aspects of her job and how she should value her health and safety. As Jane's husband Carl is involved in the outside/gardening tasks, he too can take part.

This annual review and assessment was carried out on 25th Jan 2016, using the detailed report from 2011 as the starting point. On this occasion Carl was not present. The results are shown below – some changes to procedures and / or equipment since the previous review are identified below in blue

Regular Task	Hazard for Jane/Carl	Hazard for others	Actions taken to reduce risk	Anything else needed / comments
Working alone in the hall	Being injured with no help present Encountering an intruder	n/a	Always has mobile phone Always locks herself in	2014. Confirmed carries keys in pocket so cannot be locked out
Sweeping wood/hard floors Polishing main hall floor	Muscular/back pain	n/a	Maintain good posture New floor polisher (2013) is lighter and easier to manoeuvre	2016. Polishing more often. To be raised at Feb committee meeting.
Mopping wood/hard floors	Muscular/back pain Slipping	Slipping	Maintain good posture Use warning signs Cleaning usually done early AM when no users are present.	2014. Only kitchen floor is now "mopped"
Vacuuming carpeted floors	Muscular/back pain Trip from trailing cable Electric shock from worn cable/plug	Trip from trailing cable	Use warning signs Cleaning usually done early AM when no users are present. Report/correct worn plug or cable Annual PAT testing	2016. Plans to buy a new lighter weight vacuum cleaner.
Cleaning worktops/ sinks/ cooker/ fridge/ dishwasher/toilets	Transfer of germs Exposure to hazard. substances	n/a Exposure to hazardous substances	Use protective gloves Keep hazardous substances locked away	2016. Review COSHH labels at a later date.
Cleaning windows (inside only)	Muscular/back pain Falling from step ladder	n/a	Maintain good posture and do not over-stretch. Use cleaner extension.	Now use Karcher window cleaning kit.
Cleaning woodwork(skirting/doors etc)	Muscular/back pain	n/a	Maintain good posture 2014 – skirting now cleaned using extension to new steam cleaner – less bending	2016. Steam cleaner no longer used.
Emptying bins	Muscular/back pain Transfer of germs	n/a	Maintain good posture Wear protective gloves Users now to be reminded (and sign) every year they will remove own rubbish	2013 -new refuse and recycling system. General waste still in bins outside for collection fortnightly. Paper, bottles and cans now collected weekly in smaller, lighter bins.

Move/stack tables and chairs	Muscular/back pain	(Injuries if they do not move things properly)	Maintain good posture and use new "trolley". Users at induction are reminded to leave place as they find it. Regular users now to be asked to sign agreement annually to do this	For info - new lighter weight chairs arrived Aug 2012 are much easier to move.
Switching on the cooker hob safety switch	Located at height so danger of falling	n/a	Use short step ladder (now stored in main hall by safes)	For info – board decision to leave key on top of safety switch – no probs reported
Working outside in driveway or car park	Vehicle movements	n/a	Wear High Visibility jacket provided by UVH.	Carl has his own HiVis jacket
Sweeping up/ bagging/removing garden debris	Muscular/back pain	n/a	Maintain good posture.	2013 -now have Garden Waste BIN so no need to lift heavy bags of waste.
Cutting hedge with electric cutter	Muscular/back pain Injury from machine (Electric shock) Fall from step ladder (Trip from trailing cable)	Injury from machine (Trip from trailing cable)	Maintain good posture (Beware of wetness/rain (& worn cable/plug). There is RCD protection.) Only use short step ladder. Do not over-reach Use warning signs and cones	UVH have provided a rechargeable BATTERY operated hedge cutter – no cable for tripping (2013)
(Petrol engine) strimming grass banks	Muscular/back pain Injury from machine/flying debris Petrol spill/fire	Injury from machine/flying debris	Maintain good posture Use protective goggles Use warning signs Ensure no smoking	2015. Used very rarely.
Clearing leaves from guttering	Fall from height	n/a	Use proper step ladder. Do not over-reach.	For info – guttering replaced late 2012. 2014 – confirmed new guttering is covered to reduce leaf blockage
Clearing outside drainage covers of leaves/soil etc	Muscular/back pain	n/a	Maintain good posture	2016. Pipe under exit ramp OUT driveway gets easily blocked. SC to add to red book.
Pruning shrubs etc	Muscular/back pain Cuts	n/a	Maintain good posture Wear protective gloves	
Simple weed removal	Muscular back pain	n/a	Maintain good posture,	Jane to use folded towel if kneeling
Killing weeds by use of chemicals and spray gun (infrequent)	Contact/inhalation with hazardous chemicals	Slight risk of inhalation	Care to stay up-wind, wearing gloves, warn passers-by	2016. Only used on hard surfaces e.g edges of tarmac.
Taking bookings, obtaining signed Hiring Agreement, introducing new users to the hall and in particular its H&S features	None	Problems/injuries due to insufficient briefing or disregarding the briefing	There is a written induction brief produced by the H&S Officer for helping the caretaker (revised May 2013) 2014 – copies of briefing Proc 8 to be left in rack . 2015 SEC to reprint.	For info – Jane keeps a list of party organiser who leave the hall in a mess – the hall is not hired to them again. 2016. Query re bouncy castle insurance. SC to pin notice on board.
Steam cleaner (new in Dec 2013) Used on skirting boards, tiles, inside cooker, chairs	Scalds from steam Trips from trailing cable Electric shock from worn cable / plug	n/a cleaning will not be done when users are present	In-built safety mechanism – can only change nozzles when machine is cold Will be PAT tested annually from Jan 2015.	2016. Not used. Takes too long to cool down before refilling or storage.

Vacuuming toilets and toilet corridor (since mirrors fitted in Aug 2013, socket in corridor does not work so have to use extension lead from stage area)	Trips from trailing cable Electric shock from worn cable /plug	n/a cleaning will not be done when users are present	Extension lead already included in PAT testing	
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Other Points

1. In considering the following generic hazards - slips/trips/falls, height, vehicle movement, hazardous substances, electricity, stored equipment, manual handling, fire, cuts/abrasions, heat/burns and hygiene, it was noted that if Jane or anyone using the Hall has an injury, there is a First Aid Box located in the bar area, the contents of which are checked as part of the Monthly Inspection carried out by a Committee Member.
Also noted, a useful reminder that the tall stepladder should never be used by anyone anywhere without the permission of a Committee Member.
As part of our Fire Safety Assessment Precautions, Jane should keep a check when going about her job, that the hall escape routes are clear.
Also that the cooker ventilation filter system does not suffer from excessive grease build-up - a possible fire hazard. (Dec 2015 – Fire Risk Inspection – as in previous years, cooker hood was spotlessly clean)
2. There had been no changes in health since the last review.
3. In discussing those unforeseen unfamiliar tasks that come along, Jane was asked to carry out her own informal risk assessment by asking herself “What if...?” and then taking any necessary precautions. (It is obvious that this is better than asking “If only....” after the event!!)
4. Recurring operational problems identified by caretaker in 2015.
 - a) Fire Exit by kitchen is often left unsecured overnight (by users opening the door for ease of carrying items straight into the main hall, and then not shutting the door PROPERLY at the end of their session)
 - b) stage curtains being left open overnight (also experienced twice recently by SEC), requiring heating to be on longer than usual in order for main hall to reach required temperature for the first users the next day.
Addressed by SEC preparing posters to be placed on Fire Exit door (inside) and near stage curtain winder, and JJ/SEC to report ALL future occurrences in the Log It 2 Fix It red folder.
[2016. Much improved since notices displayed.](#)
5. Matters arising from 2016 assessment.
 - a) Bouncy castle insurance query from a party organiser. Subsequent to this meeting, Phil O contacted our insurers. SC to print reply and put on noticeboard.
 - b) Jane aware that she is now buffing the floor twice a week instead of previous once a fortnight. Sandra and Kathryn have also noticed that slippery patches are developing more quickly. Also mottled appearance, especially in centre of room, where finish has lifted and bare wood is exposed. To be discussed at committee meeting 3rd Feb 2016.
 - c) In the OUT driveway, under the ramp from the Fire Exit, the pipe is easily blocked by fallen leaves and debris so surface water does not drain away – very difficult to clear out. Could mesh/ netting be fitted to stop the leaves entering the pipe and makes it easier to unblock ?
 - d) Sandra and Jane to agree another date to review COSHH changes to chemical hazard labels – it will take time for new labels to appear on stock.

SC