

Caretaker Annual Job Review and Risk Assessment (Jane Jones) – 7th Feb 2020

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 were carried out on 7th February 2020, 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	External company applied new floor surface Jan 2020. Currently Jane needs to buff floor once a week.
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.	Only toilets and kitchen floor are now "wet mopped" 2020 Jane is trying to purchase mops of the correct colour.
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	2017. New "Henry" vacuum cleaner has been purchased for sole use of caretaker.
Cleaning worktops/ sinks/ cooker/ fridge/ dishwasher/toilets	Transfer of germs Exposure to hazardous substances	n/a Exposure to hazardous substances	Use protective gloves Keep hazardous substances locked away	2019. Sophie Fearnall now responsible for defining cleaning procedures and frequency in the kitchen. 2020. Check with SF re extra task of cleaning stained cups
Cleaning windows (inside only)	Muscular/back pain Falling from step ladder	n/a	Maintain good posture and do not over-stretch. Use cleaner extension.	2019. Uses special cloths for window cleaning.
Cleaning woodwork (skirting/doors etc)	Muscular/back pain	n/a	Maintain good posture	2019. Discussed correct technique to protect from back pain. 2020 confirmed uses kneeling pad.

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	General and garden waste in bins outside for collection fortnightly. Paper, bottles and cans now collected weekly in smaller, lighter bins. If after a big event there is too much waste, Jane takes it to the tip.
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. See note 4 below re fans and heaters.
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)	2019. Key is now attached to side of switch using blutac – easier to reach.
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.	
Cutting hedge with electric cutter (rechargeable battery)	Muscular/back pain Injury from machine (Electric shock) Fall from step ladder	Injury from machine	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	2019 JJ to investigate purchasing traffic cones. 2020 cost £40 each
(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. Just for bank on nursery boundary.
Clearing leaves from guttering	Fall from height	n/a	Use proper step ladder. Do not over-reach.	2014 – confirmed new guttering is covered to reduce leaf blockage 2020 – check with IH – Jane/Carl no longer doing this so who has responsibility
Clearing outside drainage covers of leaves/soil etc	Muscular/back pain	n/a	Maintain good posture	2019 Mesh was put in place under fire exit ramp to reduce blockages
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 - copies of briefing Proc 8 to be left in rack.	2020. Online booking is in development
Steam cleaner (new in Dec 2013) Used on skirting boards, tiles, inside cooker, chairs 2017 New (to us) upholstery cleaning machine.	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. 2017. Ensure instructions are followed.	2016. Steam cleaner not used. Takes too long to cool down before refilling or storage. 2020 now hire the upholstery cleaner – need to dispose of old one
Vacuuming toilets and toilet corridor (since mirrors fitted in Aug 2013, socket in corridor does not work so Jane has 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	"Henry" lead does reach from foyer. 2020 – consider during toilet refurbishment
2019. New task. Spraying cleaned chairs with Scotchguard	Inhalation of fumes.	n/a spraying will not be done when hall is in use	Spraying takes place OUTSIDE. Chairs are then left to dry in the main hall with the doors open.	
2019. Awareness for all trustees of importance of closing FIRE DOORS in kitchen and boiler room when leaving the building unoccupied.	Spread of fire if doors not closed.	Spread of fire if doors not closed.		JJ is already doing this.

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. 2017 the ladder has been replaced by one with a safer platform. Jane always asks for Carl's help when using the largest stepladder.
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 2019 – 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. 2019. JJ suggested that fans and heaters currently kept in the Furniture Store should be moved to the new storage area being created near the boiler room, so that it was easier to move chairs in and out.
2020 this has happened.
5. 2019. JJ to investigate purchasing traffic cones (from Nesbitts?)
2020. Cost £40 each
6. 2019. Toilet refurbishment project – consider new sockets (in the toilet corridor) for easy use of electrical equipment such as vacuum cleaners and steam cleaners.
2020. Now likely to be 2021.
7. 2020. Discuss frequency of extra cleaning of stained cups with SF.
8. 2020. At next Board meeting, discuss disposal of unused upholstery cleaning machine that is cluttering UVH cupboard in the Utility Room.
9. 2020. Discuss cleaning of high-level gutters with IH.
10. 2020. Next board meeting. Trustees had been asked to list all the jobs they do. There has been no follow up re possible duplication or, more importantly, jobs that are not allocated.
11. 2020. JJ mentioned that Understage Storage area is very damp.
12. 2020. Consider buying more mops/ heads for floor sweepers so that clean equipment can be provided for users (one set being washed while the other set is in use)

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