



Queen's Inclosure Primary School Job Hazard Form – Site Assistant

This form highlights hazards related to the role that could pose a risk to the post holder.

Role Title: **Site Assistant**

Job Characteristics

This role involves working as an individual within a site team, undertaking various cleaning and maintenance tasks to ensure the hygiene and safety of the building and site are maintained to a high standard.

The range of tasks require significant physical activity and high standards of productivity. These may include working at height, working in isolation, moving and handling and exposure to potentially harmful substances.

This role also has potential to involve contact with children (when attending extra-curricular clubs) and staff (working after the school day has ended). The post holder is expected to behave appropriately at all times and give due consideration to the Child Protection and Confidentiality policies of the school.

Work Environment

This role is carried out in an indoor and outdoor environment. Tasks will involve exposure to moderate noise of equipment and/or machinery, varying temperatures relating to weather conditions, and exposure to dirt and dust.

Work Equipment/Machinery

The role will include the use of various cleaning equipment, including vacuum, mop and bucket, cloths and dusters and toilet cleaning items.

Specific equipment or machinery may be required to carry out certain cleaning tasks. The post holder will be given training in the use and maintenance of this.

Manual Handling

The types of manual handling operation involved in this role are likely to include equipment for specific cleaning tasks and moving/tidying of furniture (chairs/flipcharts/drawer units/tables etc). It may also include play equipment and outdoor learning resources.

These manual handling operations are required on a daily basis. The weights involved in these manual handling operations are up to, but not usually more than 11-15kg.

Display Screen Equipment

This role may require the post holder to be a Display Screen Equipment User, usually for training purposes.

COSHH (Control of Substances Hazardous to Health)

Biological Hazards

It is possible that post holder may come into routine or regular contact with potential infection e.g. colds/flu and childhood illnesses etc. They may come in contact with human blood and/or vomit, and will certainly be exposed to human bodily fluids e.g. urine and faeces, during the cleaning of the toilet areas.

Chemical Hazards

The post holder will come into regular contact with products required for effective cleaning and hygiene. These products are likely to contain chemicals which may be an irritant/corrosive/harmful/toxic or very toxic. **Safety Data sheets and COSHH risk assessments will be in place for all products used within this role.**

Any other specific chemicals that are used have risk assessments with safety data sheets and are locked in the identified COSHH cupboard.

Applicants should be aware that where roles are exposed to hazardous risks, additional risk assessments are undertaken and control measures are put into place where possible.

Personal Protective Equipment

Given the nature of this role, the post holder is required to wear latex (non-latex) gloves when undertaking cleaning tasks involving chemicals (as above) or exposure to contamination/infection. Gloves must always be worn when cleaning toilet areas.

Suitable footwear is essential and must be fit for the activity undertaken – backless, very open toed (flip flop or thong sandals) or high heels (over 8cms) are not acceptable. Strappy sun tops, shorts and denim is not appropriate work wear. False/long nails may present a hazard within the role – please ensure that these are of a safe length and style.

First aid equipment is available in the event of a minor accident or injury.