



**Risk Assessment for cleaning windows,  
guttering and external facades ~ Course Timetable**

- 0930 - 0940      Introductions and Registrations
- 0940 - 0950      Course Overview
  - ~ aims and objectives
  - ~ written assessment and practical assessment

**Part 1**

- 0950 – 1030      Introduction to Risk Assessment *[use the course book]*
  - ~ Risk Assessment - What is it, Why do it, etc.
  - ~ The Legal Duty
  - ~ Some Definitions
  - ~ Hazards Quiz [Page 7]
- 1030 – 1050      Coffee Break
- 1050 – 1200      Risk Assessment
  - ~ The Risk Assessment Process
  - ~ Recording Assessments
  - ~ Monitoring of Control Measures
  - ~ Review of Assessments
- 1200 – 1230      Hazards in Window Cleaning *[use the Information Booklet]*
  - ~ manual handling
  - ~ working at height
  - ~ driving
  - ~ using tools and equipment
  - ~ cleaning materials
- 1230 – 1330      Lunch Break

**Part 2**

- 1330 – 1400      Introduction to the Risk Assessment Form *[use forms]*
  - ~ how to complete
- 1400 – 1500      Practical visits to two sites with Forms
- 1500 – 1520      Coffee Break
- 1520 – 1600      Plenary and Feedback on Risk Assessments

**Part 3**

- 1600 – 1620      Written Assessment
- 1620 – 1640      Practical Assessment

