

Operation/Activity: **General cleaning activities within the office areas.**

Site / Location:

Persons at Risk (tick appropriate boxes)

Employee	<input checked="" type="checkbox"/>	Pregnant Women	
Visitor		Disabled Persons	
General Public		Lone Workers	
Young Persons		Others	

GUIDE TO RATINGS:

RISK SEVERITY	RISK LIKELIHOOD	RISK RATING
1 Negligible	1 Unlikely	1 - 6 Low
2 Minor	2 Possible	7 - 14 Medium
3 Significant	3 Quite Possible	15 - 25 High
4 Major	4 Likely	
5 Catastrophic	5 Very Likely	

Overall Risk Rating = Low

Describe the hazards associated with the activity/operation.

		Summary of Assessment Overleaf				
		Risk Rating (Before Controls)	Likelihood (L)	Severity (S)	Risk (L x S)	Risk Rating
H1	Manual Handling Injuries	Medium	2	3	6	Low
H2	Slips, Trips and Falls	Medium	2	2	4	Low
H3	Electric Shock	Medium	2	3	6	Low
H4	Exposure to chemicals	Medium	2	2	4	Low

If an employee does not take care of their safety the following may result:

- Back injury
 - Ligament/tendon injuries
 - Cuts/abrasions or bruises
 - Muscular/nerve injuries
 - Knocked unconscious
 - Inhalation of cleaning chemicals
 - Adverse reaction if cleaning chemicals touches skin
- These injuries may lead to time off work and/or hospitalisation.

Assessed By:	Date:
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Monitored By:	Date:
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Risk Assessment

Hazard	Risk Control Measures	Residual Risk		
		Likelihood	Severity	Risk
General	<p>Employees are always required to 'clean as they go' this includes not leaving any cleaning materials in areas where they are not working. This ensures a clean and tidy office.</p> <p>If any areas are left wet through cleaning i.e. recently washed floors the appropriate signage must be used to indicate that a hazard is present.</p>			
H1 Manual Handling	<p>When cleaning employees must wear the appropriate clothing. This includes:</p> <ul style="list-style-type: none"> • Safe and suitable footwear • Protective gloves if required • Protective overalls • Hair should be tied back 	2	3	6
H2 Slips, Trips and Falls	<p>Employees are required to look for possible malfunctions of equipment i.e. leaking fridges.</p> <p>This will ensure that any potential escape of any liquid is dealt with quickly.</p>	2	2	4
	<p>The floors within the office area must be always kept in a good condition. Spillages should be cleared immediately.</p> <p>Any tears or rips in the flooring should be reported immediately to the day supervisor.</p>			
H3 Electric Shock	<p>Employees are required to always work in a safe manner.</p> <p>They must ensure that they operate all equipment correctly and adhere to any safety rules.</p>	2	3	6
	<p>Employees must never handle electrical equipment with wet hands.</p>			
H4 Exposure to chemicals	<p>When employees are using chemicals during the cleaning process, the manufactures or suppliers' instructions for use must be always adhered to.</p> <p>If any accidents occur, the COSHH assessment and safety data sheet for that product should be referred to.</p> <p>When disposing of the chemical, it must be in accordance with the manufactures or suppliers' instructions.</p>	2	2	4

