

RISK ASSESSMENT

PROCESS	HAZARD	PERSONS AFFECTED	RISK H M L	EXISTING CONTROLS	PROPOSED
Floor Polishing	<u>Electricity (240 volt)</u>				
	Damaged equipment or extension leads etc	Employee(s)	*	6 month PAT tests on equipment & ext leads	Hazard tape around ext leads
	Water or Chemicals	Employee(s)	*	Training (competence) in the use of equipment	In certain areas use of 110 volt equipment
	<u>Fire</u>	Employee(s) & 3rd Party	* *	Training in the correct method of lifting	Working outside normal building hours
	<u>Manual Handling</u>	Employee(s)	* *	Use of PPE: gloves, footwear, overalls etc	
	<u>Tripping</u>				
	Equipment	Employee(s) & 3rd Party	*	Warning barriers/screens	
	Wet / Slippery Floors	Employee(s) & 3rd Party	*	Annual COSHH risk assessment on all chemicals along with training in their use	
	Extension Leads	Employee(s) & 3rd Party	*		
	<u>Loss of Limb</u>	Employee(s)	*		
<u>Chemicals</u>	Employee(s)	* *	Disposal of waste chemicals following COSHH guidelines		
<u>Vibration</u>	Employee(s)	* *			

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Floor Washing / Scrubbing	<u>Electricity (240 volt)</u>				
	Damaged equipment or extension leads etc	Employee(s)	*	6 month PAT tests on equipment & ext leads	Hazard tape around ext leads
	Water or Chemicals	Employee(s)	*	Training (competence) in the use of equipment	In certain areas use of 110 volt equipment
	<u>Fire</u>	Employee(s) & 3rd Party	* *	Training in the correct method of lifting	Working outside normal building hours
	<u>Manual Handling</u>	Employee(s)	* *	Use of PPE: gloves, footwear, overalls etc	Ensure equipment is turned off when changing pads & brushes
	<u>Tripping</u>				
	Equipment	Employee(s) & 3rd Party	*	Warning barriers/screens	
	Wet / Slippery Floors	Employee(s) & 3rd Party	*	Annual COSHH risk assessment on all chemicals along with training in their use	
	Extension Leads	Employee(s) & 3rd Party	*		
	<u>Loss of Limb</u>	Employee(s)	*	Changing of pads & brushes by competent persons	
<u>Chemicals</u>	Employee(s)	* *	Disposal of waste chemicals following COSHH guidelines		
<u>Vibration</u>	Employee(s)	* *			

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PROCESS	HAZARD	PERSONS AFFECTED	RISK H M L	EXISTING CONTROLS	PROPOSED
Roller Towel Replacement	<u>Manual Handling</u>	Employee(s)	* *	Training in the manual handling	Enforce use of PPE
	<u>Reaching</u>	Employee(s)	* *	Use of PPE	Possible need for steps
	<u>Tripping</u>	Employee(s) & 3rd Party	*	Use of cautionary signs	Possible need for bag or box for carrying
	<u>Contamination</u>	Employee(s)	* *		Protective sack for used towels

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Collection & Removal of Waste	<u>Manual Handling</u>	Employee(s)	* *	Training in manual handling	Use trolley
	<u>Tripping</u>	Employee(s) & 3rd Party	* *	Use of PPE	Enforce use of PPE
	<u>Contamination</u>	Employee(s) & 3rd Party	*	Use of licensed sites	Continuous training
	<u>Driving</u>	Employee(s) & 3rd Party	*	Qualified drivers; maintenance of vehiclea	

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PROCESS	HAZARD	PERSONS AFFECTED	RISK H M L	EXISTING CONTROLS	PROPOSED
Changing Light Bulbs & Tubes	<u>Falling</u>				
	Over 1 metre	Employee(s)	*	Use of 2nd person when using step ladders	Use special container(s) for holding used bulbs & tubes
	Over 2 metres	Employee(s)	*		
	<u>Electricity</u>	Employee(s)	*	Turn power off at switch	
	<u>Cut fingers / hands</u>	Employee(s)	* *	Use of PPE	Enforce use of PPE
	<u>Tubes (gas)</u>	Employee(s) & 3rd Party	* *	Training & Disposal of tubes using licensed authority	

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PROCESS	HAZARD	PERSONS AFFECTED	RISK H M L	EXISTING CONTROLS	PROPOSED
Carpet Spot-Cleaning	<u>Chemicals</u>	Employee(s)	* *	Use of PPE	Working out of normal hours
	<u>Fumes</u>	Employee(s)	* *	Use of PPE	
	<u>Fire</u>	Employee(s) & 3rd Party	*	Use of PPE & training	
	<u>Bending / Kneeling</u>	Employee(s)	*	Kneeling mats	
	<u>Cut fingers / hands</u>	Employee(s)	* *	Use of PPE	
	<u>Tripping</u>	Employee(s) & 3rd Party	*	Cautionary signs & removal of all products from site on completion	

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PROCESS	HAZARD	PERSONS AFFECTED	RISK H M L	EXISTING CONTROLS	PROPOSED
General Cleaning (polishing & dusting etc over head height)	<u>Falling</u>				
	Over 1 metre	Employee(s)	*	Use 2nd person if using step ladders	Use of extension equipment
	Over 2 metres	Employee(s)	*		
	<u>Manual Handling</u>	Employee(s)	* *	Training in manual handling / lifting	
	<u>Chemicals</u>				
	Carrying	Employee(s) & 3rd Party	* *	Annual COSSH risk assessment & use of PPE	Enforce use of PPE
	Using	Employee(s)	*		
<u>Tripping</u>	Employee(s) & 3rd Party	* *	Cautionary signs & removal of all products from site on completion		

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PROCESS	HAZARD	PERSONS AFFECTED	RISK H M L	EXISTING CONTROLS	PROPOSED
Telephone Cleaning	<u>Electricity (50 volt)</u>	Employee(s)	* *	Training	Continuous training
	<u>Electricity (240 volt)</u>	Employee(s)	*	Training	Continuous training
	<u>Manual Handling</u>	Employee(s)	*	Training in manual handling / lifting	Continuous training
	<u>Chemicals</u>	Employee(s)	* *	Annual COSSH risk assessment & use of PPE	Enforce use of PPE
	<u>Contamination</u>	Employee(s)	*		Enforce use of PPE
	<u>Fire</u>	Employee(s) & 3rd Party	*		

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PROCESS	HAZARD	PERSONS AFFECTED	RISK H M L	EXISTING CONTROLS	PROPOSED
General Cleaning (polishing & dusting etc up to head height)	<u>Manual Handling</u>	Employee(s)	* *	Training in manual handling / lifting	
	<u>Chemicals</u>				
	Carrying	Employee(s) & 3rd Party	* *	Annual COSSH risk assessment & use of PPE	
	Using	Employee(s)	*		
	<u>Tripping</u>	Employee(s) & 3rd Party	*	Cautionary signs & removal of all products from site on completion	

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PROCESS	HAZARD	PERSONS AFFECTED	RISK H M L	EXISTING CONTROLS	PROPOSED
Computer Cleaning	<u>Electricity (240 volt)</u>	Employee(s)	*	Training	Continuous training
	<u>Manual Handling</u>	Employee(s)	* *	Training in manual handling / lifting	
	<u>Chemicals</u>				
	Carrying	Employee(s) & 3rd Party	* *	Annual COSSH risk assessment & use of PPE	Ensure that the area is well ventilated
	Using	Employee(s)	*		
	<u>Contamination</u>	Employee(s)	* *	Use of PPE	
<u>Fire</u>	Employee(s) & 3rd Party	*			

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PROCESS	HAZARD	PERSONS AFFECTED	RISK H M L	EXISTING CONTROLS	PROPOSED
Vacuuming Carpets & Stairs	<u>Electricity (240 volt)</u>				
	Damaged equipment/ plugs	Employee(s)	*	6 monthly PAT tests	
	Water Spillages	Employee(s)	*	Training not to use around water / spillages unless Wet & Dry machine	In certain instances use 110 volt equipment
	Via extension lead	Employee(s)	*		
	<u>Fire</u>				
	Equipment	Employee(s) & 3rd Party	* *	6 monthly PAT tests	
	<u>Manual Handling</u>	Employee(s)	* *	Training in the correct methods of lifting	
	<u>Tripping</u>				
Equipment/furnishings	Employee(s) & 3rd Party	* *	Use of Warning Signs	Use of Barriers or Warning Signs in areas of buildings which are still occupied	
Use of extension leads	Employee(s) & 3rd Party	* *	Use of Warning Signs		

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PROCESS	HAZARD	PERSONS AFFECTED	RISK H M L	EXISTING CONTROLS	PROPOSED
Window Cleaning (Internal & External)	<u>Person Falling</u>				
	Working from Ladders or Step Ladders up to 2m	Employee(s)	* *	Minimum 2 persons. Training and use of PPE	Continual Training & introduction of medical checks for certain personnel Codes of practice for specific equipment & processes
	Working from Ladders or Cradle over 2m	Employee(s) & 3rd Party	* *	Certificated training for Cradle & Aerial Platforms. Additional use of safety harness/belt.	
	Working from Towers or Aerial Platforms (over 2m)	Employee(s) & 3rd Party	*		
	<u>Falling objects when working from heights</u>	3rd Party	* *	Lanyards on hand-held equipment	
	<u>Trips</u>				
	As a result of water spillage etc.	Employee(s) & 3rd Party	* *	Removal & disposal of water vis the drains	
	Over equipment	Employee(s) & 3rd Party	* *	Barriers / screens	
	<u>Chemicals</u>	Employee(s)	* *	As above	
	<u>Power-cuts</u>				
Ground floor work	Employee(s) & 3rd Party	* *	Annual COSHH Risk Assessment and PPE & evacuation procedures		
Aerial Platforms/Cradle work	Employee(s) & 3rd Party	* *			
<u>Weather</u>					
Ladders, Towers or Cradle	Employee(s) & 3rd Party	* *	Reviewing wind-speeds & outside temperatures		

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PROCESS	HAZARD	PERSONS AFFECTED	RISK H M L	EXISTING CONTROLS	PROPOSED
Collection & Removal of Waste	<u>Driving to & from Sites</u>	Employee(s) & 3rd Party	*	Qualified drivers & fully maintained vehicles	Continuous training
	<u>Manual Handling</u>				Use of PPE
	Removing refuse from site	Employee(s)	* *	Training in manual handling	Making clients aware of the products which can be collected
	Loading / off-loading vehicle	Employee(s)	* *	As above	Liasing with council re collection times
	<u>Tripping / Obstruction</u>				
	During collection / disposal	Employee(s) & 3rd Party	* *	Use of PPE	
	<u>Contamination</u>				
	From refuse sacks splitting etc	Employee(s) & 3rd Party	*	Operator training & ensure that sacks are sealed	
	<u>Hazardous/Contaminated waste</u>				
	Needles & Blood products etc	Employee(s) & 3rd Party	* *	Use of licensed 3rd Party companies	
Feminine Hygiene	Employee(s) & 3rd Party	* *	As above		
<u>Vermin & Environmental</u>					
Delay in sacks being collected	Employee(s) & 3rd Party	* *	Agreed removal times		