



**RISK ASSESSMENT FOR
CLEANING OPERATIONS
UNDERTAKEN BY
3 WAY CLEANING**



Legend

P = Probability	1 = Remote	2 = Unlikely	3 = Possible	4 = Probable	5 = Likely
S = Severity	1 = Injury not requiring First-aid	2 = First-aid only required	3 = Over 3 day injury	4 = Serious Injury	5 = Fatality
R = Risk Rating (p x s)	1-3 = Negligible	4-6 = Low	7-12 = Medium	13-16 = High	17-25 = Very High
RR = Residual Risk	1-3 = Acceptable No further controls necessary.	4-6 = Acceptable. Regular close monitoring and review required.	7-12 = Unacceptable Further controls must be implemented to reduce the risk.	13-16 = Unacceptable Review the assessment process, activity and re-evaluate and apply additional controls.	17-25 = Activity or process should be abandoned, no works to continue unless a full review of the work has been undertaken.
Probability x Severity = Risk rating		E = Employees	C = Contractors		T = Third parties

S E V E R I T Y	5	10	15	20	25
	4	8	12	16	20
	3	6	9	12	15
	2	4	6	8	10
	1	2	3	4	5
	P R O B A B I L I T Y				

1 - 3	NEGLIGIBLE	
4 - 6	LOW	
7-12	MEDIUM	
13>	HIGH	

Risk Rating Matrix



Process	Hazard	Persons at Risk			Risk			Control Measures Required	Residual Risk
		E	C	T	P	S	R		
General Cleaning Operations	Musculoskeletal injuries from manual handling	∞			3	5	15	See Attached	3
	Head and body injury from slips, trips and falls	∞	∞	∞	4	3	12	See Attached	3
	Cuts and abrasions resulting from poor handling techniques, damaged packaging.	∞			4	2	8	See Attached	2
	Fire & trip hazard from waste materials	∞	∞	∞	3	4	12	See Attached	1
	Musculoskeletal disorders from prolonged periods of working on hands and knees	∞			3	5	15	See Attached	2
	Sensitisation from the use of solvents/cleaning materials	∞			4	3	12	See Attached	2
	Fatality, electric shock and skin burns from electric shock	∞			3	5	15	See Attached	3
	Fatality or injury due to site traffic, plant or machinery	∞			3	5	15	See Attached	3

Cleaning Methods	All employees will be provided with training and given detailed method statements with instructions of the correct cleaning methods to be adopted at all times.
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HAZARD	CONTROL MEASURES
Musculoskeletal injuries from manual handling	<p>All employees to receive Manual Handling Training in the correct methods of lifting.</p> <p>If the material to be lifted is of a size, which is unmanageable for one person, then assistance must be requested and Team Handling techniques used i.e. with cleaning fluids, absorbent granules or bulk items where these cannot be broken down into manageable loads.</p> <p>As far as is reasonably practicable, mechanical means will be used particularly when materials are to be moved over a long distance. e.g. Materials may be moved by trolley, pallet truck or barrow from work vehicles or the storage area to the work site.</p> <p>All access and egress routes will be kept clear at all times, any possible trip hazards must be removed and/or made safe.</p> <p>Set-down and rest areas will be made clear when required e.g. at the entrance to buildings before lifting up staircases.</p> <p>Materials when practicable will be broken down into components and smaller pieces so reducing weight or a smaller size of material used e.g. Palletised loads of cleaning agents, fluids and other cleaning products i.e. towels, soaps and sundries, broken down into stacks or loaded out evenly in readiness for transportation to designated storage areas.</p> <p>So far as is reasonably practicable, all manual-handling activities will be avoided; mechanical or automatic means will be used in the first instance.</p>

Musculoskeletal
injuries from
manual handling
(cont)

All hazardous manual handling operations will, so far as is reasonably practicable, be avoided. Where hazardous manual handling activities cannot be avoided, the risk of injury will be reduced as far as is reasonably practicable.

When carrying out manual handling duties employees and employers will ensure that the correct lifting techniques such as 'kinetic lifting' or team lifting techniques are used.

Operatives must never attempt to lift something that is too heavy for their own capabilities, assistance must be gained from another colleague or mechanical assistance is utilised. Instruction will be given to avoid twisting and overreaching.

Large quantities of materials that must be transported manually will be lifted utilizing barrows or suitable alternative. Where team lifting is being undertaken, one person will co-ordinate the lift. Team lifting will be conducted so that each individual's capabilities are taken into account.

Operatives undertaking team lifting will be of similar height and capability.

All access / egress routes will be cleared prior to the unloading of materials and/or access equipment/tools from the vehicle and transportation to the work area.



Head and body
injury from slips,
trips and falls

All operatives are to be trained to only work in the designated areas as shown during the induction training and to pay attention to the surroundings at all times.

When lifting large quantities of materials, which must be transported via stairs, the route will be cleared of all trip hazards and space will be cleared along the route as much as possible.

Waste will be progressively cleared away as it is produced.

Third Parties and the public will be kept from work areas by means of barriers, signage or a lookout.

Tools and equipment will be kept out of walkways and work areas and locked away when no longer required.

Spillages will be cleaned immediately, and signage will be put in place to any areas, which may have a slippery surface.

As far as reasonably practicable the work area will be sufficiently illuminated by natural or artificial lighting.

Cleaning products will be kept in suitable containers, clearly labeled and not left on the floor where they may pose trip hazard.

Trailing leads will be placed around the edge of work areas or tied above, so far as is reasonably practicable.



<p>Cuts and abrasions resulting from poor handling techniques, damaged packaging</p>	<p>Damaged packaging may be taped and or severely damaged products will be returned to the supplier for exchange.</p> <p>Operatives will be trained and provided with all relevant information relating to the equipment and/or products i.e. labeling weights, centre of gravity, loose or poorly secured loads etc.</p> <p>Operatives will access the condition of the products and the packaging that have been provided and must report all damaged goods to their supervisor.</p>
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<p>Fire & trip hazard from waste materials</p>	<p>All excess waste will be cleared as it is produced to ensure good house keeping.</p> <p>General waste will be disposed of accordingly in suitable manner and in the designated areas/containers.</p> <p>Operatives will not smoke at any premises and will only smoke in designated areas, see smoking policy.</p>
<p>Musculoskeletal disorders from prolonged periods of working on hands and knees</p>	<p>Operatives will wear suitable and sufficient footwear for the task being undertaken.</p> <p>When necessary operatives will be issued with kneepads and trained in the correct usage.</p> <p>Operatives will have frequent rest breaks to prevent muscle cramp and aches.</p> <p>Job rotation will be carried out so far as is reasonably practicable to stop operatives kneeling for prolonged periods of time.</p>



Sensitisation from
the use of solvents

So far as reasonably practicable, solvent cleaners use will be avoided or minimized. Water based cleaning methods will be used where possible.

All persons using hazardous substances will be instructed to read the COSHH Assessment and follow the instructions.

Induction training will be provided for all operatives and the correct use for all chemicals will be provided. On going training and assessment will be provided to all operatives to keep them informed of any changes that may arise with the use of any chemicals supplied.

All areas where solvents are to be used will be suitably ventilated as far as is reasonably practicable by the use of general dilutions or forced ventilation.

Contact with skin should be avoided and suitable PPE will be used i.e. protective gloves, overalls, goggles, etc.

If required, a face mask will be used to reduce the inhalation of harmful fumes. All facemasks will conform to the current regulatory standard.

Fatality, electric shock and skin burns from electric shock

All electrical tools used on site will be manufactured to BS2769 or double insulated (BS 2754)

It is the company to use 110v equipment, where reasonably practicable. Normal cleaning process requires the use of tradition three pin sockets and 240v equipment.

All electrical equipment will be subject to regular inspection and maintenance. Visual checks will be carried out prior to every use and Portable Appliance Testing will be carried out every 3 months for all equipment used on site.

Employees will not undertake makeshift repairs or maintenance unless competent to do so.

If required a competent person will undertake regular maintenance.

Faulty tools will be locked off / isolated and labeled so that they cannot be used.



<p>Fatality or injury due to site traffic, plant or machinery</p>	<p>Operatives will only enter production site area after once trained to do so.</p> <p>All operatives will be trained the correct way to enter the production/work area, paying particular attention to site and production traffic, machinery or plant.</p> <p>All operative will use the safety walkway provided and will not enter any other section of the site unless given prior notice and accompanied by an authorized person.</p>
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