

## Risk assessment – General Office Cleaning

Company name: Office Maid Ltd

Assessment carried out by: A. Young

Date of next review: 30/07/21

Date assessment was carried out: 30/04/21

What are the hazards?	Who might be harmed and how?	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Done
<b>Working at Height</b>	Falls can cause bruising & fractures.	Appropriate stepladders provided & staff shown how to safely use them. Staff reminded to reposition steps rather than overreaching where risk can occur. Stepladders are only used for low level work for a period no longer than 30-minutes per session.	No further action needed.	N/A	Immediately	30/04

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<b>Carpet Cleaning Machine</b>	Operator from improper use.	The right machine is provided for the job & the operator is trained how to use the machine safely. Machines are regularly examined & maintained.	Remind operator not to use the machine if they think it might be faulty and to immediately report any possible fault to the manager.	Manager	Immediately	30/04
<b>Lone Working</b>	Staff could suffer injury or ill health whilst working alone.	Cleaning staff do not work alone but if they did then they must report on/ off duty to their manager by phone	Advise cleaners to work together where possible but to report to manager by phone if lone work does occur.	Manager	Immediately	30/04
<b>Electrical Equipment</b>	Staff could get shocks or burns from faulty electrical equipment.	Staff are trained in basic electrical safety and do pre-use checks – any defect are promptly reported. Any possible faulty	Remind staff to always do a pre-use visual check and never to use faulty equipment .	Manager	Immediately	30/04

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<b>Electrical Equipment (cont.)</b>		equipment is immediately removed from use. Safety checks of electrical equipment are carried out to ensure safety and where necessary we use a competent electrician to carry tests and maintenance.				
<b>Fire</b>	If trapped staff could suffer fatal injuries from smoke inhalation or burns	Client must have done they own risk assessment and will have taken the necessary action.	Advise staff to observe fire doors/ exits and all related emergency procedures including evacuation meet points. Staff are trained to always sign in/ out as a visitor.	Manager	Immediately	30/04

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<p><b>Slips and trips (spillages &amp; loose cables etc)</b></p>	<p>Staff maybe injured if they slip/ trip on machine cables or objects left on the floor.</p>	<p>Assure general good housekeeping at the client's premises. Wet floor signs are in use. Cleaners use nearest socket to avoid risk of tripping over leads.</p>	<p>Remind cleaners to two-mop the floors and not to saturate mop head prior to use. Ensure cleaners wear sensible shoes with good grip.</p>	<p>Manager</p>	<p>Immediately</p>	<p>30/04</p>
<p><b>Contact with Cleaning Chemicals</b></p>	<p>Staff risk skin/ eye irritation and/ or breathing difficulties from direct contact with certain chemicals</p>	<p>New staff are asked if they suffer from skin and/ or breathing conditions. Mops/ brushes and PPE are provided and used. Products are used in accordance with safety data sheets. Staff are trained how to use and store cleaning products and never mix or</p>				

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<p><b>Contact with Cleaning Chemicals (cont.)</b></p> <p><b>Manual Handling</b></p>	<p>Staff risk injury or back pain from handling or moving heavy/ bulky objects.</p>	<p>transfer then to an unmarked container.</p> <p>Trolleys are provided to lift heavy objects. Staff are told not to lift heavy items alone and limit individual lifts to 15 kg for female staff and 20kg for males. Staff are trained how to lift properly by bending knees and keeping their back straight.</p>	<p>No further action needed.</p>	<p>N/A</p>		