



Risk Assessment

Risk Assessment Details

Risk Assessment Number	000000081
Risk Assessment Date	07/02/2020
Risk Assessment Author	Magda Lamming
Project/Contract	Office cleaning
Start Date	October 2019
Expected job duration	1 year
Client contact	Offices
Description	General office cleaning
Site Address	

Signatures

	Name	Title	Signature	Date
Document Author	Magda Lamming	Director		07/02/2020

Data Protection Statement

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It is the duty of all employees to observe the following Risk Assessment framed to provide a code of good practice and conduct with the object of preventing accidents. At all times employees must work in a safe manner both to prevent personal injury to themselves or to other personnel.

Risk Assessment Notes

General office cleaning

Groups Affected

Spotless Cambridge Ltd Employees

Spotless Cambridge Ltd Sub Contractors

Other Contractors

Client Staff

Client Staff

Employees

Members of the public

Client

Pre-Control			Hazard: Lone Working	Residual Risk		
P	S	RR	Dangerous situations	P	S	RR
4	5	20	Control Procedures	1	5	5
			Identify the potential risk of injury to lone workers and then provide the necessary supervisory measures appropriate for the particular job			
			Periodic telephone contact with lone workers necessary			
			Periodic site visits to lone workers will be carried out.			
			Manual warning devices e.g. panic alarms, etc. will be provided.			

Pre-Control			Hazard: Slips Trips and Falls.	Residual Risk		
P	S	RR	Bruising, Cuts, Broken Limbs - Caused by items left on the floor, water, oil and other slippery surface or poor footwear	P	S	RR
4	4	16	Control Procedures	1	4	4
			Clear walkway and identify uneven areas. Post warning signs.			

Pre-Control			Hazard: Tripping/Poor Housekeeping	Residual Risk		
P	S	RR	Bruising, Cuts, Broken Limbs - Falls, wrenched muscles & displaced joints. Cuts, abrasions, musculoskeletal injuries.	P	S	RR
4	4	16	Control Procedures	1	4	4
			Ensure that the work area is kept clear and clean throughout the operation. Remove rubbish/scrap as it is created.			
			All staff will keep the working area tidy and remove trip hazards as and when they occur.			
			All staff will wear suitable footwear at all times			

Pre-Control			Hazard: Manual Handling	Residual Risk		
P	S	RR	Muscular skeletal disorders - Twisting, Over-reaching, muscular problems, poor techniques load too heavy	P	S	RR
4	4	16	Control Procedures	1	4	4
			Assess the best way to lift, with the maximum weight nearest the body.			
			Ensure that the route to be taken while lifting is clear of any obstructions.			
			All staff have been trained in correct lifting methods			
			Team lifting to be used when loads are heavy or awkward.			
			The site foreman shall be responsible for identifying and controlling manual handling issues on site			

Pre-Control			Hazard: Toxic Chemicals	Residual Risk		
P	S	RR	Poisoning, Environmental damage, Death.	P	S	RR
4	4	16	Control Procedures	1	4	4
			Check out the Risk Phrases in the CoSHH assessment and ensure they are understood.			
			Follow the instructions attached to the SafetyPhrases in the CoSHH assessment.			

Pre-Control			Hazard: Contact with Hazardous Substances	Residual Risk		
P	S	RR	Death, injury, burns, breathing problems	P	S	RR
4	4	16	Control Procedures	1	4	4
			Wear correct PPE			
			Ensure that any spillages are cleaned up using spill kit.			
			Strong rubber gloves, protective overall provided and used.			
			Staff must follow instructions on the bottle when using chemicals.			
			Staff wash rubber gloves before removing them carefully and storing in a clean place.			
			All hazardous substances must be stored correctly and away from sources of heat			

Probability (P)	Severity (S)	Risk Ranking (RR = P * S)
1 Highly Unlikely	1 Trivial	< 1 - No Action Required
2 Unlikely	2 Minor injury	> 2 - Low Priority
3 Possible	3 Over 3 Day injury	> 8 - Medium Priority
4 Probable	4 Major injury or condition	>10 - High Priority
5 Certain	5 Incapacity or Death	>15 - Urgent Action Required

Required PPE



Gloves



Mobile / Radio



Uniform



Apron

