

Company name: PinnyNPress

Date of risk assessment: 1/5/20

What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to manage this risk?	Action by who?	Action by when?
Slips and trips Examples: spillages, loose cables	Staff may be injured if they slip on spillages or trip on machine cables or objects left on the floor	<ul style="list-style-type: none"> There is general good housekeeping at the client's house, tidying up any objects that can cause an obstruction Wet floor signs are always used in commercial settings Cleaners use electrical sockets nearest to where they are working to reduce the risk of tripping over leads Cleaners always tell colleagues and clients about any wet floors Cleaners always double twist the mop to ensure the floor is not left too wet Cleaners always Hoover moving up the stairs not downwards, so they are facing upwards and not downwards Reporting of any broken tiles or loose / ripped carpet that could cause trips and accidents 	<ul style="list-style-type: none"> Remind cleaners about the double twist of the mop 	Manager	15/05/20
			<ul style="list-style-type: none"> Remind cleaners to wear sensible shoes eg flat shoes with a good grip 	Manager	15/05/20
Contact with cleaning chemicals Examples: bleach	Staff risk skin irritation or eye damage from direct contact with cleaning chemicals. Vapour from cleaning chemicals may also cause breathing problems	<ul style="list-style-type: none"> New staff are asked if they suffer from skin problems when using cleaning products Mops/brushes and protective gloves are provided and used Masks are provided for working in enclosed areas Staff to ensure that the area is well ventilated with windows opened where they can be and closed afterwards Products are used in accordance with safety data sheets and PPE is used when appropriate All staff are trained how to safely use and store cleaning products and never transfer them to an unmarked container Never mix different cleaning chemicals together 	<ul style="list-style-type: none"> Replace 'irritant' chemicals with milder alternatives where possible Only use bleach on toilets or very sparingly if needed for other areas 	Manager	15/05/20
			<ul style="list-style-type: none"> Remind staff to report any health problems they think may come from cleaning products, and to check for dry, red or itchy skin on their hands. 	Manager	15/05/20

Working at height Examples: Cleaning windows	Falls from any height can cause bruising and fractures	<ul style="list-style-type: none"> ▪ Appropriate equipment, eg a suitable step is provided and staff are shown how to step up and down from the step safely ▪ Staff are reminded to re-position the step before they clean another window, to reduce the risk of an accident from over-reaching ▪ Steps only used for low-level, short-duration work (less than 30 minutes) 	<ul style="list-style-type: none"> ▪ No further action required ▪ Remind staff of what we are already doing 	Manager	15/05/20
Cleaning machines Examples: Hoovers and Irons	Staff and others risk injury from improper use of machines or if the machine becomes faulty	<ul style="list-style-type: none"> ▪ The right machines are provided for each job ▪ Staff are trained how to use the machines safely ▪ Machines are regularly examined and maintained for any faults especially on the electrical cable ▪ If irons show any signs of steaming too much or heating up anywhere else apart from sole plate this is reported and taken out of use immediately 	<ul style="list-style-type: none"> ▪ Remind cleaners not to use machines if they think they might be faulty and to report all faults to the supervisor immediately 	Manager	15/05/20
Lone working	Staff could suffer injury or ill health while working alone	<ul style="list-style-type: none"> ▪ Cleaning staff check in/out via text message. So that we know they have left safely ▪ Office cleaning staff sign in and out of the building and times are pre-arranged with manager of the building 	<ul style="list-style-type: none"> ▪ Advise staff on how to contact manager if there is an emergency 	Manager	15/05/20
Electrical equipment Examples: cleaning equipment	Staff could get shocks or burns from faulty electrical equipment. Electrical faults can also lead to fires.	<ul style="list-style-type: none"> ▪ Staff are trained in basic electrical safety and do pre-use visual checks. Any defective equipment, plugs, discoloured sockets, damaged cables and on/off switches are promptly reported ▪ Any faulty equipment is promptly taken out of use ▪ Safety checks of the electrical equipment are carried out to ensure that it continues to be safe. Where necessary this is done by a competent electrician. 	<ul style="list-style-type: none"> ▪ Remind staff to always do pre-use visual checks and not to use any faulty equipment 	Manager	15/05/20
Inexperienced staff	New or temporary staff are at risk if they unaware of safe working procedures	<ul style="list-style-type: none"> ▪ Risk assessments are discussed with all new staff as part of the induction process ▪ Temps are briefed on safety procedures by the supervisor before beginning work 	<ul style="list-style-type: none"> ▪ No further action required 		

Manual handling Examples: Lifting and moving heavy objects	Staff risk injuries or back pain from handling or moving heavy / bulky objects ie. Cleaning equipment or heavy waste bags	<ul style="list-style-type: none"> Staff to not overfill their kit bags To ensure proper posture when hoovering, mopping and ironing All clients are informed before we start working with them that cleaners were not allowed to move heavy items such as furniture 	<ul style="list-style-type: none"> Remind at intervals about posture while working Check at intervals to make sure staff have the correct equipment in good working order 	Manager	Regular intervals
Sprains and Strains	Staff could suffer injury or ill health while working on more difficult tasks	<ul style="list-style-type: none"> We recommend staff to change tasks ie. From scrubbing to wiping or change areas after working using the same process after a period of time. To avoid any pain happening from repetition in their wrists or hands Staff always ensure you are aware of your surroundings and any potential dangers that can cause harm Being careful while working, stretching and leaning carefully and to not rush and cause injury 	<ul style="list-style-type: none"> Remind cleaners to be aware and report anything that is not usual in the places of work 	Manager	15/05/20
Fire	If trapped, staff could suffer fatal injuries from smoke inhalation or burns	<ul style="list-style-type: none"> Cleaners are told where all fire exits are in commercial properties Keys for domestic properties are kept on person in the front door lock so that a safe exit can be made in the event of a fire or emergency Cleaners keep entrances and exits free from obstructions so that they and others can easily get in and out of the property in case of an emergency 	<ul style="list-style-type: none"> Advise new staff on emergency procedures, including location of any fire exits 	Manager	15/05/20

First Aid	Staff could suffer small injuries and not have equipment to self treat or know the procedure if help is needed	<ul style="list-style-type: none"> Staff are supplied with basic First aid kits to carry with them in their vehicles An accident book is used to record any accidents staff have while working All clients are informed before we start working with them that cleaners were not allowed to move heavy items such as furniture 	<ul style="list-style-type: none"> Remind at intervals about posture while working Check at intervals to make sure staff have their first aid kits stocked 	Manager	Regular intervals
Staff that work from home	Not having a safe environment away from children and pets could cause harm to them and staff	<ul style="list-style-type: none"> Home working staff are advised to set up an area at home designated for working in All equipment is provided for staff working from home and checked for its suitability and safety Any issues with electrical equipment I reported straight away and replaced 	<ul style="list-style-type: none"> Remind cleaners to be aware and report anything that is not usual in the places of work 	Manager	15/05/20
Working in hot weather	Staff could become dehydrated	<ul style="list-style-type: none"> Staff are reminded to take water to work with them or are able to ask client for a drink in exceptionally hot weather Staff can wear shorts and sleeveless tops in hot weather as long as they still look professional to keep themselves from over heating 	<ul style="list-style-type: none"> Advise new staff 	Manager	15/05/20