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RISK ASSESSMENT FOR:	CLEANING PROCES	
Establishment: Niya Spasova	Assessment by: S Line Cleaning Ltd.	Date: 17 / 09 / 2019

Hazard / Risk	Who is at Risk?	How can the hazards cause harm?	Normal Control Measures	Are Normal Control Measures Y/N/NA	
				In Place	Adequate
General lifting and carrying	Caretaker Colleagues Pupils Visitors	Cuts / abrasions, muscular skeletal and other physical injuries	<ul style="list-style-type: none"> • Specific Manual handling assessment carried out for all one off tasks presenting significant risk / for individuals with medical conditions etc. • Training given in correct lifting techniques. • Manual handling minimised as far as possible, broken down into smaller loads / assistance sought. • Appropriate footwear worn • Mechanical lifting aids available (trolleys etc.) • Good housekeeping and workplace layout. • Heavy items stored at waist level. • Good housekeeping to be maintained • Floor surfaces unobstructed and slip free 		
Cleaning using equipment	Caretaker Colleagues Children Visitors	Cuts / abrasions, muscular skeletal and other physical injuries	<ul style="list-style-type: none"> • Manual Handling Assessment carried out for use of floor buffer etc. • Training given in correct procedure for use of such equipment • Any specific training / instruction requirements identified 		



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<p>Use of electrical equipment</p>	<p>Caretaker Colleagues Children Visitors</p>	<p>Electrical shock Burns Fire</p> <p>Power leads present a tripping hazard (Cuts / abrasions, muscular skeletal and other physical injuries)</p>	<ul style="list-style-type: none"> • Pre-use check conducted by users • Electrical equipment subject to regular safety inspection and test ('PAT testing') • Trailing leads kept to a minimum. Use extension leads and adaptors only where necessary. • Use nearest available socket to reduce need for extension leads • Mains powered portable equipment to be protected by RCD in higher risk situations, e.g., equipment used outside or in wet conditions, and for equipment where there is a risk of cables being severed. • System for reporting faults and taking equipment out of service in place 		
<p>Use of cleaning chemicals / detergents</p>	<p>Cleaning staff Colleagues Children Visitors</p>	<p>Irritation / harm to eyes, nose and upper respiratory tract</p> <p>Skin sensitisation / disorders</p>	<ul style="list-style-type: none"> • Less hazardous chemicals used wherever possible. • Material Safety Data Sheet for substances obtained from supplier and guidance followed. • COSHH Assessment completed for all hazardous chemicals and control measures implemented. • Appropriate Personal Protective Equipment (eg. gloves, goggles etc.) provided and worn where identified in COSHH assessment. • Chemicals stored appropriately and access restricted when in use. Activities undertaken outside of school hours where possible. • Immediate cleaning up of any spillage • All containers clearly labelled • Always read the labels before using Harmful Substances. 		



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<p>Exposure to communicable diseases</p>	<p>Cleaning staff Colleagues Children Visitors</p>	<p>Disease/infections</p>	<ul style="list-style-type: none"> • Potential hazardous waste e.g. vomit / bodily fluids must be disposed of correctly and surfaces properly disinfected. • Disposable gloves and aprons used for all activities that may result in contamination of clothing with blood, body fluids or faeces. • Such PPE is double bagged and disposed of appropriately after a single use. • Waste collections for clinical waste • Adequate provision for hand washing (soap hot water) readily available. • All wounds on exposed skin are suitably covered. 		
<p>Slips trips and falls</p>	<p>Cleaning staff Colleagues Children Visitors</p>	<p>Cuts / abrasions, muscular skeletal and other physical injuries</p>	<ul style="list-style-type: none"> • All spillages to be dealt with immediately. • Wet floor signs to be used when appropriate • Dry mop floors after cleaning up initial spillage. • Appropriate footwear worn • Pupils, visitors etc to be kept away from spill area during cleaning. • Adequate external lighting during working hours 		
<p>Lone working – working in school alone in isolated locations</p>	<p>Caretaker Colleagues Children Visitors</p>	<p>Accident / injury, Physical assault, delayed assistance in emergency</p> <p>Cuts / abrasions, muscular skeletal and other physical injuries</p>	<ul style="list-style-type: none"> • Ensure there is adequate lighting. If possible, follow different procedure daily. • On site security system, controlled access to building e.g. through coded doors etc. • Challenging unknown visitors where safe to do so. • Mobile phone carried • Reduce time spent working alone so far as is reasonably practicable. • Notify manager of start time and when finished. Only agreed risk tasks to be undertaken 		