MAID FOR EACH OTHER LTD.

RISK ASSESSMENT

Task: Opening and closing premises/properties

Company:	Maid For Each Other LTD
Date of assessment	02/02/2026
Completed by:	Mihaela Cristian

Identified hazards

- Slips, trips and falls (uneven surfaces, wet floors, poor lighting).
- Lone working risks (including delayed assistance in an emergency).
- Security risks: unauthorised persons, confrontation/assault, theft.
- Manual handling strains (moving bins, furniture, equipment during set-up/lock-up).
- Cuts/abrasions from damaged doors, sharp edges, broken glass or waste.
- Electrical hazards (switching on/off equipment, damaged leads, lighting faults).
- Fire safety hazards (blocked exits, unattended ignition sources, alarm issues).
- Vehicle and parking hazards when arriving/leaving site (traffic, loading areas).
- Weather-related hazards when accessing external areas (ice, rain, wind).

Who is at risk? Employees and customers/occupants (and others in the work area).

How is the risk controlled?

- Follow site opening/closing procedure and any client instructions (keys, codes, alarm sequence).
- Security awareness: check surroundings before entry/exit; do not confront intruders—withdraw to a safe place and call the client contact / emergency services as appropriate.
- Lone working controls: maintain check-in/out with supervisor/office; carry a charged phone; avoid lone entry where policy/site requires two persons.
- Lighting: ensure adequate lighting when entering/exiting; use a torch if required.

- Housekeeping: identify and remove/secure trip hazards; keep walkways clear; report defects immediately.
- Manual handling: use safe lifting techniques; do not over-carry; use a trolley where available.
- Electrical safety: visual check of equipment/leads; do not use damaged equipment; isolate/unplug where required; report faults.
- Fire safety: keep fire exits clear; confirm no ignition sources left on; understand evacuation routes and assembly point; ensure doors/fire doors are closed as required.
- External safety: take extra care in poor weather; use suitable footwear; avoid unsafe areas and report hazards (ice, spills, broken paving).
- Keys and access control: keep keys secure at all times; never label keys with address; return/store keys as per company process.
- PPE provided and used as required (e.g., gloves, non-slip footwear, high-visibility where applicable).
- Trained and competent employees allocated task.

PPE / Safety checklist (tick as applicable)

☐ Protective gloves available.	☐ Keys/access codes secured.
☐ Non-slip footwear worn.	☐ Alarm procedure understood.
☐ Hi-visibility worn (where required).	☐ Phone charged / check-in completed.
☐ Operatives trained in site rules.	☐ Fire exits checked clear.
☐ Area to be well lit (torch available).	☐ Reporting procedures followed.
☐ Good housekeeping observed.	☐ Routine safety checks undertaken.

Risk assessment for this task: LOW risk.