OFFICE CLEANING RISK ASSESSMENT

MAID FOR EACH OTHER LTD.

Date:

Location:

Prepared by:

Reviewed by:

Introduction

This risk assessment aims to identify and evaluate potential risks associated with office cleaning activities. By conducting this assessment, we can implement appropriate control measures to minimise risks and ensure the safety of employees and visitors.

Identification of Hazards:

1) Slips, Trips, and Falls:

- Wet or slippery floors due to cleaning solutions or spills.
- Obstacles or clutter in walkways.
- Uneven or damaged flooring surfaces.

2) Chemical Hazards:

- Exposure to cleaning chemicals, including irritants, corrosives, or allergens.
- Improper handling or storage of chemicals.

3) Ergonomic Hazards:

- Improper lifting or carrying heavy cleaning equipment.
- Repetitive movements causing strain or musculoskeletal injuries.

4) Electrical Hazards:

- Potential contact with electrical equipment or sockets during cleaning activities.
- Damaged or faulty electrical cords or equipment.

5) Biological Hazards:

- Exposure to bacteria, viruses, or fungi during cleaning tasks.
- Improper handling or disposal of waste or biohazardous materials.

Risk Evaluation:

1) Slips, Trips, and Falls:

   - Likelihood: Medium to high (depending on housekeeping practices and maintenance).
   - Severity: Potential for minor to moderate injuries.

2) Chemical Hazards:

   - Likelihood: Medium (depending on the type and quantity of chemicals used).
   - Severity: - Potential for skin or eye irritation. - Potential for respiratory issues or allergic reactions.

3) Ergonomic Hazards:

   - Likelihood: Medium to high (depending on the frequency and nature of tasks).
   - Severity: - Potential for musculoskeletal strains or injuries.

4) Electrical Hazards:

   - Likelihood: Low to medium (depending on the electrical safety measures in place).
   - Severity: - Potential for electrical shock or burns.

5) Biological Hazards:

   - Likelihood: Low to medium (depending on the cleanliness of the environment and waste management procedures).
   - Severity: - Potential for infections or illnesses.

Control Measures:

1) Slips, Trips, and Falls:

   - Ensure spills and wet areas are promptly cleaned and dried.
   - Maintain clear and unobstructed walkways.
   - Repair or replace damaged flooring promptly.

2) Chemical Hazards:

   - Provide appropriate personal protective equipment (PPE) such as gloves and goggles.
   - Use and store cleaning chemicals according to manufacturer instructions.
   - Train employees on proper handling and spill response procedures.

3) Ergonomic Hazards:

   - Provide training on proper lifting techniques.
   - Use ergonomic equipment and tools, such as adjustable handles or trolleys.
   - Encourage regular breaks and stretching exercises.

4) Electrical Hazards:

- Inspect and maintain electrical cords and equipment regularly.
- Ensure sockets are in good condition and properly earthed.
- Provide training on electrical safety and avoiding contact with live wires.

5) Biological Hazards:

- Provide appropriate PPE such as gloves and masks for handling potentially contaminated materials.
- Establish proper waste management procedures and ensure regular disposal.

Emergency Procedures:

1) Ensure employees are familiar with emergency exits and evacuation routes.

2) Provide training on emergency response procedures, including reporting accidents or injuries.

Monitoring and Review:

1) Regular inspection of cleaning equipment, tools, and materials for damage or malfunction.

2) Ongoing training and awareness programs for employees.

3) Periodic review of the risk assessment to identify any new hazards or changes in the work environment.

Responsibilities:

1) It is the responsibility of management to ensure the implementation and adherence to the control measures outlined in this risk assessment.

2) All employees must be trained and aware of the risks associated with their cleaning activities and follow the established procedures for a safe work environment.

Approval

This risk assessment is agreed and approved by:

Cleaning Supervisor:

Signature ……..

Name ……..

Date ……..