RISK ASSESSMENT – LONE WORKING

Company Name: Maid for each other Ltd Date of Risk Assessment: ……

What are the risks/hazards?	Who might be harmed and how?	What are you already doing to control this risk?	Do you need to do anything else to control this risk?	Action by who?	Action by when?	Done
Working Solo – Slips, Trips and Falls	• Cleaning operatives potentially risk injury due to solo use of equipment • Cleaning operatives potentially at risk due to attempting tasks that require assistance • Cleaning operatives at risk to due to potential inability to call for help	• All staff to have mobile phone on person throughout the clean • Check-in and checkout procedures in place • Supervisor monitoring of check-in and checkout • Accident reporting system in place	• Staff training to raise awareness • Cleaners reminded to wear flat shoes with a good grip • Cleaners report any uneven surfaces			
Working Solo - Illness	• Cleaning operatives at risk due to potential inability to call for help • Cleaning operatives at risk due to lack of assistance at onset of illness	• All staff to have mobile phone on person throughout the clean • Check-in and checkout procedures in place • Supervisor monitoring of check-in and checkout • Illness reporting system in place	• Staff training to raise awareness • Cleaners reminded to wear flat shoes with a good grip • Cleaners report any uneven surfaces			
Working Solo - Assault	• Cleaning operatives potentially vulnerable when working alone	• All staff trained to secure premises on arrival and during the clean • All staff to have mobile phone on person throughout the clean • All staff trained on procedures if feel unsafe • Check-in and checkout procedures in place • Supervisor monitoring of check-in and checkout	• Staff training to raise awareness			
Working Solo - Manual Handling	• Cleaning operatives at risk due to attempting tasks that require assistance • Cleaning operatives at risk from heavy lifting and/or awkward to carry machinery or waste bags	• All staff trained in manual handling • Staff fully trained in equipment use • Staff do not overfill bags and buckets	• Staff training to raise awareness • Cleaners reminded to wear flat shoes with a good grip • Consider equipment used and provided to minimize risk			

Working Solo - Mental Health	• Cleaning operatives at potential risk of feeling isolated • Cleaning operatives at potential risk of anxiety	• Regular supervisory checkins • Invitations to team events • Staff training on mental health awareness and healthy mind techniques	• Additional touch points to ensure team members not feeling isolated or anxious			
Working Solo - Contact with cleaning chemicals	• Cleaning operatives risk getting skin problems and eye damage from direct contact with cleaning chemicals • Vapour may cause breathing problems	• Staff training on mental health awareness and healthy mind techniques • Appropriate PPE provided • Staff trained in use of PPE • Staff trained in the risks, use and storage of chemicals. • Cleaning chemicals marked 'irritant' substituted, where possible, for milder alternatives. • Cleaning equipment provided to minimise handling of cleaning chemicals.	• Staff reminded to report any health problems they think may have come from cleaning. • Staff asked to check for dry, red or itchy skin on their hands • Staff reminded to wash gloves and aprons after use			
Working Solo - Work at height	• Cleaning operatives risk injuries if they fall from any height	• 'No ladders' policy • All high level cleaning carried out by trained staff from floor level using telescopic poles	• Remind staff of working at height risks			
Working Solo - Electrical	• Cleaning operatives at risk of electric shocks or burns from faulty electrical equipment • Cleaning operatives at risk from misuse of electrical appliances	• Staff trained to perform pre-use checks on cables, switches and sockets before use • Staff trained in basic electrical safety	• Remind staff to do pre-use checks			