

## AU General Risk Assessment

<b>Brief Description of Activity:</b>				<b>Assessor/s:</b>	<b>Date:</b>	
<b>CLEANING OPERATIONS</b>						
<b>Hazard:</b>	<b>Persons at risk:</b>	<b>Risk factor:</b>			<b>Control measures required:</b>	<b>Residual Risk:</b>
<i>List what could cause harm from this activity, use appendix A to assist in identifying hazards</i>	<i>List who might be harmed eg staff, students, visitors</i>	<i>For each hazard, decide level of risk as if you were to do the activity without controls, see appendix B</i>			<i>For each hazard. List the measures you will be taking to minimise the risk identified, e.g. appointing competent persons, training received, planning and try-outs, use of personal protective equipment</i>	<i>For each hazard now decide the residual risk after the control measures are in place</i>
		<i>Severity</i>	<i>Likelihood</i>	<i>Risk</i>		
Chemicals	User	Moderate	Possible	Medium	Only approved cleaning substances to be approved and each has a CoSHH assessment. Priority over less harmful chemicals when ordering supplies. All necessary PPE should be supplied, for example, rubber gloves, aprons and eye protection. Ensure staff are aware of the use of the area they are cleaning (for example, a laboratory) and ensure that necessary precautions are taken and communication with the users made if necessary. Store chemicals in a sufficient manner. Staff to report if they suffer from any skin problems so that chemicals can be assigned appropriately and necessary measures taken. Mops and brushes to be provided to avoid direct contact with chemicals. Wash and dry any reusable gloves after use and store adequately. Use products in accordance with the safety data sheet. Staff are trained how to safely use and store cleaning products. Never transfer chemicals to an unmarked or wrong container.	Low
Slips, Trips and Falls	All	Moderate	Possible	Medium	Ensure all spillages are dealt with immediately and the floor is dry. Cones should be used to indicate wet areas that are drying. Mop floors starting from the furthest point away to avoid standing on wet floors. Ensure that mops are adequately rung as to avoid excess water. Ensure walkways are free from obstruction. Do not overfill buckets and sinks etc... Staff should wear boots with good grip. Ensure staff know the layout of the buildings they are cleaning. Cleaners to use the electrical sockets closed to the area they are working to avoid trailing leads. The room users should adhere to an adequate level of housekeeping.	Low

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Manual Handling	Staff	Moderate	Possible	Medium	Ensure that information, instruction and training has been provided and a manual handling assessment taken place. Ensure safe lifting techniques are used and where possible, loads should be transported by trolley or another type of lifting device. Heavy loads should be split into smaller ones if possible. Do not overfill any bags or boxes. Equipment, such as hoovers, should be supplied on each floor or a lift available so that it is not necessary to transport it up and down stairs.	Low
Working at Height	Staff	Severe	Unlikely	High	Appropriate equipment must be provided and staff trained how to use it (e.g. a ladder). Position ladders etc. adequately to avoid stretching and twisting. Ladders should only be used for low-level, short-duration work (less than 30 minutes).	Low
Cleaning Machines	Staff	Moderate	Very Unlikely	Low	The correct machines should be provided for the task. The manufactures recommendations should be followed to maintain a machine. Staff are trained/provided instructions on how to clean machines. Machines are regularly examined/serviced so that minimal cleaning is required. Do not try to use a machine if faulty and report any faults immediately.	Very Low
Lone Working	Staff	Very Severe	Unlikely	High	Staff should sign in and out of work. Ensure adequate procedures are in place to adhere to the HS&E Lone Working Policy.	Low
Electrical Equipment	Staff	Very Severe	Unlikely	High	Staff are trained in basic electrical safety and to do pre-use, visual checks. Any defective equipment should not be used and should be reported and isolated. Any equipment over 2 years old should be PAT tested annually.	Low

**Appendix A**

<b>Hazard list – Use this table to help you identify hazards, you may think of others not on this list, use these to complete the risk assessment form</b>					
<b>Situational hazards</b>	<b>Tick</b>	<b>Physical / chemical hazards</b>	<b>Tick</b>	<b>Health hazards</b>	<b>Tick</b>
Assault by person		Contact with cold liquid / vapour		Disease causative agent	
Attacked by animal		Contact with cold surface		Infection	
Breathing compressed gas		Contact with hot liquid / vapour		Lack of food / water	
Cold environment		Contact with hot surface		Lack of oxygen	
Crush by load		Electric shock		Physical fatigue	
Drowning		Explosive blast		Repetitive action	
Entanglement in moving machinery		Explosive release of stored pressure		Static body posture	
High atmospheric pressure		Fire		Stress	
Hot environment		Hazardous substance		Venom poisoning	
Intimidation		Ionising radiation			
Manual handling		Laser light		<b>Environmental hazards</b>	
Object falling, moving or flying		Lightning strike		Litter	
Obstruction / exposed feature		Noise		Nuisance noise / vibration	
Sharp object / material		Non-ionising radiation		Physical damage	
Shot by firearm		Stroboscopic light		Waste substance released into air	
Slippery surface		Vibration		Waste substance released into soil / water	
Trap in moving machinery					
Trip hazard		<b>Managerial / organisational hazards</b>			
Vehicle impact / collision		Management factors			
Working at height					

**Appendix B**

<b>Risk matrix – use this to determine risk for each hazard i.e. ‘how bad and how likely’</b>	<b>Likelihood of Harm</b>				
	<b>Remote</b>	<b>Very unlikely</b>	<b>Unlikely</b>	<b>Possible</b>	<b>Likely</b>
<b>Severity of Harm</b>					
<b>Negligible</b> e.g. small bruise	Very low	Very low	Very low	Low	Low
<b>Slight</b> e.g. small cut, deep bruise	Very low	Very low	Low	Low	Medium
<b>Moderate</b> e.g. deep cut, torn muscle	Very low	Low	Medium	Medium	High
<b>Severe</b> e.g. fracture, loss of consciousness	Low	Medium	High	High	Extremely high
<b>Very Severe</b> e.g. death, permanent disability	Low	Medium	High	Extremely high	Extremely high