

#  **RISK ASSESSMENT TEMPLATE**

You must create a risk assessment for cleaning tasks being carried out in your business. If you have fewer than 5 employees you do not need to write this down, but this template is a useful starting point for every business.

###  Company Name: ……………………….……………… **Date of Risk Assessment**: ……………….…

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| **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** |
| Contact with cleaning chemicals | * Staff risk getting skin problems and eye damage, from direct contact with cleaning chemicals,
* Vapour may cause breathing problems.
 | * 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
 | Staff, Supervisors and Managers |  |  |
| Slips, trips and falls | * Staff and public risk injuries if they trip over objects
* Staff and public risk injuries if they slip on spillages or on wet floors
 | * Correct cleaning equipment used
* Spillages cleaned up immediately
* Staff not to leave cleaning materials/equipment unattended
* Cleaners use nearest socket to avoid trailing cables
* Wet floor signs used.
 | * Staff training to raise awareness
* Cleaners reminded to wear flat shoes with a good grip
* Cleaners report any uneven surfaces
 | Staff, Supervisors and Managers |  |  |
| Musculoskeletal Disorders (MSDs) and injuries | * Staff risk back pain from heavy lifting and/or awkward to carry machines or waste bags
* Staff risk injury from working in awkward postures
 | * All staff trained in manual handling
* Staff fully trained in equipment use
* Staff do not overfill bags and buckets
 | * Consider equipment used and provided to minimize risk
 | Staff, Supervisors and Managers |  |  |
| Work at height | * Staff 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
 | Staff, Supervisors and Managers |  |  |
| Electrical | * Risk of electric shocks or burns from faulty electrical equipment
* 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
 | Staff, Supervisors and Managers |  |  |