

# **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 |  |  |