

ACTIVITY	PERSON AT RISK	SIGNIFICANT HAZARDS	RISK*			RISK CONTROL MEASURES	RESIDUAL RISK**		
			P	S	DR		P	S	DR
<b>Getting about in general</b>	Cleaners, staff, etc.	Cleaners and others risk injuries such as fractures and bruising if they trip over objects or slip on spillages or wet floors and fall	3	3	9	<ul style="list-style-type: none"> <li>Warning cones or boards to be placed in areas where floor cleaning is in progress.</li> <li>Good housekeeping to be maintained so that tripping hazards are removed.</li> <li>Cleaners to use socket outlets nearest to them to minimise trailing leads.</li> <li>Cleaners to wear suitable footwear to prevent slipping on wet floors.</li> </ul>	2	1	2
<b>Contact with chemical substances</b>	Cleaners	Cleaners may suffer skin conditions or eye injury if they come into contact with bleach or other cleaning materials	3	3	9	<ul style="list-style-type: none"> <li>All cleaning staff to be trained in the risks, use and storage of cleaning chemicals.</li> <li>Consideration to be given to the use of non-hazardous cleaning agents where available.</li> <li>Cleaning chemicals to be stored in a locked area.</li> <li>Rubber gloves and long handled mops to be provided to minimise hand contact with chemicals.</li> <li>Where necessary a COSHH assessment to be carried out for any hazardous cleaning agents.</li> </ul>	2	2	4
<b>Lifting heavy objects such as rubbish bags, cleaning machines etc.</b>	As above	Cleaners may suffer a back injury when lifting heavy objects incorrectly or awkwardly	3	3	9	<ul style="list-style-type: none"> <li>Cleaners to be instructed not to lift heavy rubbish bags and to break the loads down to lessen the weight.</li> <li>Cleaning machines will be of a wheeled type only to allow ease of movement.</li> <li>Cleaners to be instructed to ask for assistance when moving heavy boxes etc.</li> </ul>	2	3	6
<b>Using cleaning machines</b>	As above	Cleaners and others risk injuries if machine is used improperly	3	3	9	<ul style="list-style-type: none"> <li>Correct type of machine to be provided for the work.</li> <li>Cleaners to be trained in safe machine use.</li> <li>Machine to be kept maintained and in good condition.</li> </ul>	2	1	2

Using electrically operated cleaning equipment	As above	Risk of electric shock if machine is faulty or in poor condition	3	3	9	<ul style="list-style-type: none"> <li>Register to be maintained of all electrically operated cleaning equipment.</li> <li>All equipment to be regularly checked by a competent person.</li> <li>Cleaners to be instructed to place faulty equipment out of use until it is repaired.</li> <li>Cleaners to carry out basic checks of all leads, plug tops etc., and will report all faulty items.</li> </ul>	2	2	4
Lone working	As above	Cleaners working out of hours and alone may suffer sudden illness or have an accident and be unable to summon help from colleagues	3	3	9	<ul style="list-style-type: none"> <li>Cleaners to use mobile phones to summon help in an emergency.</li> </ul>	2	2	4

PROBABILITY (P) = Remote (0) – Unlikely (1) – Possible (2) – Probable (3) – Very Likely (4) – Certain (5)

SEVERITY (S) = No injury (0) – Minor Injury (1) – First-aid Injury (2) – 3 Day Injury (3) – Major Injury (4) – Fatality/Disability (5)

DEGREE OF RISK (DR) = PROBABILITY x SEVERITY

\* Risk identified in the absence of any control measures in place.

\*\* Residual risk is the level of risk that remains after suitable and sufficient risk control measures are introduced

<b>Signed originator</b>	<b>Keith Ambrose</b>	<b>Job title</b>	Director
<b>Date completed</b>	1 <sup>st</sup> February 2025	<b>Date for revision</b>	March 2026

<b>Document Control</b>			
<b>Version</b>	<b>Date</b>	<b>Comment</b>	<b>Person</b>
1	01/02/2025	Original document drafted	Keith Ambrose
2			
3			
4			

Risk Assessment Matrix – Multiply the scores Probability (P) x Severity (S) to determine Degree of Risk (DR)

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			Probability					
			(0)	(1)	(2)	(3)	(4)	(5)
			Remote	Unlikely	Possible	Probable	Very Likely	Certain
			Severity	No Injury	(0)	0	0	0
Minor Injury	(1)	0		1	2	3	4	5
First-Aid Injury	(2)	0		2	4	6	8	10
3 Day injury	(3)	0		3	6	9	12	15
Major injury	(4)	0		4	8	12	16	20
Fatality/Disability	(5)	0		5	10	15	20	25

<b>Low</b>	<b>0 - 2</b>	<b>Monitor</b>	Tolerable risk. No additional controls required. Employees made aware of safe/correct systems of work.
<b>Medium</b>	<b>3- 9</b>	<b>Improvement</b>	Action may be required to further reduce the risk to acceptable level. Periodic review of process or activity.
<b>High</b>	<b>10 +</b>	<b>Immediate Action</b>	Unacceptable risk. Stop activity immediately. Inform next level of management and refer to Safety Co-ordinator. Possible cessation/withdrawal of process or activity