



# RISK ASSESSMENT REPORT

**Assessed by:** Christopher Wilson-Ash

**Date:** August 2020

**Site:** Cre8tive Studio's, Calne

**Signed:** .....

This Risk Assessment Report has been carried out by a competent person who has been trained in assessing risks in the workplace. The Risk Assessment has been produced in accordance with The Health and Safety at Work Act 1974 and the following regulations;

- The Management of Health and Safety at Work Regulations 1999
- Workplace (Health, Safety and Welfare) Regulations 1992
- The Health and Safety (Display Screen Equipment) Regulations 1992
- The Personal Protective Equipment at Work Regulations 1992
- The Manual Handling Operations Regulations 1992
- Provision and use of Work Equipment Regulations 1998

**Risk Matrix used**

		LIKELIHOOD				
		1 Rare	2 Unlikely	3 Possible	4 Likely	5 Certain
C O N S I D E R E D	5 Catastrophic	5 Moderate	10 High	15 Extreme	20 Extreme	25 Extreme
	4 Major	4 Moderate	8 High	12 High	16 Extreme	20 Extreme
	3 Moderate	3 Low	6 Moderate	9 High	12 High	15 Extreme
	2 Minor	2 Low	4 Moderate	6 Moderate	8 High	10 High
	1 Negligible	1 Low	2 Low	3 Low	4 Moderate	5 Moderate

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# Use of Cleaning Chemicals

Assessment No.

001

Hazard	Risk			Control Measures	Risk Rating		
	L	C	R		L	C	R
Using Cleaning Chemicals can cause Skin Irritation, Eye Injuries, Poisoning and Breathing Difficulties	3	4	12	<p>Only Approved Chemicals to be used and COSHH sheets kept in the vehicle.</p> <p>Cleaners are to wear PPE when handling chemicals.</p> <p>Chemicals should not be used if the label is missing or unreadable.</p> <p>Chemicals should not be decanted into other bottles or containers.</p> <p>Chemicals should not be left unattended and must be returned to the vehicle immediately after use.</p> <p>Cleaners should ensure the area they are cleaning is well ventilated before they start to clean with chemicals.</p>	2	1	2
Chemical Spillages	3	3	9	<p>Chemicals should be kept up right in the vehicle when not in use.</p> <p>Cleaners should ensure the lids are secure on all cleaning chemicals when carrying them.</p> <p>Chemical Spillages must be cleaned up immediately.</p>	2	2	2

# Wet Mopping of Hard Floors

Assessment No.

002

Hazard	Risk			Control Measures	Risk Rating		
	L	C	R		L	C	R
Cleaners, other workers and members of the public could slip on the wet floor	4	4	16	<p>Floors are only mopped when the site is closed. If people are still in the building, then Caution signs are placed in the area that is / has been mopped.</p> <p>Cleaners should not put too much cleaning chemical in the mopping solution as this could keep the floor slippery when dry.</p> <p>Cleaners should wear non-slip safety shoes while at work.</p>	2	2	4
Cleaners, other workers and members of the public could trip over unattended cleaning equipment	3	3	9	<p>Cleaning is carried out when the site is closed to the public, some staff maybe in the building at the time therefore warning signs must be put up in the area that is being cleaned</p> <p>Cleaning Equipment should not be left where it could be easily tripped over and must be returned to the cupboard when not in use.</p>	2	1	2
Cleaners could hurt there back or get other muscular injuries from lifting heavy equipment	3	3	9	<p>Cleaners should ensure they only fill mop buckets half full with water so that they are not too heavy to carry.</p> <p>Manual Handling procedures to be followed at all times.</p>	2	1	2

Dealing with Waste				Assessment No.	003		
Hazard	Risk			Control Measures	Risk Rating		
	L	C	R		L	C	R
Cleaners could cut their hands on broken glass, cans or other sharp object that has been thrown away	4	3	12	<p>Cleaners should not push waste down in a rubbish bin to make more room as they could injure their hand from broken glass, cans or something else which is sharp that has been thrown away.</p> <p>Bins should be emptied by pulling the bin liner out of the bin and relining the bin with a new liner.</p> <p>Cleaners should carry bin bags away from their body when moving them in order to prevent injury to their legs from sharp items that could be protruding from the bag.</p> <p>Clients are advised not to over fill bins or place broken glass into the bins.</p>	2	1	2
Cleaners could hurt there back or get other muscular injuries from lifting heavy waste bags	4	3	12	<p>Cleaners should empty bin bags when they become ½ full (if possible) so that they are not too heavy to carry. Correct Manual Handling procedures should be followed.</p>	2	1	2
Cleaners could be infected or contract a Disease from handling waste material	4	4	16	<p>Cleaners should ensure they wear PPE when dealing with waste, as waste material carries Germs, Bacteria and potentially Infections and Disease.</p>	2	1	2

# Vacuuming

Assessment No.

004

Hazard	Risk			Control Measures	Risk Rating		
	L	C	R		L	C	R
Cleaners could be electrocuted if the equipment they are using is faulty.	3	5	15	<p>The Vacuum Cleaner should be PAT Tested on a yearly basis, this will be the responsibility of CWA Cleaning.</p> <p>Cleaners should fully check the electrical cable, plug and plug socket for damage before use.</p> <p>Faulty Electrical Equipment must be clearly marked as Faulty and not used until its either fixed by an approved technician or replaced.</p>	2	1	2
Cleaners, other workers and Members of the Public could trip over the equipment or the trailing electrical cables	4	4	16	<p>Cleaners are to follow safe systems of work when using vacuum cleaners and ensure that electrical cables are not stretched across walkways or doorways.</p> <p>Caution signs must be put up in the area that is being cleaned to warn others of the potential hazards</p> <p>All Equipment must be returned to the storeroom when not in use and not left where it can be easily tripped over.</p>	2	1	2

<b>Cross Contamination</b>				Assessment No.	005		
Hazard	Risk			Control Measures	Risk Rating		
	L	C	R		L	C	R
Cleaners can cross contaminate surfaces with germs and bacteria if they do not follow correct cleaning procedures	3	4	12	<p>Cleaners should wear PPE at all times while cleaning, PPE should be changed if the cleaner has been cleaning up bodily fluids.</p> <p>Cleaners should clean up bodily fluids and spillages using disposable paper towel and disposing of it in the appropriate waste bin.</p> <p>Cleaners should adhere to the companies strict Colour Coding System that is in place in relation to cleaning cloths and equipment in order to eliminate the chance of cross contamination.</p>	2	1	2

<b>Working at Height</b>				Assessment No.	006		
Hazard	Risk			Control Measures	Risk Rating		
	L	C	R		L	C	R
Cleaners risk falling to the ground when working at height using ladders, which could result in broken bones, head injuries, being paralysed or even being killed.	5	5	20	<p>We operate a no ladder policy</p> <p>Cleaners are only authorised to clean to arms reach</p> <p>Extendable cleaning equipment will be provided where required to clean out of reach areas from ground level.</p>	2	1	2

<b>Lone Working</b>				Assessment No.	007		
Hazard	Risk			Control Measures	Risk Rating		
	L	C	R		L	C	R
Cleaners working on their own could have an accident and not be able to get help in an emergency situation.	3	2	6	<p>All cleaners are required to carry a working mobile phone</p> <p>Cleaners are contractually required to login on our Login App when they arrive at a site and log out when they leave. This system is monitored by the Duty Manager who will make contact with the cleaner if logins are not made at the expected time.</p> <p>Cleaners should follow all safe systems of work when working alone in order to prevent accidents.</p> <p>Where possible Cleaners should secure themselves inside buildings when cleaning out of hours to ensure no unauthorised people can get into the building.</p>	2	1	2

<b>Inadequate Training</b>				Assessment No.	008		
Hazard	Risk			Control Measures	Risk Rating		
	L	C	R		L	C	R
Cleaners who have not received adequate training can risk injury to themselves, other workers or Members of the Public	5	5	20	<p>All new cleaners will be fully trained in all aspects of the job to ensure they can carry it out to the required standards and safely. Supervision will be in place until they are competent. Regular training reviews will be carried out by senior Management.</p>	2	1	2