

Process Risk Assessment

Building Cleaning

A	Administration Section	Company:	Service:	Location:
	Date:	Reference:	Assessor:	Manager:

B **Assessment of risk for:** **Cleaning of Stairs and Uneven Surfaces**

	List Hazards Here	List Groups of People at Risk	Cat	List Existing Controls
1	Slips, trips and falls.	Cleaning operatives and all other users of the buildings.	Medium	All operatives undertake appropriate Induction Course that includes specific guidance on safe working practices.
2	Musculo-skeletal injuries.	Cleaning operatives.	Medium	Supervisor provides in-situ, practical training to all new starters, including guidance on working posture. All operatives are issued with Health and Safety Policy containing Best Practice Guidance, and managers are issued with the Corporate Best Practice Manual. Warning signs are placed at the extremes of work area during all operations to restrict access of other users of the building. All operatives are instructed to wear appropriate footwear that provides adequate whole-foot protection. All operatives are made aware of the relevant First Aid procedures. All cleaning machinery is fitted with cable retainers to avoid damage and stretching. Operatives are provided with back-pack vacuum cleaners in buildings where stairs are prevalent and carpeted. All stairs are fitted with anti-slip nosings (responsibility of host).

D Controls		E To be completed by manager			
Ser No.	Additional controls required	Action to be taken	By whom	Completion date	Task completed (signed and dated)
1	All operatives to undertake in-situ training into Effective Manual Handling Procedures.	Train supervisory operatives to deliver effective guidance on Manual Handling to all operatives.			
Copies:					
		Assessment review date:			
		Signed:			
		Name (in capitals)			
		Date:			

F This risk assessment is cross-referenced with:		COSHH risk assessments		Other documents	