



Task Risks

Issue Date

January 2015





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Task Risk Assessments

Lone Worker

Location: All Designated Areas	Risk Assessment No:- TRA001
Description of Activity	Significant Hazards
Working alone conducting general cleaning activities.	Slips, trips and falls. Electricity
Frequency: As required	Duration: Variable
Adverse Effects	People at Risk
Sprains or limb breaks, incapacitation, electrocution.	Cleaning Operatives
Current Evaluation (severity x likelihood)	3x4=12 Medium Risk
Control Measures Required	
Method of raising the alarm to be available self-administered first aid arrangements. We recommend that a mobile telephone is kept on the person at all times. Check-call facility to be set up and checking in and out of premises system to be set up.	
PPE – Work wear, protective gloves, sensible work shoes	
Risk Assessment (Severity x Likelihood) 3 x 2 = 6 Low Risk	
The control methods & trained staff will keep the risk score low but the operative will still need to be vigilant of the constant changing environment and availability of communication	
Long Term Action	
Continual review of training and awareness of the operatives and their Supervisors	
Preparation / Approval Samantha Fowles	Dated 1 st January 2015



Severity / Consequence						
	0	1	2	3	4	5
Likelihood	1	1	2	3	4	5
	2	2	4	6 *	8	10
	3	3	6	9	12	15
	4	4	8	12	16	20
	5	5	10	15	20	25

Key:

Likelihood

- 1. = Very Unlikely
- 2. = Unlikely
- 3. = Likely
- 4. = Very likely
- 5. = Certain


Severity

- 1. = Minor injury no time off
- 2. = Significant injury up to 3 days
- 3. = Temporary Disability > 3 days off
- 4. = Permanent disability, long term absence
- 5. = Death

Status Value: 1 – 9 = Low

10 – 15 = Medium

16 -25 = High Risk

Outcome Total = 6	Risk Status = Low
Comments / Action Required: Operatives must be constantly aware of the changes to the environment, occupancy of the premises and any changing routines or areas to be serviced	
	
Low Risk	



Task Risk Assessment

Toilet & Washroom Cleaning & Descaling

Location: Designated Toilet Areas	Risk Assessment No:- TRA002
Description of Activity	Significant Hazards
Toilet Washroom cleaning and descaling	Chemical irritation. Slips, trips and falls. Back/arm manual handling injuries. Body fluid spillages. Sharps & needles
Frequency: Daily	Duration: N/A
Adverse Effects	People at Risk
Irritation to skin and eyes, cuts, bruising. Inhalation and contamination.	Cleaning Operatives, visitors, contractors, members of the public
Current Evaluation (Severity x Likelihood)	2 x 3 =6 Low Risk
Control Measures Required	
Operatives must be competent and trained on chemical usage, and full COSHH assessment of chemicals to be used. Awareness of contracting infections from bio waste. Safe method of work. Regular supervision of relevant staff. Ventilation to area. Caution / Warning signs placed as necessary. Sharps bins available.	
PPE: Work wear, Protective gloves, and sensible work shoes, face mask (if ventilation is poor), caution/warning signs.	
Risk Assessment (Severity x Likelihood) 2 x 1 = 2 Low Risk	
The control measures will keep the risk level low providing there is regular supervision of staff. Non-hazardous products should be used where possible.	
Long Term Action	
Continuous training and instruction, equipment and product review	
Preparation / Approval Samantha Fowles	Dated 1 st January 2015



Severity / Consequence						
	0	1	2	3	4	5
Likelihood	1	1	2 *	3	4	5
	2	2	4	6	8	10
	3	3	6	9	12	15
	4	4	8	12	16	20
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Severity

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- 3. = Temporary Disability > 3 days off
- 4. = Permanent disability, long term absence
- 5. = Death

Status Value: 1 – 9 = Low

10 – 15 = Medium

16 -25 = High Risk

Outcome Total = 2	Risk Status = Low
Comments / Action Required: Continuous training and instruction when working in toilets. Awareness training on use of chemicals and COSHH information. Refer to method statements (Safe Methods of Work) when it becomes necessary when working in toilets	
	
Low Risk	



Task Risk Assessment

Litter Bin Emptying & Litter Removal

Location: All Designated Areas	Risk Assessment No:- TRA003
Description of Activity	Significant Hazards
Emptying of litter bins and the removal of litter	Debris and litter. Environment. Sharp and hazardous material
Frequency: As required	Duration: N/A
Adverse Effects	People at Risk
Cuts, abrasions, bruising & infection from concealed sharps and bio waste	Cleaning Operatives
Current Evaluation (Severity x Likelihood)	3 x 3 = 9 Low Risk
Existing Control Measures	
All operatives for this task must be trained in the task and the varying environmental effects that can change the impact on the risk evaluation. Safe lifting techniques to be used – 'test lift'. Awareness of sharps and bio waste. Staff not to lift beyond individuals lifting capability.	
PPE: Work wear, protective gloves, sensible work shoes	
Risk Assessment (Severity x Likelihood) 3 x 1 = 3	
The risks after control measures are introduced are low but the impact of a sharp or some bio waste being handled is enough to increase the base score.	
Long Term Action	
Review training and equipment and chemical re-assessment.	
Preparation / Approval Samantha Fowles	Dated 1 st January 2015



Severity / Consequence						
	0	1	2	3	4	5
Likelihood	1	1	2	3 *	4	5
	2	2	4	6	8	10
	3	3	6	9	12	15
	4	4	8	12	16	20
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- 5. = Death

Status Value: 1 – 9 = Low

10 – 15 = Medium

16 -25 = High Risk

Outcome Total = 3	Risk Status = Low
<p>Comments / Action Required: The area where the operative's access varies constantly, therefore awareness of the changes to the environment must be observed. Different types of debris will determine the level of PPE and care. Operatives must be alert to the obscure objects as sharps and bio waste of which there is a specific safe method of work to be referred to and have knowledge of.</p>	
	



Low Risk

Task Risk Assessment

Spillage Control

Location: All Designated Areas	Risk Assessment No:- TRA021
Description of Activity	Significant Hazards
Dealing with all types of spillages in all areas	Slips, trips and falls. Unknown spillage solution.
Frequency: As required	Duration: As required
Adverse Effects	People at Risk
Cuts, bruising, fractured limbs, concussion	Cleaning Operatives, Client staff, General public, Visitors
Current Evaluation (Severity x Likelihood)	3 x 3 = 9 Low Risk
Control Measures Required	
Operatives trained in spill control. Awareness of location, and environment. Safety procedures and systems of work followed at all times. PPE. Caution/Warning Signs.	
PPE: Work wear, protective gloves, and sensible non slip work shoes	
Risk Assessment (Severity x Likelihood) 3 x 2 = 6 Low Risk	
The control measures will keep the risk low providing there is continuous training.	
Long Term Action	
Continuous training and instruction	
Preparation / Approval Samantha Fowles	Dated 1 st January 2015



Severity / Consequence						
	0	1	2	3	4	5
Likelihood	1	1	2	3	4	5
	2	2	4	6 *	8	10
	3	3	6	9	12	15
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- 5. = Death

Status Value: 1 – 9 = Low

10 – 15 = Medium

16 -25 = High Risk

Outcome Total =	Risk Status
Comments / Action Required: Continuous training and monitoring of the activity. Continuous awareness of the changing environment of the clients facilities	
	
Low Risk	



Task Risk Assessment

Responsibilities when working in Client Premises

Location: All Designated Areas	Risk Assessment No:- TRA022
Description of Activity	Significant Hazards
To carry out cleaning duties	Fire, Flood, Slips, trips & falls, bad practice, public safety, own safety
Frequency: As required	Duration: As required
Adverse Effects	People at Risk
Burns, cuts, abrasions, broken limbs, concussion	Employees, visitors, contractors, general public
Current Evaluation (Severity x Likelihood)	4 x 3 = 12 Medium Risk
Control Measures Required	
All operatives to be aware of both the client & site emergency procedures and trained in Safe Working Methods. All operatives to be aware of COSHH. All operatives to be trained in the Company emergency and accident reporting procedures.	
PPE: Work wear, sensible work shoes, Caution / Warning Signs	
Risk Assessment (Severity x Likelihood) 4 x 2 = 8 Low	
The control measures will keep the risk level low providing both the supervisor and staff are vigilant of the environment.	
Long Term Action	
Continuous training and awareness	
Preparation / Approval Samantha Fowles	Dated 1 st January 2015



Severity / Consequence						
	0	1	2	3	4	5
Likelihood	1	1	2	3	4	5
	2	2	4	6	8 *	10
	3	3	6	9	12	15
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- 5. = Death

Status Value: 1 – 9 = Low

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16 -25 = High Risk

Outcome Total = 8	Risk Status = Low
Comments / Action Required: Operatives must be constantly aware of the changes to the environment, occupancy of the premises and any changing routines or areas to be serviced	
	
Low Risk	



Task Risk Assessment

Vacuum Cleaning

Location: Designated Carpet Areas	Risk Assessment No:- TRA004
Description of Activity	Significant Hazards
Vacuum cleaning contract designated carpet areas clean from dust and light debris	Electric shocks, slips, trips & falls, hand injuries, back/arm injury. Dust
Frequency: As required	Duration: As required
Adverse Effects	People at Risk
Electrocution, burns, broken limbs, slips, trips and falls. Inhalation of dust	Cleaning operatives, client staff
Current Evaluation (Severity x Likelihood)	4x3= 12 Medium Risk
Control Measures Required	
All operatives to be trained on safe methods of work. Appropriate signage warning third parties of activity taking place. Suitable non slip foot wear to be worn by relevant staff. Vacuum cleaner to be inspected prior to each use, and regular planned equipment maintenance and PAT test carried out.	
PPE: Work wear, protective gloves, sensible work shoes, face/dust mask	
Risk Assessment (severity x likelihood) 4 x 1 = 4 Low Risk	
Control measures and equipment maintenance will keep the risk level low	
Long Term Action	
Continuous training and instruction. Continued maintenance of equipment.	
Preparation / Approval Samantha Fowles	Dated 1 st January 2015

Severity / Consequence



Likelihood	0	1	2	3	4	5
	1	1	2	3	4 *	5
	2	2	4	6	8	10
	3	3	6	9	12	15
	4	4	8	12	16	20
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Severity

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- 5. = Death

Status Value: 1 – 9 = Low 10 – 15 = Medium 16 -25 = High Risk

Outcome Total = 4	Risk Status = Low Risk
Comments / Action Required: Continuous training on electrical equipment. Continuous review of the condition and maintenance of machines. Ensure all equipment is cleaned and stored correctly after use.	
	
Low Risk	

Task Risk Assessment



Single Solution Floor Mopping

Location: All Hard Floor Areas		Risk Assessment No:- TRA005				
Description of Activity		Significant Hazards				
Mopping hard floors with designated chemical for type of floor and contract specification		Chemical irritation, slips, trips & falls, back/arm injury, manual handling injuries				
Frequency: As required		Duration: N/A				
Adverse Effects		People at Risk				
Inhalation, skin & eye irritation, slips, trips & falls		Cleaning operatives, members of the public, contractors, client staff				
Current Evaluation (Severity x Likelihood)		3 x 3=9 Low Risk				
Control Measures Required						
Trained operatives only should carry out this task with proper training on safe methods of work. Full COSHH assessment of chemical to be used, non-hazardous product where possible. Suitable non slip foot wear to be worn by relevant staff. Caution / Warning signs to alert third parties of activity taking place						
PPE: Work wear, protective gloves, sensible non slip work shoes						
Risk Assessment (Severity x Likelihood) 3 x 1 = 3 Low Risk						
This risk is low and should remain low if the above requirements are adhered to						
Long Term Action						
Re-training and equipment / chemical review						
Preparation / Approval Samantha Fowles				Dated 1 st January 2015		
Severity / Consequence						
Likelihood	0	1	2	3	4	5



	1	1	2	3 *	4	5
	2	2	4	6	8	10
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- 5. = Death

Status Value: 1 – 9 = Low

10 – 15 = Medium

16 -25 = High Risk

Outcome Total = 3	Risk Status - Low
Comments / Action Required: Floor mopping should always be carried out by competent operatives with caution and with due care to others who may be affected by their actions	
	
Low Risk	

Task Risk Assessment



Dust / Damp Dusting

Location: All Designated Areas		Risk Assessment No:- TRA006				
Description of Activity		Significant Hazards				
Damp dust and wipe all designated hard surfaces		Chemical irritation. Slips, trips & falls				
Frequency: Daily		Duration: As required				
Adverse Effects		People at Risk				
Irritation to skin, slips, trips, and falls		Cleaning Operatives				
Current Evaluation (Severity x Likelihood)		3 x 3 =9 Low risk				
Control Measures Required						
All relevant operatives must be trained on the danger from slips on wetted areas. COSHH assessment for the task.						
PPE: Work wear, Protective gloves, sensible work shoes, face/dust mask						
Risk Assessment (Severity x Likelihood) 3 x 1 = 3 Low Risk						
The control measures will keep the risk level low						
Long Term Action						
Continuous training and instruction						
Preparation / Approval Samantha Fowles				Dated 1 st January 2015		
Severity / Consequence						
Likelihood	0	1	2	3	4	5



	1	1	2	3 *	4	5
	2	2	4	6	8	10
	3	3	6	9	12	15
	4	4	8	12	16	20
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Severity

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- 4. = Permanent disability, long term absence
- 5. = Death

Status Value: 1 – 9 = Low

10 – 15 = Medium

16 -25 = High Risk

Outcome Total = 3	Risk Status = Low
Comments / Action Required:	
	
Low Risk	

Task Risk Assessment

Wall Washing



Location: All Designated Areas		Risk Assessment No:- TRA007				
Description of Activity		Significant Hazards				
Wall washing to designated hard surfaces		Chemical irritation. Slips, trips & falls. Back/arm manual handling injuries. Cross contamination – body fluids				
Frequency: As required		Duration: As required				
Adverse Effects		People at Risk				
Irritation to skin, slips, trips & falls. Manual Handling injuries. Cross contamination		Cleaning Operatives, visitors, contractors, client staff				
Current Evaluation (Severity x Likelihood)		3 x 3 =9 Low Risk				
Control Measures Required						
All relevant operatives must be trained on safe methods of work. Appropriate warning/caution signs to be displayed. Non slip foot wear must be worn by relevant staff. Correct training of relevant staff on slips, trips, and falls. Full COSHH Assessment of chemicals used						
PPE: Work wear, protective gloves, Sensible non slip work shoes						
Risk Assessment (Severity x Likelihood) 1 x 3 = 3 Low Risk						
The control measures will keep the risk level low						
Long Term Action						
Continuous training and instruction						
Preparation / Approval Samantha Fowles				Dated 1 st January 2015		
Severity / Consequence						
Likelihood	0	1	2	3	4	5



	1	1	2	3	4	5
	2	2	4	6	8	10
	3	3 *	6	9	12	15
	4	4	8	12	16	20
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Severity

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- 3. = Temporary Disability > 3 days off
- 4. = Permanent disability, long term absence
- 5. = Death

Status Value: 1 – 9 = Low

10 – 15 = Medium

16 -25 = High Risk

Outcome Total = 3	Risk Status = Low
Comments / Action Required	
	
Low Risk	

Task Risk Assessment

Machine Floor Scrubbing



Location: Designated Hard Floor Areas	Risk Assessment No:- TRA008
Description of Activity	Significant Hazards
Machine Scrubbing with slow/standard speed machine to hard floors. To remove seal, dirt and grime as designated by contract specification.	Electricity, Chemical irritation. Slips, trips, and falls. Manual Handling injuries (machine weight). Cables & leads.
Frequency: As required	Duration: N/A
Adverse Effects	People at Risk
Irritation to skin, slips, trips & falls. Manual Handling injuries. Electrocutation, unconsciousness, inhalation	Cleaning Operatives
Current Evaluation (Severity x Likelihood)	4 x 3=12 Medium Risk
Control Measures Required	
All relevant operatives must be trained on the correct use of electrical equipment and safe methods of work. Appropriate warning/caution signs to be displayed. Non slip footwear must be worn by relevant staff. Awareness of cable hazards. Electrical equipment has a current PAT test certificate and is regularly maintained. Correct training of relevant staff on slips, trips & falls. Full COSHH assessment of chemicals used. Manual handling techniques.	
PPE: Work wear, Protective Gloves, Sensible no slip shoes	
Risk Assessment (severity x likelihood) 4 x 1 = 4 Low Risk	
Providing the equipment is regularly maintained and the training as been given to the operative with regards to chemical use, the risk for this task will remain low.	
Long Term Action	
Continuous training and instruction	
Preparation / Approval Samantha Fowles	Dated 1 st January 2015
Severity / Consequence	



Likelihood	0	1	2	3	4	5
	1	1	2	3	4 *	5
	2	2	4	6	8	10
	3	3	6	9	12	15
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Severity

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- 5. = Death

Status Value: 1 – 9 = Low 10 – 15 = Medium 16 -25 = High Risk

Outcome Total = 4	Risk Status = Low Risk
Comments / Action Required: continuous training and monitoring of the activity. Continuous monitoring and a planned maintenance plan for electrical equipment. Chemical awareness. Continuous awareness of the environment of the client facilities.	
	
Low Risk	

Task Risk Assessment



Chewing Gum Removal

Location: All Areas		Risk Assessment No:- TRA009				
Description of Activity		Significant Hazards				
The removal of chewing gum from all surfaces		Chemical irritation. Environment / lack of ventilation. Hazards of location task carried out.				
Frequency: Daily		Duration: As required				
Adverse Effects		People at Risk				
Shortage of breath due to inhalation. Skin irritation		Cleaning Operatives. Client staff. Customers & General Public				
Current Evaluation (Severity x Likelihood)		1 x 2 = 2 Low Risk				
Control Measures Required:						
All relevant operatives must be trained in this task, for the equipment and chemicals used. Warning/Caution signs to be displayed. Safe Methods of Work. COSHH assessments.						
PPE: Work wear, protective gloves, sensible work shoes						
Risk Assessment (Severity x Likelihood) 1 x 1 = 1 Low Risk						
The control measures will keep the risk level low. Training in and awareness of solvent chemicals.						
Long Term Action:						
Continuous training and instruction of safe methods of working and regular supervision. Wearing PPE.						
Preparation / Approval Samantha Fowles				Dated 1 st January 2015		
Severity / Consequence						
Likelihood	0	1	2	3	4	5



	1	1 *	2	3	4	5
	2	2	4	6	8	10
	3	3	6	9	12	15
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Status Value: 1 – 9 = Low

10 – 15 = Medium

16 -25 = High Risk

Outcome Total = 1	Risk Status: Low Risk
Comments / Action Required	
	
Low Risk	

Task Risk Assessment

Dry Mop Sweeping



Location: All Designated Hard Floor Areas		Risk Assessment No:- TRA010				
Description of Activity		Significant Hazards				
The sweeping of all hard floor areas, walkways, stairs and warehouses.		Slips, trips and falls. Stairs (height footing). Dust.				
Frequency: As required		Duration: N/A				
Adverse Effects		People at Risk				
Slips, trips and falls. Inhalation of dust.		Cleaning operatives, customers, client staff				
Current Evaluation (Severity x Likelihood)		2 x 3 =6 Low Risk				
Control Measures Required:						
All operatives to be trained on safe methods of work. Appropriate signage warning third parties of activity taking place. Suitable non slip footwear to be worn by relevant staff. Use a mask in heavy soiled areas. Damp down with water if heavy dry soil encountered.						
PPE: Work wear, Protective gloves, sensible work shoes, face /dust mask.						
Risk Assessment (severity x likelihood) 2 x 1 = 2 Low Risk						
Generally a low risk level activity unless heavy soiling is encountered.						
Long Term Action:						
Re-training and instruction as necessary on the different types of brooms and mops						
Preparation / Approval Samantha Fowles				Dated 1 st January 2015		
Severity / Consequence						
Likelihood	0	1	2	3	4	5



	1	1	2 *	3	4	5
	2	2	4	6	8	10
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Outcome Total = 2	Risk Status = Low Risk
Comments / Action Required: Continuous training and instruction, where necessary identifies the different types of brooms and mops that can be used. PPE to limit the inhalation of dust particles that are airborne.	
	
Low Risk	

Task Risk Assessment

Machine Floor Buffing



Location: Designated Hard Floor Areas	Risk Assessment No:- TRA011
Description of Activity	Significant Hazards
Machine buffing with high-speed machine to hard floors. To spray buff and seal as designated by contract specification	Electricity. Chemical Irritation. Slips, trips & falls. Manual Handling injuries (machine weight). Cables & leads.
Frequency: As required	Duration: As required
Adverse Effects	People at Risk
Irritation to skin, slips, trips & falls. Manual Handling injuries. Electrocutation, unconsciousness, inhalation.	Employees
Current Evaluation (Severity x Likelihood)	4 x 3 =12 Medium Risk
Control Measures Required:	
All relevant operatives must be trained on the correct use of electrical equipment and safe methods of work. Appropriate warning/caution signs to be displayed. Non slip footwear must be worn by relevant staff. Awareness of cable hazards. Electrical equipment has a current PAT test certificate and is regularly maintained. Correct training of relevant staff on slips, trips & falls. Full COSHH assessment of chemicals used. Manual Handling techniques.	
PPE: Work wear, Protective Gloves, Sensible non slip work shoes	
Risk Assessment (Severity x Likelihood) 4 x 1 = 4 Low Risk	
Providing the equipment is regularly maintained and the training has been given to the operative with regards to chemical use, the risk for this task will remain low.	
Long Term Action:	
Continuous training and instruction	
Preparation / Approval Samantha Fowles	Dated 1 st January 2015
Severity / Consequence	



Likelihood	0	1	2	3	4	5
	1	1	2	3	4 *	5
	2	2	4	6	8	10
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Status Value: 1 – 9 = Low 10 – 15 = Medium 16 -25 = High Risk

Outcome Total = 4	Risk Status = Low Risk
Comments / Action Required: Continuous training and monitoring of the activity. Continuous monitoring and a planned maintenance plan for electrical equipment. Chemical awareness. Continuous awareness of the environment of the client's facilities.	
	
Low Risk	

Task Risk Assessment



Removal of Sharps

Location: All Areas		Risk Assessment No:- TRA012				
Description of Activity		Significant Hazards				
Disposal of sharps, razor blades, hypodermic needles & syringes. Using disposal kits to designated sharp bins.		Sharp needles, edges & splinters. Infection of transmittable diseases including AIDS & HEPATITIS				
Frequency: As required		Duration: Variable				
Adverse Effects		People at Risk				
Cuts, scratches, abrasions leading to possible infection, long term illness and death		Cleaning Operatives				
Un Controlled Evaluation (Severity x Likelihood)		4 x 2= 8 Low Risk				
Control Measures Required:						
All operatives for this task must trained in the collection and disposal techniques. Provision of designated pick up and disposal kits. Designated sharps containers and disposal procedures to local guidelines.						
PPE: Protective work wear or apron. Sharp protective gloves, sensible work shoes. DO NOT TOUCH ALWAYS PROTECT YOURSELF? NB – If the sharp is in or around bio waste/spillage refer to bio waste assessment and procedures. If concerned with infection risk seek inoculation service						
Controlled Evaluation (Severity x Likelihood) 4 x1 = 4 Low Risk						
Risk Assessment – The unknown contamination risk of the found item impacts to a possible high severity possibly long term. If control measures are adhered to the threat is very low. Inoculation advice should be offered to possible collectors of sharps.						
Long Term Action Requirement:						
Continuous training and review of the safe methods of work. Analysis of find reports will identify decrease or increase of infection threat and provide and identify possible trends and conditions. This information should be used to inform and communicate.						
Preparation / Approval Samantha Fowles				Dated 1 st January 2015		
Severity / Consequence						
Likelihood	0	1	2	3	4	5



	1	1	2	3	4 *	5
	2	2	4	6	8	10
	3	3	6	9	12	15
	4	4	8	12	16	20
	5	5	10	15	20	25

Key:

Likelihood

- 1. = Very Unlikely
- 2. = Unlikely
- 3. = Likely
- 4. = Very likely
- 5. = Certain


Severity

- 1. = Minor injury no time off
- 2. = Significant injury up to 3 days
- 3. = Temporary Disability > 3 days off
- 4. = Permanent disability, long term absence
- 5. = Death

Status Value: 1 – 9 = Low

10 – 15 = Medium

16 -25 = High Risk

Outcome Total = 4	Risk Status = Low
Comments / Action Required	
	
Low Risk	

Task Risk Assessment



Cleaning Glass Partitions & Mirrors

Location: As Designated		Risk Assessment No:- TRA013				
Description of Activity		Significant Hazards				
Cleaning glass & mirrors by chemical or microfiber cloth		Chemical irritation. Slips, trips & falls. Access. Glass				
Frequency: As required		Duration: As required				
Adverse Effects		People at Risk				
Irritation to skin. Slips, trips & falls. Cuts & abrasions		Cleaning operatives, visitors, client staff				
Current Evaluation (Severity x Likelihood)		3 x 3 = 9 Low Risk				
Control Measures Required:						
Operatives trained in task, chemicals & access if required. Awareness to examine all access equipment for compliance and certification. Warning/caution signs to be displayed. Non slip footwear must be worn by relevant staff. Correct training of relevant staff on slips, trips & falls.						
PPE: Work wear, Protective gloves, sensible non slip work shoes						
Risk Assessment (Severity x Likelihood) 3 x 1 = 3 Low Risk						
When cleaning glass panels in doors, the door should be locked off while cleaning is carried out. Mirrors that are suspended and not fixed should be removed and cleaned on a flat surface. All other aspects of this operation identify the risk is low providing the control measures are in place.						
Long Term Action Required:						
Continued training and guidance of operatives and assessment.						
Preparation / Approval Samantha Fowles				Dated 1 st January 2015		
Severity / Consequence						
Likelihood	0	1	2	3	4	5



	1	1	2	3 *	4	5
	2	2	4	6	8	10
	3	3	6	9	12	15
	4	4	8	12	16	20
	5	5	10	15	20	25

Key:

Likelihood

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Severity

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- 2. = Significant injury up to 3 days
- 3. = Temporary Disability > 3 days off
- 4. = Permanent disability, long term absence
- 5. = Death

Status Value: 1 – 9 = Low

10 – 15 = Medium

16 -25 = High Risk

Outcome Total = 3	Risk Status = Low
Comments / Action Required: Regular training reviews of all operatives carrying out this task. Operatives must report any damage to glass or mirrors to their supervisor	
	
Low Risk	

Task Risk Assessment



Expectant Mother

Work Activity: General Cleaning & Janitorial duties (Expectant Mother)	Risk Assessment No:- TRA014
Description of Activity	Significant Hazards
General cleaning & janitorial duties including wiping, dusting, floor mopping, vacuuming, lifting, clearing spillages (chemical, biological, human waste) and debris	Slips, trips, falls reaching & lifting. Electricity, chemicals, cleaning & office equipment & furniture. Waste material including bio waste. Person's condition. Unknown virus exposure. Lone worker.
Frequency: As required	Duration: As required
Adverse Effects	People at Risk
Electrocution, exposure to chemicals, fractures, sprains, bruising and abrasions. Back/limb strain. Lone worker – slips & trips. Miscarriage, harm to mother or baby. Viral illness contamination or long term illness (Hepatitis etc)	Cleaning operatives who are pregnant or are young mothers
Un Controlled Evaluation (Severity x Likelihood)	5 x 3=15 Uncontrolled status Medium Risk
Control Measures Required:	
Expectant mothers must report their condition and continuous condition to their line manager/supervisor. The operatives line manager/supervisor must be aware of the impact their condition has on the risk status appertaining to the tasks they carry out & have due consideration to their condition. Dialogue & information to fellow staff by the line manager re: operative's condition. Re-assessment of tasks to include re-training in manual handling, chemical effects, contaminated waste & awareness of potential dangers of equipment. Task re-assessment must include removing elements of the task that will cause harm to mother or baby. The employee must be re-assessed to their capability for lifting & carrying as pregnancy develops. Avoidance contact with biological agent's radiation sources & contaminated waste or viruses.	
PPE: Relevant PPE to the normal task risk & COSHH assessments should be worn if applicable & suitable for the condition	
Controlled Assessment (Severity x Likelihood) 5 x 2 = 10 Controlled status Medium Risk	
Normal cleaning tasks & equipment do not represent a high risk providing the control measures are in place. If individual assessment identifies excess stretching or lifting the task must be changed, assistance provided to carry out the specifics that the expectant mother has difficulty with or the operative must be re-assigned. Extended maternity leave may be considered where supported by medical evidence. If there is a risk of viral disease contamination the task should be avoided	
Long Term Action:	
Continuous monitoring of expectant mothers. Planning temporary replacement staff while permanent staff is on maternity leave. Maintenance of equipment & chemicals assessments & training	



Severity / Consequence						
	0	1	2	3	4	5
Likelihood	1	1	2	3	4	5
	2	2	4	6	8	10 *
	3	3	6	9	12	15
	4	4	8	12	16	20
	5	5	10	15	20	25

Key:

Likelihood

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Severity

1. = Minor injury no time off
2. = Significant injury up to 3 days
3. = Temporary Disability > 3 days off
4. = Permanent disability, long term absence
5. = Death

Status Value: 1 – 9 = Low

10 – 15 = Medium

16 -25 = High Risk

Outcome Total = 10

Risk Status = Medium

Comments / Action Required: General janitorial duties do not present a high risk to expectant mothers or new mothers providing the staff and their facilities are monitored. Equipment and shelving height may need to be adjusted to avoid putting staff and an unborn child in danger. The expectant mother and their fellow staff should be aware of over-reaching, posture, fatigue and infection/contamination from handling body/human spillages and waste Supervisors /Managers must monitor staff as pregnancy develops





Medium Risk

Task Risk Assessment

Location: All Designated Areas	Risk Assessment No:- TRA015
Description of Activity	Significant Hazards
Clearing & cleaning human Bio-Waste e.g. vomit, faeces, urine, sputum	DO NOT TOUCH WITH BARE HANDS as cuts and abrasions leading to possible infection
Frequency: As required	Duration: As required
Adverse Effects	People at Risk
Possible infection, long term illness	Cleaning Operatives
Un Controlled evaluation (Severity x Likelihood)	4 x 2 =8 Low Risk
Control Measures Required:	
All operatives must be trained in this task. Provision of Bio kit. Always report every find. A safe method of work should be followed at all times.	
PPE: Protective Work wear or apron, protective gloves, face mask. DO NOT TOUCH ALWAYS PROTECT YOURSELF	
Controlled Evaluation (Severity x Likelihood) 4 x 1 = 4 Low	
If control measures are adhered to the threat is very low. If safe methods of works are not adhered to at all times the risk level could increase	
Long Term Action:	
Continuous training and review of safe methods of work. Analysis of find reports will identify decrease or increase of infection threat and provide and identify possible trends and conditions. The information should be used to inform and communicate.	
Preparation / Approval Samantha Fowles	Dated 1 st January 2015

Bio Waste Spillage Assessment

Severity / Consequence						
	0	1	2	3	4	5
Likelihood	1	1	2	3	4 *	5
	2	2	4	6	8	10
	3	3	6	9	12	15
	4	4	8	12	16	20
	5	5	10	15	20	25

Key:

Likelihood

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Severity

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- 3. = Temporary Disability > 3 days off
- 4. = Permanent disability, long term absence
- 5. = Death

Status Value: 1 – 9 = Low

10 – 15 = Medium

16 -25 = High Risk

Outcome Total = 4	Risk Status = Low
Comments / Action Required: Continuous guidance and results of finds analysis	
	
Low Risk	



Task Risk Assessment

Cleaning Duties by Young Person

Location: All Areas	Risk Assessment No:- TRA016
Description of Activity	Significant Hazards
Young person carrying out cleaning duties using mops, buckets, chemicals, electric buffing & scrubbing machines and vacuums	Slips, trips, & falls. Electricity. Chemicals, Weight of equipment.
Frequency: As required	Duration: Variable
Adverse Effects	People at Risk
Sprains or limb breaks. Electrocuting shock and/or burns. Skin irritation from chemicals. Accidents, injuries and/or musculoskeletal disorders due to repetitive or forceful movements and awkward posture.	Young cleaning operative under the age of 18 years.
Current Evaluation (Severity x Likelihood)	4x3=12 Medium Risk
Control Measures Required:	
Supervision at all times. Basic training and instruction on all tasks, equipment and use of chemicals. Equipment must be tested and safe to use. PAT test labels to be evident. Supervisor to ensure that any lifting is limited and that manual handling training is provided. (<i>The Children & Young Persons Act 1933 as amended by the Children (protection at work) regulation 1998; The work Time Regulations; The Health & Safety (Young Persons) Regulations 1997; The Employment of Young Persons & Children Act 1920</i>)	
PPE: Designated PPE to be issued and instruction given in its use for tasks to the young person by the Supervisor	
Controlled Status / Risk Assessment (Severity x Likelihood) 4 x 2 = 8 Low Risk	
Providing the control methods are adhered to, the low scores can be kept to an acceptable level. Constant supervision, training, task review and guidance, and instruction in the safe methods of operation will maintain the young person's safety and awareness of their own duty of care.	
Long Term Action:	
Continuous supervision and training review. Reports by the Supervisor on any changes to the operation or contract.	
Preparation / Approval Samantha Fowles	Dated 1 st January 2015

Severity / Consequence						
	0	1	2	3	4	5
Likelihood	1	1	2	3	4	5
	2	2	4	6	8 *	10
	3	3	6	9	12	15
	4	4	8	12	16	20
	5	5	10	15	20	25

Key:

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Severity

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- 5. = Death

Status Value: 1 – 9 = Low

10 – 15 = Medium

16 -25 = High Risk

Outcome Total = 8	Risk Status = Low
Comments / Action Required: This assessment must be shown to the young member of staff. If outside sources impact on this assessment and change the controlled status, the assessment shall be reviewed. The contract management must ensure the employment of the young person complies with the legislation relating to working hours, rest and facilities.	
Low Risk	



Task Risk Assessment

Cleaning Shower Facilities

Location: As required	Risk Assessment No:- TRA017
Description of Activity	Significant Hazards
Cleaning shower facilities with deck scrubber and powered rotary machine	Chemical irritation. Slips, trips & falls. Electricity.
Frequency: As required	Duration: N/A
Adverse Effects	People at Risk
Electrocution, inhalation of chemical and irritation to skin. Slips trips & falls.	Cleaning Operatives
Current Evaluation (Severity x Likelihood)	4 x 3 =12 Medium Risk
Control Measures Required:	
Operatives must be trained in this task & with the use of the equipment and the chemicals. Equipment must be maintained and in good working order. Operatives must consult COSHH assessments for the substance they are using.	
PPE: Work wear, protective gloves, sensible non slip work shoes, safety goggles should worn when decanting chemicals	
Risk Assessment (Severity x Likelihood) 4 x 2 = 8 Low Risk	
Providing the designated cleaning operatives are trained and competent as set out in the above, the required control measures will keep the risk score low.	
Long Term Action:	
Regular refresher and awareness training to operatives. Regular maintenance of the equipment.	
Preparation / Approval Samantha Fowles	Dated 1 st January 2015

Severity / Consequence



Likelihood	0	1	2	3	4	5
	1	1	2	3	4	5
	2	2	4	6	8 *	10
	3	3	6	9	12	15
	4	4	8	12	16	20
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- 5. = Death

Status Value: 1 – 9 = Low

10 – 15 = Medium

16 -25 = High Risk

Outcome Total = 8	Risk Status = Low
Comments / Action Required: Continuous re-training and awareness instruction to operatives with regard to the hazards that could be found in shower facilities (sharps, body fluids etc.).	
	
Low Risk	



Cleaning Microwave Ovens

Location: All Designated Areas	Risk Assessment No:- TRA018
Description of Activity	Significant Hazards
The cleaning of microwave ovens	Electricity. Food Stuff / operative contamination. Microwaves / radiation. Glass.
Frequency: As required	Duration: Up to 60 minutes
Adverse Effects	People at Risk
Electrocution, unconsciousness, serious illness, skin and eye irritation / burns, cuts & abrasions	Cleaning Operatives
Current Evaluation (Severity x Likelihood)	4x3=12 Medium Risk
Control Measures Required:	
Operatives must obtain permission from a designated client representative before the task begins. Equipment designated to be cleaned must be isolated from electrical supply. Operatives must be competent & trained in this task before they carry it out and be aware of the dangers of microwaves and radiation. Care in handling glass food tray. Use designated PPE. Internal compartments must be cleaned with manufacturers recommended substance. Do not use wire / metal scourer. Report any unsafe equipment, cables or connectors	
PPE: Work wear, protective gloves, sensible work shoes	
Risk Assessment (Severity x Likelihood) 4 x 1 = 4 Low Risk	
The risk score will keep low providing the equipment is isolated and the operatives are trained	
Long Term Action:	
Continuous training to operatives. product and equipment review	
Preparation / Approval Samantha Fowles	Dated 1 st January 2015
Severity / Consequence	



Likelihood	0	1	2	3	4	5
	1	1	2	3	4 *	5
	2	2	4	6	8	10
	3	3	6	9	12	15
	4	4	8	12	16	20
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- 5. = Death

Status Value: 1 – 9 = Low

10 – 15 = Medium

16 -25 = High Risk

Outcome Total = 4	Risk Status = Low
Comments / Action Required: Continuous training and personal care in cleaning microwave equipment. Permission from designated client representative before this task is carried out. Operatives must ensure that no equipment, product or substance is left unattended or in a place liable to cause disruption or harm to others.	
	
Low Risk	



Generic Manual Handling Tasks

Location: All Areas	Risk Assessment No:- TRA019
Description of Activity	Significant Hazards
Transporting or supporting any movable object (load) by hand or bodily force.	Size, shape. Weight, balance, centre of gravity. External conditions.
Frequency: As required	Duration: As required
Adverse Effects	People at Risk
Physical damage to any part of the body i.e. back strain, pulled muscles, dislocated joints etc.	All company employees, client staff, customers & visitors. The general public.
Current Evaluation (Severity x Likelihood)	4 x 3 = 12 Medium Risk
Control Measures Required:	
All employees must be trained in correct ergonomic manual handling techniques. Individual specific assessments must be completed to consider the task, the environment, the load & the individual. Where a specific assessment identifies any risk of injury the task should be eliminated. If this is not practicable, mechanical assistance or multi person operation should be introduced to reduce the risk of injury.	
PPE: To protect NOT assist – Heavy duty gloves, leather apron, safety shoe/boot. Signs to look out for – HANDLE WITH CARE, CENTRE OF GRAVITY, CAUTION TOP HEAVY	
Risk Assessment (Severity x Likelihood) 4 x 1 = 4 Low Risk	
The assessment scores must be kept low by the due care of the company and individual. Specific Manual Handling Training, Safe Methods of Work (method statements), and identification of container hazards will assist in Safe Handling and keep the risk low.	
Long Term Action:	
Continuous training and review of the Safe Methods of Work. Regular reviews of handling related tasks.	
Preparation / Approval Samantha Fowles	Dated 1 st January 2015
Severity / Consequence	



Likelihood	0	1	2	3	4	5
	1	1	2	3	4 *	5
	2	2	4	6	8	10
	3	3	6	9	12	15
	4	4	8	12	16	20
	5	5	10	15	20	25

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Status Value: 1 – 9 = Low 10 – 15 = Medium 16 -25 = High Risk

Outcome Total = 4	Risk Status = Low
<p>Comments / Action Required: This assessment is a generic guide to the hazards and acceptable requirements of the company to manual handling tasks. Specific assessments should be carried out if a handling task cannot be eliminated or carried out in a safe low risk manner. Identification if the object, the environment, the person and the distance will assist in whether a specific assessment requires to be carried out.</p>	
	
<p>Low Risk</p>	

Task Risk Assessment



Graffiti Removal

Location: All Areas		Risk Assessment No:- TRA020				
Description of Activity		Significant Hazards				
The removal of graffiti from surfaces of all types by use of chemical		Chemical irritation. Needle-stick injury from concealed sharps. Inhalation of fumes / lack of ventilation.				
Frequency: As required		Duration: 30 Minutes				
Adverse Effects		People at Risk				
Shortage of breath due to inhalation. Skin irritation & dermatitis. Aids, HIV, or other sharp type transmitted disease.		Cleaning Operatives. Client Staff. Customers & General Public.				
Current Evaluation (Severity x Likelihood)		4 x 2 =8 Low Risk				
Existing Control Measures:						
All relevant operatives must be trained in this task, for the equipment and chemicals used. Warning/caution signs to be displayed. Safe Methods of work. COSHH assessments. Use of PPE – Awareness that PPE protects from burns. Wash down surface with clean water to remove any traces of chemical residue left after application. An awareness of finding needles or syringes.						
PPE: Work wear , protective gloves, sensible work shoes, safety goggles						
Risk Assessment (Severity x Likelihood) 4 x 1 = 4 Low Risk						
The current control measures will keep the risk level low. Training in and awareness of solvent chemicals and awareness of needles.						
Long Term Action:						
Ensure full & continuous training and instruction of Safe Methods Of Working and regular supervision. Auditing of the working practice and wearing PPE.						
Preparation / Approval Samantha Fowles				Dated 1 st January 2015		
Severity / Consequence						
Likelihood	0	1	2	3	4	5



	1	1	2	3	4 *	5
	2	2	4	6	8	10
	3	3	6	9	12	15
	4	4	8	12	16	20
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Status Value: 1 – 9 = Low

10 – 15 = Medium

16 -25 = High Risk

Outcome Total = 4	Risk Status = Low
Comments / Action Required: Continuous training and supervision	
	
Low Risk	