

**RISK ASSESSMENT REPORT**

**Assessed by:** Christopher Wilson-Ash

**Date:** May 2020

**Site:** Calne Town Council Offices, Bank House

 & Calne Town Hall

**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 Contents**

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|  | **L I K E L I H O O D** |  | 1. Use of Cleaning Chemicals
2. Wet Mopping of Hard Floors
3. Dealing with Waste
4. Vacuuming
5. Cross Contamination
6. Working at Height
7. Lone Working
8. Inadequate Training
 |
| **C****O****N****S****Q****U****E****N****C****E** |  | **1****Rare** | **2****Unlikely** | **3****Possible** | **4****Likely** | **5****Certain** |
| **5****Catastrohic** | 5Moderate | 10High | 15Extreme | 20Extreme | 25Extreme |
| **4****Major** | 4Moderate | 8High | 12High | 16Extreme | 20Extreme |
| **3****Moderate** | 3Low | 6Moderate | 9High | 12High | 15Extreme |
| **2****Minor** | 2Low | 4Moderate | 6Moderate | 8High | 10High |
| **1****Negligible** | 1Low | 2Low | 3Low | 4Moderate | 5Moderate |

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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 andBreathing Difficulties  | 3 | 4 | 12 | Only Approved Chemicals to be used and COSHH sheets kept in the cleaning cupboard.Cleaners are to wear PPE when handling chemicals.Chemicals should not be used if the label is missing or unreadable.Chemicals should not be decanted into other bottles or containers.Chemicals should not be left unattended and must be returned to the secure store immediately after use.Cleaners should ensure the area they are cleaning is well ventilated before they start to clean with chemicals. | 2 | 1 | 2 |
| Chemical Spillages | 3 | 3 | 9 | Chemicals should be kept up right in a secure storage area when not in use.Cleaners should ensure the lids are secure on all cleaning chemicals when moving them between toilets while cleaning.Chemical Spillages must be cleaned up immediately. | 2 | 2 | 2 |

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| **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 | Floors are only mopped when the offices are closed. If people are still in the building, then Caution signs are placed in the area that is / has been mopped.The Stairs will not be mopped when people are in the building. When the stairs are mopped, this will be the last thing the cleaners do so they do not have to walk up the wet stairs.Cleaners should not put too much cleaning chemical in the mopping solution as this could keep the floor slippery when dry.Cleaners should wear non-slip safety shoes while at work. | 2 | 2 | 4 |
| Cleaners, other workers and members of the public could trip over unattended cleaning equipment | 3 | 3 | 9 | Cleaning is carried out when the offices are 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 cleanedCleaning Equipment should not be left where it could be easily tripped over and must be returned to the secure storage area when not in use. | 2 | 1 | 2 |
| Cleaners could hurt there back or get other muscular injuries from lifting heavy equipment | 3 | 3 | 9 | Cleaners should ensure they only fill mop buckets half full with water so that they are not too heavy to carry.Manual Handling procedures to be followed at all times. | 2 | 1 | 2 |

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| **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 | 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. Bins should be emptied by pulling the bin liner out of the bin and relining the bin with a new liner.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.Clients are advised not to over fill bins or place broken glass into the bins. | 2 | 1 | 2 |
| Cleaners could hurt there back or get other muscular injuries from lifting heavy waste bags | 4 | 3 | 12 | Cleaners should empty bin bags when they become ½ full so that they are not too heavy to carry. Correct Manual Handling procedures should be followed. | 2 | 1 | 2 |
| Cleaners could be infected or contract a Disease from handling waste material | 4 | 4 | 16 | Cleaners should ensure they wear PPE when dealing with waste, as waste material carries Germs, Bacteria and potentially Infections and Disease. | 2 | 1 | 2 |

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| **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 | The Vacuum Cleaner should be PAT Tested on a yearly basis (This is the Responsibility of Calne Town Council).Cleaners should fully check the electrical cable, plug and plug socket for damage before use.Faulty Electrical Equipment must be clearly marked as Faulty and not used until its either fixed by an approved technician or replaced. | 2 | 1 | 2 |
| Cleaners, other workers and Members of the Public could trip over the equipment or the trailing electrical cables | 4 | 4 | 16 | Cleaners are to follow safe systems of work when using vacuum cleaners and ensure that electrical cables are not stretched across walkways or doorways.Caution signs must be put up in the area that is being cleaned to warn others of the potential hazardsAll Equipment must be returned to the storeroom when not in use and not left where it can be easily tripped over. | 2 | 1 | 2 |

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| **Cross Contamination** | **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 | Cleaners should wear PPE at all times while cleaning, PPE should be changed if the cleaner as been cleaning up bodily fluids.Cleaners should clean up bodily fluids and spillages using disposable paper towel and disposing of it in the appropriate waste bin.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. | 2 | 1 | 2 |

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| **Working at Height** | **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 | We operate a no ladder policyCleaners are only authorised to clean to arms reachExtendable cleaning equipment will be provided where required to clean out of reach areas from ground level. | 2 | 1 | 2 |

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| **Lone Working** | **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 | All cleaners are required to carry a working mobile phoneCleaners 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.Cleaners should follow all safe systems of work when working alone in order to prevent accidents.Where possible Cleaners should secure themselves inside buildings when cleaning out of hours to ensure no unauthorised people can get into the building. | 2 | 1 | 2 |

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| **Inadequate Training** | **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 | 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. | 2 | 1 | 2 |