

**RISK ASSESSMENT REPORT**

**Assessed by:** Christopher Wilson-Ash

**Date:** May 2020

**Site:** All Public Toilet Sites

**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**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | **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 & Litter 4. Contact with Needles 5. Cross Contamination 6. Working at Height 7. Lone Working 8. Inadequate Training 9. Electrical Shock 10. Slip, Trips & Falls |
| **C**  **O**  **N**  **S**  **Q**  **U**  **E**  **N**  **C**  **E** |  | **1**  **Rare** | **2**  **Unlikely** | **3**  **Possible** | **4**  **Likely** | **5**  **Certain** |
| **5**  **Catastrohic** | 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 |

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **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 | Only Approved Chemicals to be used.  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 |

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **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 | Where possible floors are only mopped when the units have been closed for the night.  If spillages need to be mopped up, or the floors cleaned while the toilets are open, then they must not be over wetted and safety signage put in place until the floor is dry.  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 | Where possible toilets should be temporarily closed while cleaning is being carried out, if this is not possible then warning signage to be put up in the area being cleaned.  Cleaning 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 |

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Dealing with Waste & Litter** | | | | | **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 even get a needle stick injury from a discarded needle. | 4 | 3 | 12 | Cleaners should not push waste down in a rubbish or sanitary bin to make more room as they could injure their hand from broken glass, cans or even get a needle stick injury from a discarded needle.  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.  Litter should be picked off the floor using a litter picking tool. | | 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.  Litter should be picked off the floor using a litter picking tool. | | 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 |

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Contact with Needles** | | | | | **Assessment No.** | 004 | | |
| **Hazard** | **Risk** | | | **Control Measures** | | **Risk Rating** | | |
| **L** | **C** | **R** | **L** | **C** | **R** |
| Contact with Needles pose a serious risk to the cleaner if not handled safely. Risks will include Puncture Wounds and the potential to be infected with Diseases and illnesses. | 4 | 4 | 16 | Cleaners should put on PPE before any contact with a discarded needle.  Needles should only be picked up using a litter picking tool, and carried with the needle point facing away from the body.  Needles are to be disposed of in a Sharps box and should be placed in the box point end first, if a sharps box is not available then it should be placed in a cardboard box and clearly marked that it contains sharps.  Cleaners should never attempt to put the plastic cover back on uncovered needles.  If needle shoots are blocked then a long thin object should be used to try and free the blockage.  Needle shoot collection containers must just be tipped into Sharps boxes and not emptied by hand.  Needles should never be disposed of in General Waste or Sanitary Waste.  Cleaners should seek immediate medical attention at a Hospital if they have received a Needle Stick Injury. | | 4 | 4 | 8 |

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **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 has been cleaning up bodily fluids.  Cleaners should clean up bodily fluids on surfaces with toilet roll and dispose of it by flushing it down the toilet, or by using a spill kit if available.  Cleaners should adhere to the Colour Coding System that is in place in relation to cleaning cloths to limit the chance of cross contamination to other surfaces. | | 2 | 1 | 2 |

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **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 policy.  Cleaners are only authorised to clean to arms reach.  Extendable cleaning equipment will be provided where required to clean out of reach areas from ground level. | | 1 | 1 | 1 |

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Lone Working** | | | | | **Assessment No.** | 007 | | |
| **Hazard** | **Risk** | | | **Control Measures** | | **Risk Rating** | | |
| **L** | **C** | **R** | **L** | **C** | **R** |
| Cleaners risk being locked in toilets or having an accident and not being found for long periods. Cleaners working alone also risk being subjected to abuse from members of the public | 3 | 2 | 6 | All cleaners should carry a working mobile phone.  Cleaners are contractually required to log in on the login boxes situated at each of the sites and also on the CWA Group Staff Portal. These logins are monitored by the Management team, who will make contact by phone to any lone worker if logins are not made at the expected time.  Cleaners should lock themselves into toilets when working in the evenings and early mornings.  Cleaners should remove themselves to a place of safety and call for help if they feel threatened by a member of the public. | | 2 | 1 | 2 |

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **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 and 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. | | 1 | 1 | 1 |

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Electrical Shock** | | | | | **Assessment No.** | 009 | | |
| **Hazard** | **Risk** | | | **Control Measures** | | **Risk Rating** | | |
| **L** | **C** | **R** | **L** | **C** | **R** |
| Cleaners risk injury or even death from electrical shocks | 3 | 5 | 15 | Cleaners are not permitted to go inside the electrical boxes situated behind the toilets, nor should they change any light bulbs.  Cleaners should check all electrical cleaning equipment such as pressure washers and vacuum cleaners for damage and faults before use and should not use them if damage or faults are found.  All Electrical Equipment used must have been PAT Tested. | | 1 | 1 | 1 |

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Slips, Trips & Falls** | | | | | **Assessment No.** | 010 | | |
| **Hazard** | **Risk** | | | **Control Measures** | | **Risk Rating** | | |
| **L** | **C** | **R** | **L** | **C** | **R** |
| Cleaners, other workers and members of the public risk slipping on wet floors and tripping over unattended cleaning equipment | 3 | 9 | 9 | Cleaners should put up ‘Caution’ signs when cleaning.  Equipment should not be placed where it could be easily tripped over such as in doorways or walkways, and under no circumstances should equipment be left unattended.  Cleaners should also follow all safe systems of work and adhere to any risk assessment which is in place. | | 2 | 1 | 2 |