

Process Risk Assessment

Building Cleaning

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

B Assessment of risk for: **Applying and Stripping Floor Polishes and Seals**

C List Hazards Here	List Groups of People at Risk	Cat	List Existing Controls
1 Slips and falls.	Cleaning operatives and all other users of the buildings.	Medium	All operatives undertake appropriate Induction Course that includes specific safety guidance when carrying out wet cleaning tasks.
2 Contact injuries to skin.	Cleaning operatives.	Medium	Supervisor provides in-situ, practical training to all new starters in colour-coding systems used, in compliance with the agreed procedures. All operatives are issued with adequate stocks of appropriate colour-coded equipment.
3 Splash injuries to eyes and skin.	Cleaning operatives.	Medium	All operatives are issued with Health and Safety Policy containing best practice guidance and managers are issued with the Corporate Best Practice Manual.
4 Musculo-skeletal injuries.	Cleaning operatives.	Low	All operatives are made aware of the contents and location of a comprehensive COSHH Risk Assessment file which is held on site. The file is updated annually and also includes hazard data sheets produced by manufacturers of all products used.
5 Inhalation of noxious fumes.	Cleaning operatives.	Medium	All operatives are issued with appropriate Personal Protective Equipment and provided with guidance in its safe and proper use.
6 Corrosive burn injuries (associated with some stripping agents).	Cleaning operatives.	Low	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.

D Controls		E To be completed by manager			
Additional controls required	Action to be taken	By whom	Completion date	Task completed (signed and dated)	
<p>Ser No.:</p>					
Copies:					
		Assessment review date:			
		Signed:			
		Name (in capitals)			
		Date:			

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