

Spotless

clean is beautiful

Carpet/Floor Cleaning Risk Assessment

Location: Various client premises

Date: 9/8/19

Persons affected: Spotless staff, client and/or client staff, members of the public

Emergency contact details

In the event of an emergency contact Peter Hill on 07725 349613 immediately.

If you do not receive a response immediately, call the Spotless office on 07885 975534



Hazard/consequences	Control Procedures	Likelihood (A)	Severity (B)	Risk Ranking (A x B)
<p>Slps, trips and falls: Injury from falling.</p>	<p>Erect caution signs as required. Where this isn't appropriate or feasible, warn customers and colleagues that the area could be slippery.</p> <p>SPECIAL NOTE: After cleaning carpets residue dampness can be very slippery - particularly when moving from carpeted onto hard flooring such as stepping off stairs onto a tiled or laminate hallway. This is even more dangerous in overshoes. Take special care and remove overshoes before stepping onto hard floors.</p> <p>Keep the area tidy, remove any unused tools, waste, or trailing cable from the area to minimise the risk. Move plug for machines to nearest power outlet whilst moving through the building.</p> <p>Mop up any spillages, leaks or surplus fluids immediately.</p> <p>Staff should only wear suitable footwear with good grip and no heels.</p> <p>Ensure that all access and exit routes are kept clean and tidy. Keep all fire escapes free from obstruction.</p>	1	3	3

Hazard/consequences	Control Procedures	Likelihood (A)	Severity (B)	Risk Ranking (A x B)
<p>Manual Handling:</p> <p>Injury from handling items (particularly heavier items) incorrectly.</p>	<p>All employees are trained in correct lifting methods.</p> <p>Dual lifting to be used on awkward lifts were possible, e.g. large furniture moving. Gliders available if necessary to aid easy moving.</p> <p>Staff trained to not lift beyond their capabilities, seek help or avoid lifting anything that is hazardous to lift.</p> <p>All staff have received instruction and training in house for manual handling.</p> <p>Staff make use of the ramp provided with the vehicle for heavier machinery which is on wheels.</p> <p>Make sure staff are comfortable refusing to lift items that are too heavy or awkward if asked by clients.</p>	1	3	3
Hazard/consequences	Control Procedures	Likelihood (A)	Severity (B)	Risk Ranking (A x B)
<p>Power tools/equipment:</p> <p>Electrocution or other physical injury from moving parts of powered equipment.</p>	<p>All equipment must comply with Provision and Use of Work Equipment Regulations 1992.</p> <p>All employees must have received instruction in the safe use and operation of the equipment they are proposing to use.</p> <p>Eye protection must be worn at all times where there is a risk of flying parts, dust or fragments.</p> <p>All equipment must be regularly inspected and maintained in good condition.</p> <p>Staff must check for damaged equipment before each use; plugs, cable, fittings, switches etc. Any damage should be reported to supervisor immediately.</p>	2	4	8
Hazard/consequences	Control Procedures	Likelihood (A)	Severity (B)	Risk Ranking (A x B)

Hand Tools:	Ensure all tools are in good condition, no loose or damaged parts Ensure correct tool used/provided for each task.	2	3	6
Hazard/consequences	Control Procedures	Likelihood (A)	Severity (B)	Risk Ranking (A x B)
COSHH: Ill health from contact with hazardous substances	The Control of Substances Hazardous to Health Regulations 1999. An employer must make a suitable and sufficient assessment of the risks associated with hazardous substances connected with work carried out under his control. Staff must read and be familiar with the Safety Data Sheets and COSHH assessments for any cleaning products.	1	3	3
Hazard/consequences	Control Procedures	Likelihood (A)	Severity (B)	Risk Ranking (A x B)
Lone working: Added risk of not having support or first aid assistance in the even of an accident or injury.	Identify the potential risk of injury to lone workers and then provide the necessary supervisory measures appropriate for the particular job. Periodic telephone contact with lone workers. Ensure lone workers text/call family/friend/colleague on arrival and departure of a job. Also during the course of longer jobs. Plan this in advance with said contact so they are expecting contact and raise an alert if they don't receive it. Operators to carry a fully charged mobile phone about their person during lone working. Operators to lock themselves in the building during cleaning to ensure strangers cannot enter the building without authorisation. Operators instructed not to undertake any high risk or potentially unsafe activities when lone working. As an example no working at height, no unusually heavy lifting. Operators should not attempt to take apart or perform maintenance on equipment when working alone.	1	4	4

Hazard/consequences	Control Procedures	Likelihood (A)	Severity (B)	Risk Ranking (A x B)
Ill health or contraction of conditions through exposure to bio hazards	Possible contact with bio hazards during carpet cleaning due to stains caused by blood, vomit, faeces, urine etc. Avoid possible contact by checking with customers before tackling stains in each property. Always wear goggles, gloves and a mask when tackling such stains. This applies to stains from animals as well as humans.	1	4	4

Likelihood		Severity		Priority	
1	Highly Unlikely	1	Trivial	1	Urgent action - (Risk no 15 - 25)
2	Unlikely	2	Minor Injury	2	High priority - (Risk no 10 - 12)
3	Possible	3	Over 3 day injury	3	Medium Priority - (Risk no 5 - 9)
4	Probable	4	Major injury	4	Low Priority - (Risk no 2 - 4)
5	Certain	5	Incapacity or Death	5	Very Low Priority - no action required (Risk no 1)