

Process Risk Assessment

Building Cleaning

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

B **Assessment of risk for:** **Storage of Materials and Equipment**

C	List Hazards Here	List Groups of People at Risk	Cat	List Existing Controls
1	Slips, trips and falls.	Cleaning operatives.	Medium	All operatives undertake appropriate Induction Course which includes specific guidance on the correct procedures for storage of materials and equipment. The course also doubles as an induction for all new starters.
2	Contact injuries to skin.	Cleaning operatives.	Low	
3	Splash injuries to eyes and skin.	Cleaning operatives.	Low	Supervisor provides in-situ, practical training in correct storage procedures to all new starters . Supervisors regularly monitor compliance.
4	Injuries caused by inhalation of noxious/poisonous fumes.	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.
5	Injuries sustained from falling or protruding items.	Cleaning operatives.	Medium	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.
6	Musculo-skeletal injuries.	Cleaning operatives and other users of the building.	Medium	Appropriate Personal Protective Equipment is issued to all operatives with information, instruction and training in its use provided.
7	Risk of explosion of pressurised metal containers.	Cleaning operatives and other users of the building.	Low	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