

Process Risk Assessment

Building Cleaning

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

B Assessment of risk for: **Use of Upright Commercial Vacuum Cleaners**

C List Hazards Here	List Groups of People at Risk	Cat	List Existing Controls
1 Trips and falls.	Cleaning operatives and all other users of the buildings.	High	All operatives undertake appropriate Induction Course that includes specific guidance on the safe use of electrical machinery.
2 Electrical shock injuries.	Cleaning operatives.	Medium	Operative receives in-situ, practical training in the safe use of electrical machinery, including guidance on working posture.
3 Crushing injuries to hands and feet.	Cleaning operatives.	Medium	All operatives are issued with Health and Safety Policy containing Best Practice Guidance in the safe use of machinery and equipment.
4 Musculo-skeletal injuries.	Cleaning operatives.	Medium	All operatives are issued with appropriate Personal Protective Equipment and provided with guidance in its safe and proper use. 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. Portable appliance tests are carried out on all machines and certificate of compliance issued by the engineer. Maintenance records for all machines are maintained and stored for reference.

D Controls		E To be completed by manager			
Additional controls required	Action to be taken	By whom	Completion date	Task completed (signed and dated)	
Copies:					
		Assessment review date:			
		Signed:			
		Name (in capitals)			
		Date:			

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