

Process Risk Assessment Building Cleaning

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

B **Assessment of risk for:** **Dealing with Body Fluid Spillages and Contaminated Items**

C	List Hazards Here	List Groups of People at Risk	Cat	List Existing Controls
1	Splash injuries to eyes and skin.	Cleaning operatives.	Variable	All operatives undertake appropriate Induction Course that includes specific safety guidance dealing with biological waste.
2	Infections contracted through exposure to body fluids.	Cleaning operatives and other users of the building.	Low	Supervisor provides in-situ, practical training to all new starters. All operatives are issued with adequate stocks of appropriate, colour-coded cleaning equipment and biohazard waste bags.
3	Slips, trips and falls (due to spillages).	Cleaning operatives.	Low	Operatives are trained in the correct disposal procedures for biological waste. All operatives in buildings considered to pose a high risk in relation to the presence of used sharps are offered a Hepatitis inoculation. 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.
				Operatives are issued with Body Fluid Spillage kits for dealing with all incidents. The kits include all Personal Protective Equipment required by the operative. 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 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)	
Copies:					
		Assessment review date:			
		Signed:			
		Name (in capitals)			
		Date:			

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