

Process Risk Assessment

Building Cleaning

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

B **Assessment of risk for:** **Mop Sweeping**

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	<p>Supervisor provides in-situ, practical training to all new starters in colour-coding systems used, in compliance with the agreed procedures.</p> <p>All operatives are issued with Health and Safety Policy containing Best Practice Guidance.</p> <p>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.</p> <p>All operatives are issued with appropriate Personal Protective Equipment and provided with guidance in its safe and proper use.</p> <p>Warning signs are placed at the extremes of work area during all operations to restrict access of other users of the building.</p> <p>All operatives are instructed to wear appropriate footwear that provides adequate whole-foot protection.</p> <p>All operatives are made aware of the relevant First Aid procedures.</p>

D Controls		E To be completed by manager					
Additional controls required	Action to be taken	By whom	Completion date	Task completed (signed and dated)			
<table border="1"> <tr> <td>Ser No.</td> <td></td> </tr> </table>	Ser No.						
Ser No.							
Copies:							
		Assessment review date:					
		Signed:					
		Name (in capitals)					
		Date:					

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