

Process Risk Assessment

Building Cleaning

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

B **Assessment of risk for:** **Disposal of Waste**

C	List Hazards Here	List Groups of People at Risk	Cat	List Existing Controls
1	Contact injuries to skin.	Cleaning operatives.	Medium	All operatives undertake appropriate Induction Course.
2	Splash injuries to eyes and skin.	Cleaning operatives.	Medium	Supervisor provides in-situ, practical training to all new starters in the safe disposal of refuse and other items.
3	Infections contracted through exposure to body fluids.	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.
4	Needlestick injuries.	Cleaning operatives.	Low	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.
5	Cuts and abrasions.	Cleaning operatives.	Medium	All operatives are provided with written guidance in the safe disposal of hypodermic syringes and other similar items.
6	Slips, trips and falls (due to spillages).	Cleaning operatives and other users of the building.	Medium	All operatives are issued with appropriate Personal Protective Equipment and provided with guidance in its safe and proper use.
7	Infections contracted through exposure to refuse.	Cleaning operatives and other users of the building.	Low	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.

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	