

Process Risk Assessment

Building Cleaning

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

B **Assessment of risk for:** **Safe Handling and Disposal of Hypodermic Syringes**

C	List Hazards Here	List Groups of People at Risk	Cat	List Existing Controls
1	Needlestick injuries and infections.	Cleaning operatives and all other users of the buildings.	Variable	All operatives undertake appropriate Induction Course that includes specific safety guidance on the safe disposal of sharps.
2	Contact injuries to skin.	Cleaning operatives.	Low	Supervisor provides in-situ, practical training to all new starters. All operatives are issued with adequate stocks of appropriate, colour-coded equipment.
3	Stress caused by injuries.	Cleaning operatives.	Low	All operatives are issued with Health and Safety Policy containing Best Practice Guidance and managers are issued with the Corporate Best Practice Manual. 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. 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 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	