

RISK ASSESSMENT

Title:	Cleaning	Date of Assessment:	02/10/2018	Risk Assessor:	Clare Crouch
Reference Number:	RA20	Version Number:	1	People involved in making this assessment:	Clare Crouch
Task/Process:	Cleaning at a Plastica site	People at Risk:	Employees		
Documents Associated with this Risk Assessment:					
Review Date:	29/10/24	Reviewer:	Fraser McCallough	Next Review Date:	29/10/25

Hazard: Manual Handling	Risk of musculoskeletal injuries. Risk to employees.
Control Measures:	
1.	Lifting equipment provided where necessary
2.	All staff trained in manual handling
3.	Instruction, information, training and supervision

Hazard: Slips and Trips	Risk of musculoskeletal injuries. Risk to employees.
Control Measures:	
1.	Departments kept free from trip hazards and regularly checked
2.	Spills in departments to be cleaned immediately
3.	Leads to be kept safe and not cause a trip hazard
4.	Instruction, information, training and supervision

Hazard: Hand Tools	Risk of serious injury, injuries. Risk to employees.
Control Measures:	
1.	Correct tool to be used for the job
2.	Visual inspection before use
3.	PPE provided where necessary
4.	Operating and Safety Instructions (if required)
5.	Only trained, competent and approved staff to use equipment
6.	Instruction, information, training and supervision

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Hazard: Electricity	Risk of electric shocks, burns and death. Risk to employees.
Control Measures:	
1.	All sockets have RCD's built in
2.	Electrical items PAT tested when required
3.	Fixed wiring inspected every 3 years
4.	Good housekeeping to ensure leads cannot be damaged
5.	All faults to be reported to a Supervisor/Manager immediately
6.	Instruction, information, training and supervision

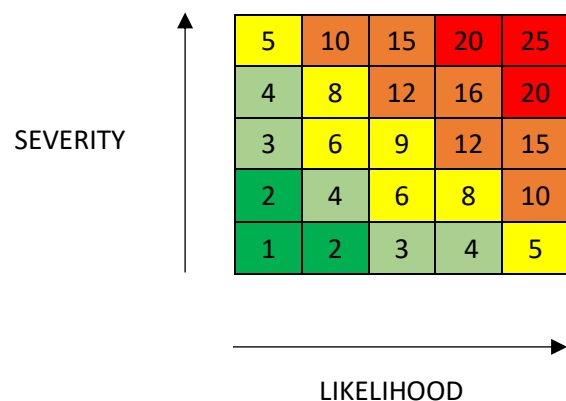
Hazard: Injury as a result of mishandling hazardous substances including cleaning products	Risk of various injuries. Risk to employees.
Control Measures:	
1.	Follow instructions on all products
2.	Products to only be used for the task designed for
3.	Use appropriate PPE if required
4.	Instruction, information, training and supervision

Hazard: Working Alone	Risk of various injuries. Risk to employees.
Control Measures:	
1.	Avoid working alone, where possible always have 2 people working together
2.	Ensure adequate communication plan in place
3.	Instruction, information, training and supervision

I (name) do hereby declare that I have received, understood and will abide by the contents of this Risk Assessment.

Signed: Date:

HOW TO CALCULATE A RISK RATING



Likelihood	Severity
1 = extremely unlikely	1 = very minor injury
2 = unlikely	2 = first aid injury
3 = possible	3 = lost time injury
4 = likely	4 = hospital treatment
5 = very probable	5 = disabling injury

Risk rating	Action and timescale
15 and above	Unacceptable Work may not start. Additional controls must be introduced to reduce risk rating to below 9.
9-14	Tolerable Additional controls must be introduced as soon as possible.
5-8	Tolerable Additional controls may be needed
4 or below	Acceptable

1-4 =	Low risk
6-9 =	Medium risk
10-25 =	High risk