

CREW DETAILS

IN AN EMERGENCY CALL:

Crew Leader:	Project Phone Number:
Crew:	

PROJECT OVERVIEW

Purpose of Project:	Date of Project:
<p>Benefit of Project: Enhances the aesthetic appeal and cleanliness of spaces. Facilitates compliance with health and safety standards. Improves productivity and morale in work and living environments. Maintains a hygienic and sanitary environment for occupants. Reduces the spread of illnesses and promotes public health. Supports the longevity and maintenance of building materials and surfaces.</p>	

HAZARDS

HAZARD	RISK	RISK BENEFIT	MEASURE	RISK TO	RISK LEVEL
Allergic reactions to cleaning products	Skin rashes, Respiratory reactions, Swelling	Maintains hygienic conditions with products tailored to individual needs.	Conduct patch tests for new cleaning agents. Ensure all cleaning materials have clear safety data sheets. Train staff on recognizing allergic reaction symptoms. Offer alternative products for those with known allergies. (ALL)	Cleaning staff	Before Measure: High After Measure: Med
Chemical burns from corrosive substances	Skin burns, Eye damage, Respiratory irritation	Enables the use of strong cleaning agents necessary for certain tasks.	Provide appropriate PPE, including gloves and face shields. Train staff on handling corrosive substances safely. Ensure availability of emergency washing facilities. Store corrosive substances securely and label them clearly. (ALL)	Cleaning staff	Before Measure: High After Measure: Med

HAZARD	RISK	RISK BENEFIT	MEASURE	RISK TO	RISK LEVEL
Contact with sharp objects or needles	Cuts from sharps, Infections, Bloodborne diseases	Ensures thorough cleaning in all areas, including those with potential sharps exposure.	Provide puncture-resistant gloves. Implement safe waste disposal procedures, including designated sharps containers. Train staff on identifying and safely handling sharps. Conduct regular inspections to identify potential hazards. (ALL)	Cleaning staff	Before Measure: High After Measure: Med
Cuts from handling sharp tools or broken glass	Lacerations, Risk of infection, Permanent scarring	Allows safe cleaning of areas containing hazardous debris.	Provide cut-resistant gloves and ensure their use during such tasks. Train staff on safe handling techniques. Ensure tools are in good condition and broken glass is disposed of securely. (ALL)	Cleaning staff	Before Measure: High After Measure: Med
Electrical hazards from equipment	Electric shocks, Fire risks, Equipment malfunction	Enables efficient cleaning with powered equipment, enhancing productivity.	Ensure all equipment is PAT tested regularly. Train staff on safe use of electrical equipment. Use equipment with appropriate insulation and grounding. Avoid using electrical equipment near water unless designed for such use. (ALL)	Cleaning staff	Before Measure: High After Measure: Med
Exposure to biological hazards	Contact with mold, Exposure to bacteria, Risk of infection	Maintains a hygienic environment, preventing health issues related to biological contaminants.	Use appropriate disinfectants. Provide PPE such as gloves and masks. Train staff on recognizing and safely cleaning biological contaminants. Ensure proper waste disposal methods are in place. (ALL)	Cleaning staff	Before Measure: High After Measure: Med
Exposure to dust and airborne particles	Respiratory issues, Allergic reactions, Irritation to eyes and throat	Reduces allergen levels and improves indoor air quality.	Use vacuum cleaners with HEPA filters. Dampen surfaces before cleaning to reduce dust dispersion. Provide respiratory protective equipment when necessary. Ensure proper ventilation in work areas. (ALL)	Cleaning staff	Before Measure: High After Measure: Med

HAZARD	RISK	RISK BENEFIT	MEASURE	RISK TO	RISK LEVEL
Exposure to hazardous cleaning chemicals	Exposure to harmful fumes, Skin irritation, Accidental ingestion	Effective cleaning and disinfection reduce the spread of infections and maintain hygiene standards.	Conduct a COSHH assessment for all cleaning agents. Provide training on proper handling, dilution, and storage. Supply appropriate PPE, such as gloves and eye protection. Ensure adequate ventilation in areas where chemicals are used. (ALL)	Cleaning staff	Before Measure: High After Measure: Med
Exposure to noise from cleaning machinery	Hearing damage, Stress from noise, Reduced focus	Enables the use of powerful cleaning equipment necessary for thorough cleaning.	Provide hearing protection. Schedule noisy tasks during times with minimal occupancy. Maintain equipment to minimize noise levels. Monitor noise exposure levels regularly. (ALL)	Cleaning staff	Before Measure: High After Measure: Med
Exposure to pests during cleaning	Bites, Allergic reactions, Contamination risks	Eliminates pest infestations, ensuring a safer and more hygienic space.	Conduct regular pest control measures in the work environment. Provide training on safely handling pest-contaminated areas. Use appropriate PPE such as masks and gloves. (ALL)	Cleaning staff	Before Measure: High After Measure: Med
Falls from height during cleaning tasks	Falling from ladders, Injuries from improper scaffold use, Impact injuries	Allows access to and cleaning of elevated areas, ensuring comprehensive cleanliness.	Use stable ladders or scaffolding with guardrails. Provide fall arrest systems where necessary. Train staff on working at heights safely. Conduct risk assessments before tasks involving heights. (ALL)	Cleaning staff	Before Measure: High After Measure: Med
Fire hazards from flammable cleaning agents	Fires, Explosions, Burns	Allows use of effective cleaning agents that may be flammable but necessary for specific tasks.	Store flammable substances in designated, ventilated areas away from ignition sources. Train staff on proper storage and handling. Keep fire extinguishers accessible. Conduct regular fire risk assessments. (ALL)	Cleaning staff, Occupants	Before Measure: High After Measure: Med
Inadequate ventilation leading to fume inhalation	Respiratory distress, Dizziness, Long-term health issues	Facilitates cleaning in confined spaces where ventilation may be limited.	Ensure proper ventilation systems are in place and functioning. Use local exhaust ventilation when using chemicals. Limit exposure time in poorly ventilated areas. Monitor air quality regularly. (ALL)	Cleaning staff	Before Measure: High After Measure: Med

HAZARD	RISK	RISK BENEFIT	MEASURE	RISK TO	RISK LEVEL
Infection risks from handling waste	Exposure to pathogens, Risk of disease, Contamination	Maintains cleanliness and hygiene by safely managing waste materials.	Provide proper training on safe handling and disposal of waste. Supply puncture-resistant bags and gloves. Ensure waste is promptly removed to secure bins or disposal areas. (ALL)	Cleaning staff	Before Measure: High After Measure: Med
Manual handling injuries from lifting heavy equipment	Back strain, Muscle injuries, Accidents from dropped items	Allows for thorough cleaning using necessary equipment, ensuring high standards.	Provide manual handling training. Use trolleys or carts to transport heavy items. Encourage team lifting for bulky equipment. Assess tasks to minimize manual lifting where possible. (ALL)	Cleaning staff	Before Measure: High After Measure: Med
Skin burns from hot water or steam cleaning	Severe burns, Blisters, Permanent skin damage	Enables effective sanitization, especially in kitchens and bathrooms.	Train staff on using hot water equipment safely. Set temperature controls on devices to avoid excessive heat. Provide insulated gloves for handling hot water or steam. (ALL)	Cleaning staff	Before Measure: High After Measure: Med
Slips, trips, and falls on wet or uneven surfaces	Slipping on wet floors, Tripping over cleaning tools, Injuries from uneven surfaces	Maintains cleanliness and prevents long-term hazards associated with unclean surfaces.	Implement "wet floor" signage during and after cleaning. Use slip-resistant footwear. Schedule floor cleaning during low-traffic times. Ensure prompt cleanup of spills and regular maintenance of flooring. (ALL)	Cleaning staff, Occupants	Before Measure: High After Measure: Med
Back strain from improper posture during cleaning	Muscle strain, Chronic pain, Reduced mobility	Promotes effective and efficient cleaning while minimizing staff discomfort.	Provide training on maintaining proper posture during tasks. Encourage frequent breaks to prevent strain. Supply ergonomically designed tools and equipment. Rotate tasks to minimize repetitive strain on specific body areas. (ALL)	Cleaning staff	Before Measure: Med After Measure: Low

HAZARD	RISK	RISK BENEFIT	MEASURE	RISK TO	RISK LEVEL
Blocked exits during cleaning activities	Delayed evacuations, Obstruction during emergencies, Restricted access	Allows efficient cleaning in thoroughfares while maintaining emergency preparedness.	Train staff to maintain clear access to exits at all times. Plan cleaning activities to avoid obstruction. Use barriers or signs to redirect occupants temporarily while cleaning. (ALL)	Cleaning staff, Occupants	Before Measure: High After Measure: Low
Contamination from improperly cleaned tools	Cross-contamination, Spread of pathogens, Decreased efficiency	Ensures effective cleaning and minimizes cross-contamination.	Establish protocols for cleaning and disinfecting tools after use. Assign designated storage areas for clean tools. Inspect tools regularly for hygiene and condition. (ALL)	Cleaning staff	Before Measure: Med After Measure: Low
Dermatitis from prolonged exposure to cleaning agents	Skin irritation, Allergic reactions, Cracking of skin	Enables thorough cleaning while ensuring staff are protected and aware of risks.	Use skin-friendly cleaning agents wherever possible. Provide gloves and ensure they are worn consistently. Offer barrier creams to protect the skin. Train staff on recognizing symptoms of dermatitis and reporting them promptly for intervention. (ALL)	Cleaning staff	Before Measure: Med After Measure: Low
Eye injuries from splashes of cleaning chemicals	Eye irritation, Vision impairment, Long-term damage	Ensures cleanliness in areas requiring chemical treatment while safeguarding staff.	Provide safety goggles or face shields for tasks involving liquid chemicals. Train staff on safe handling techniques. Install emergency eye wash stations in easily accessible locations. (ALL)	Cleaning staff	Before Measure: High After Measure: Low
Falling objects during storage or retrieval	Head injuries, Bruising, Broken bones	Ensures storage safety without hindering access to necessary tools.	Train staff on proper stacking techniques for cleaning supplies and equipment. Use shelving with secure barriers. Store heavier items at lower levels to prevent toppling. (ALL)	Cleaning staff	Before Measure: High After Measure: Low

HAZARD	RISK	RISK BENEFIT	MEASURE	RISK TO	RISK LEVEL
Fatigue from excessive workload	Reduced productivity, Increased stress, Risk of errors	Balances workload to maintain cleaning standards and staff satisfaction.	Schedule tasks to ensure even distribution of workloads. Allow adequate rest breaks. Monitor staffing levels to avoid overburdening employees. (ALL)	Cleaning staff	Before Measure: Med After Measure: Low
Inadequate first aid	Delayed response to injuries, Increased severity of incidents, Reduced safety	Allows operations to proceed while ensuring prompt response to injuries, minimizing their impact.	Ensure that at least one staff member is trained in first aid and available during all shifts. Provide easily accessible and fully stocked first aid kits. Conduct regular checks to ensure kits are replenished and up to date. Display emergency contact numbers clearly in all work areas. (ALL)	Cleaning staff	Before Measure: High After Measure: Low
Inadequate lighting causing accidents	Trips, Falls, Inability to spot hazards	Reduces hidden risks and enhances the visibility of cleaning results.	Ensure all work areas have sufficient lighting, especially stairways and corners. Provide portable lighting for dim spaces. Regularly inspect and maintain light fixtures. (ALL)	Cleaning staff, Occupants	Before Measure: Med After Measure: Low
Musculoskeletal disorders from repetitive motions	Chronic pain, Reduced mobility, Tendon strain	Sustains high productivity and consistent cleaning results.	Train staff on proper techniques to minimize strain. Rotate tasks to avoid prolonged repetition. Provide ergonomically designed tools for frequent use. Encourage stretching and flexibility exercises. (ALL)	Cleaning staff	Before Measure: Med After Measure: Low
Prolonged standing leading to fatigue	Leg pain, Back discomfort, Reduced concentration	Facilitates effective cleaning without compromising staff well-being.	Supply anti-fatigue mats for stationary tasks. Allow periodic rest breaks and task rotation. Encourage use of supportive footwear to reduce strain. (ALL)	Cleaning staff	Before Measure: Med After Measure: Low
Stress due to unrealistic deadlines or expectations	Mental fatigue, Reduced morale, Decreased performance	Promotes a healthier work environment while maintaining cleaning efficiency.	Communicate realistic performance expectations to staff. Provide adequate resources and support for cleaning tasks. Encourage feedback to identify and address concerns promptly. (ALL)	Cleaning staff	Before Measure: Med After Measure: Low

HAZARD	RISK	RISK BENEFIT	MEASURE	RISK TO	RISK LEVEL
Tripping over cleaning equipment	Trips, Sprains, Falls	Promotes cleanliness with minimal workspace disruption.	Train staff to store equipment neatly during tasks. Use retractable cords or secure loose ones to prevent entanglement. Inspect areas regularly to identify and mitigate tripping hazards. (ALL)	Cleaning staff, Occupants	Before Measure: Med After Measure: Low
Unsafe structures	Falls, Collapses, Injuries	Ensures work areas are safe to navigate, enabling cleaning and maintenance to continue effectively.	Conduct regular inspections of workspaces to identify unstable or damaged structures. Erect barriers around unsafe areas until repairs are completed. Communicate structural risks to staff and restrict access as necessary. Work with qualified professionals to address identified issues. (ALL)	Cleaning staff	Before Measure: High After Measure: Low
Vibration from operating machinery	Hand-arm vibration syndrome, Fatigue, Long-term musculoskeletal issues	Allows for effective use of machinery that enhances cleaning efficiency.	Use equipment with vibration dampening features. Limit exposure time and provide regular breaks. Train staff on the risks associated with vibration. Conduct health surveillance for early detection of vibration-related issues. (ALL)	Cleaning staff	Before Measure: Med After Measure: Low
Unpredicted risks	Illness, injury, death		Continuous risk monitoring conducted by all staff. Any unforeseen hazards must be reported promptly to supervisors or management, with immediate corrective action taken as necessary. (ALL)	All	N/A

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Extra notes & activity evaluation:

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Completed by

Reviewed/Approved by

Risk Assessment Date

Review Required Date