

Real Clean Risk Assessment

Risk Assessment GRA 13.2 – Cleaning Duties	Location: Reference:
Completed by: Date Completed: 29 May 2007 Review Date:	Other Relevant Risk Assessments: GRA 13.1 – General Office Duties

Work Activity	Description	Hazard	Risk (H-M-L)	Control Measures (either in place or required)	Further Action Required	Person Responsible
1	General cleaning	Slips, trips and falls		Awareness training of office hazards, avoid working at heights.		
2	Lifting and shifting of waste	Fatigue / back strain		Self pacing. Training in manual handling.		
3	Using buffing machines, carpet machines and vacuum cleaners	Fatigue / strain to abdomen possible injury to feet		Allow to self pace work with frequent rest breaks. Remove from buffing duties, if pregnant, when individual feels too large to do the job comfortably. Must wear closed toed footwear.		
4	Using cleaning chemicals	Contact dermatitis Inhalation of fumes		Individual must wear rubber gloves. See COSHH assessments.		

Signature of Assessor _____ Print Name, Rank and Number _____ Date _____	Seen by Local Safety Representative _____ Print Name _____ Date _____
Signature of Force Health and Safety Adviser _____ Print Name _____ Date _____	Signature of Head of Division/Department _____ Print Name and Rank _____ Date _____