

Ecoserv FM Group Limited
 Stables 3, Howbery Park, OX10 8BA
 Location: *****TEMPLATE*****

Title : General cleaning as site specific audit fields	Date of Assessment : 08/12/2020	Risk Assessor : Cheryl Fry
Risk Assessment Reference : JM/TV	People involved in making this assessment : Jason Marcham	
Task/ Process : General cleaning as site specific audit fields	People at Risk : Employees, Contractors, Members of the Public, Residents, Customers	

Hazard : Hazardous Substances Cleaning products may have an effect on the health of employees; risk of skin irritation, burns, etc.
Control Measures:
1. The process of mixing the substance with water is undertaken at arms length away from the employee to reduce risk of splash backs. Staff diluting products with water must follow the manufacturers ratio guidelines.
2. Hazardous substance risk assessments completed for individual substances and control measures in place and read and understood by all staff.
3. Staff reminded to thoroughly dry hands after washing.
4. Staff wash rubber gloves after using them and store them in a clean place.
5. Long-handled flat/pulse mops and brushes, and strong rubber gloves, provided and used.
6. Where possible, cleaning products marked 'irritant' not purchased and milder alternatives bought instead.
7. All containers clearly labelled and kept in the original packaging.
8. Protective gloves provided in line with the safe systems of work advised by ESL Ltd.
9. Safety data sheets stored in case required for first aid controls.
10. Staff are trained in the safe use of the chemicals used for various cleaning duties, using the devised list from ESL Ltd. All training is documented by their Line Manager.
11. ESL Ltd have provided safe systems of work for cleaning activities to ensure when staff are trained in the safe use, this reduces risk of harm.
12. Cleaning chemicals used in line with the safe list devised by ESL Ltd.

Hazard : Manual handling Risk of muscular injury or back injury.
Control Measures:
1. Where possible use the flat mop system. If unavoidable the mop bucket is purpose designed with four wheels to make manoeuvrability easier for the employee and in use is a manual handling aid.
2. Sink positioned at a height to make filling and emptying of the mop bucked an easy process for the employee.
3. All staff have been given basic manual handling instruction, informing employees of safe handling techniques.
4. Manual Handling E-Learning has been completed and records maintained

5. Employees instructed to report any health issues or concerns from manual handling, including mopping, vacuuming, dusting activities to their line manager and a personal risk assessment recorded if appropriate.

Hazard : Uneven, Wet or Slippery Floors Staff and visitors may be injured if they trip over objects or slip on spillages.

Control Measures:

1. Spillages like drinks are addressed immediately. Signage is placed in the area of the spillage to warn those in the vicinity. The area of the spillage is inspected and the signage is removed once the floor is identified as being dry.

2. All cleaning equipment, including vacuums, mops, buckets etc are stored safely throughout the day to reduce obstruction and trip injuries.

3. Cleaning of the toilet is completed as part of closing procedures which means the risk of slips is low. The toilet floor is cleaned then the door to the toilet is shut. Signage is placed in the toilet to warn fellow members of staff and is removed the following day as part of opening checks.

4. Care is taken whilst cleaning wash bowl and toilet stall to ensure remnants of cleaning solution does not impact on the employees safety prior to mopping the floor. Cleaning undertaken by trained staff.

5. Trailing cables from vacuum cleaners are accompanied by the correct appropriate warning signs, and are displayed to make others aware when trailing cables are being used.

Hazard : Work at height Falls from height whilst cleaning.

Control Measures:

1. The step ladders provided are regularly checked to ensure they remain fit for purpose. Staff complete a visual pre-use check on the access equipment prior to use and record on Safety Form LIMR.

2. Employees are trained in safe cleaning of the oven hoods at height by in house on job training by the Franchisee and management.

3. New or expectant mothers will be managed to ensure they will not carry out this task.

4. Working at Height E-Learning has been completed with records maintained

5. Staff are not to work at height alone. All infection control guidelines should still be adhered to.

Hazard : Hot surfaces Employees may suffer burns when cleaning cooking equipment that has not been allowed to cool

Control Measures:

1. The oven hood is only cleaned when equipment is fully cool and switched off.

2. Employees are trained in correct techniques via in-house on job training by the Franchisee and management.

3. Protective oven gloves Supplied and to be worn by employees.

4. Equipment isolated and allowed to cool before being cleaned by employees.

Hazard : Hot water Scalds from hot water.

Control Measures:

1. Hot water tap has a warning sign located above warning of the risk of hot water.
2. Cold water is to be added to the bucket before adding the hot water to achieve the desired temperature, so that at no point does the bucket only contain hot water.
3. Buckets are not to be overfilled.

Hazard : Sharp objects Cuts and abrasions from coming into contact with blades of knives and other cutting equipment.

Control Measures:

1. Utensils are cleaned after use and stored in their designated area, rather than being left in water. This includes sharp cutting equipment like knives.
2. Staff have experience in the safe storage of knives.
3. Staff are instructed to be weary of placing hands in a sink of soapy water they have not prepared themselves, to reduce risk of being cut by unseen cutting equipment like knives.
4. Staff only clean equipment that they have been trained and authorised to do so.

Hazard : Personal Hygiene Risk of cross contamination, using the toilet.

Control Measures:

1. Staff are expected to wash their hands leaving the service area and entering the service before and after using the toilet.
2. Hand wash instructions are positioned at handwashing stations

Hazard : Infection Risk of cross-contamination, Contact with bodily fluids.

Control Measures:

1. The risk of contracting a virus is heightened when cleaning the toilets. Pregnant employees will be managed away from undertaking this duty as part of the personal risk assessment process, when an employee informs their Line Manager they are pregnant.
2. Toilets are cleaned as part of closing procedures which means there will be no contact with food preparation areas after the activity.
3. Employees will be wearing gloves whilst undertaking the task and are encouraged to wash their hands once the task has been completed.
4. There are spare mops to use in the event of cleaning Bodily fluids which are disposed off at the end of the activity. Sanitising solution is then used to sanitise the area with disposable wipes. Staff will be wearing gloves throughout the process.
5. A colour coded mop system is in place to ensure the correct mop is used in particular zones including the toilet.
6. Use colour coded equipment and cloths in all areas following the ESL Ltd posters and the online training as guidance. The posters are located in the cleaning cupboard on site.
7. Online training to be completed by all staff. This is to be monitored by the Line Manager.

Hazard : Electrical Risk of electric shock, electrical burns, source of ignition through routine use of vacuum cleaners

Control Measures:

1. Safe Systems of Work in place for users to ensure the correct method and pre-checks of all equipment, including vacuum cleaners are completed prior to use. Users are aware to report any defects which will ensure defective equipment is promptly removed from site and replaced.
2. All staff are trained on electrical safety using a toolbox talk .
3. We provide Residual Current Devices (RCDs) to each employee to eliminate any risk of shock from unidentified faults.
4. Regular Portable Appliance Tests (PAT) are carried out by an authorised person.

Hazard : Confined Spaces There is a risk of staff becoming trapped in small spaces such as lifts.

Control Measures:

1. Do not ignore the risks – just because a confined space is safe one day doesn't mean it will always be.
2. Do not work alone if there is a risk of becoming trapped.
3. If there is an exit to a confined area leave it open to prevent becoming trapped.
4. Only use products which are safe in a small space, following the manufacturers guidelines.
5. Do not use lifts to exit a building if there is an alarm sounding.

Documents Associated with this Risk Assessment:

Review Date : 08/12/2021

Reviewer : Cheryl Fry