



This document provides a template risk assessment, with links to the relevant advice notes. It relates to, as well as offering guidance on best-practice,

A risk assessment is the **process** of looking for hazards that have the potential to harm people, in the objects being used, work environment and / or work processes adopted. Some risks are visible; others are only evident and able to be understood when a work task is observed.

The use of a risk matrix will assist you to better understand the *severity* of risk which in turn enables you to prioritise which hazards to address first. A risk matrix considers:

- The *consequence* of the potential harm.
- The likelihood of the harm occurring.

The risk matrix is at the end of this risk assessment

### Control Measures

Control measures need to make sure that the risks are reduced so far as is '*reasonably practicable*' and ask what more can be done to control the risk. When identifying controls, you need to remember:

- The more effective the control measures, the more lasting the effect of control.
- At times it may be necessary to implement more than one type of control to effectively manage the risk.
- Sometimes a control cannot be actioned straight away due to costs / resources.
- There may be a need to implement immediate (short term) and medium (long term) controls until such time a long-term solution is implemented.
- Controls should be selected in response to the level of risk posed by the hazards, and the practicability of the control.

Version Number	Changes made	Prepared by	Reviewed by	Approved
0		S. Cripps	H. Foley	





General Cleaning Risk Assessment										
Parish / Location						Date Assessed:		Assessed by:		
Task/Activity:						Review Frequency:		Reference Number: GRA -015		
			Risk rating before implementing control measures			Controls Measures in Place		Risk rating after implementing control measures		Additional Information
Activity/ Task	Hazard/ Risk	Persons at Risk	Severity (1-5)	Likelihood (1-5)	Risk Rating			Severity (1-5)	Likelihood (1-5)	
General cleaning	Inexperienced staff unaware of safe working procedures	New or temporary staff	5	4	20	Contract cleaning company supply own risk assessment and training record  All new cleaners are made aware of Risk assessments as part of their induction and it is recorded.  Temporary Cleaners and volunteers are briefed on risk assessment prior to commencing work and it is recorded.	5	1	5	





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Manual Handling	Lifting, Pushing & Pulling Slip trips and falls. Muscle strain and sprain injuries. Cuts from Sharp edges. Crushing Injuries	cleaner	4	3	12	Manual Handling (MH) will be avoided whenever possible  Each MH tasks will be assessed when unavoidable.  Lifting aids are provided and used i.e. wheelbarrows, sack trucks.  Safe Manual handling technics have been shown	4	2	8	<a href="https://www.hse.gov.uk/pubns/indg143.PDF">https://www.hse.gov.uk/pubns/indg143.PDF</a>





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General cleaning	Slips, trips and falls spillages or trip on machine cables or objects left on the floor	Cleaner General public	4	4	16	Work Area is free of Obstructions Illumination is adequate Safety clothing as determined by the task e.g. gloves Cleaners are advised not to wear sandals or flip flops. Wet floor signs are placed out when cleaning is in progress Cleaners are instructed not to have trailing cables	4	1	4





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Contact with cleaning chemicals	Potential for inhalation or absorption through skin contact.	Cleaner				New staff are asked if they suffer from skin problems when using cleaning products			
	Spillage		4	4	16	Mops/brushes and protective gloves are provided and used.  Staff are instructed to wash rubber gloves after using them and store them in a clean dry place.  Products are used in accordance with safety data sheets and PPE is used when appropriate	4	1	4





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Contact with cleaning chemicals	Potential for inhalation or absorption through skin contact.	Cleaner				Training and information provided to users on the use of PPE.			
	Spillage		4	4	16	Emergency First aid such as Eye wash is available			
						Small spillages are immediately cleaned up	4	1	4
						Staff are trained how to safely use and store cleaning products			
						Staff are instructed never transfer chemical to an unmarked container			





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Working at Height	Falling from height causing physical injury or death.  Dropping load-causing injury to others.  Manual Handling injuries.	Cleaner	5	4	20	Work conducted under <a href="#">Working at height off ladders RA</a>  <a href="https://portsmouthdiocese-my.sharepoint.com/personal/scripts_portsmouthdiocese_org_uk/Documents/new%20risk%20assessments/Working%20at%20height%20off%20Mobile%20Towers%20RA.docx">https://portsmouthdiocese-my.sharepoint.com/personal/scripts_portsmouthdiocese_org_uk/Documents/new%20risk%20assessments/Working%20at%20height%20off%20Mobile%20Towers%20RA.docx</a>  Step ladders used for access only for appropriate tasks.	5	2	10	



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Waste collection	<b>Needle Stick Injuries</b>  Hepatitis B or C HIV Bodily fluids on Needles	Cleaner	4	4	16	Gloves are always to be worn.  Needle must be lifted safely and placed within the Sharps box provided.  On completion of all work any needles found must be securely locked away until the local council have been contacted for disposal  Arrangements will be made for the needle stick injured person to be taken to hospital for immediate medical treatment.	4	2	8	<a href="https://www.hse.gov.uk/healthservices/needlesticks/resources.htm">https://www.hse.gov.uk/healthservices/needlesticks/resources.htm</a>





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Using electrical equipment	<b>Electric shock</b>  Personal Injury, Death	Cleaner	5	5	25	RCD's are always used  Portable Appliances checked and Tested (Annually) and recorded.  Electrical Equipment visually checked before use.  All electrical defects are reported and dealt with by qualified (approved) electrician	5	2	10





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Using heavy large electrical cleaning equipment	Strains, sprains low back pain	users	4	4	16	<p>Cleaners are trained how to use the machines safely.</p> <p>Machines are visual examined and maintained.</p> <p>Cleaners with known muscular skeletal illnesses are not to use the equipment.</p>	4	1	4





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General cleaning	Lone Working  Violence, injury and ill Health	cleaner	5	4	20	Cleaners are advised to make parish priest, colleague, partner, friend aware that you are working alone. and who to contact in the event of overdue contact. Maintain timed regular contact as agreed.  Staff at increased risk i.e. new or expectant mothers, inexperienced employees should avoid lone working activities where practicable.	5	2	10	





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General cleaning	Scalding Water  Scalds	Cleaner	4	4	16	Engineering controls must be provided to ensure that water hotter than 44 °C is not discharged from outlets that may be accessible to vulnerable people.  Signage warning of scalding water.	4	1	4	



## Risk/Priority Indicator Key

Severity (Consequence)
1. Negligible (delay only)
2. Slight (minor injury / damage / interruption)
3. Moderate (lost time injury, illness, damage, lost Parish)
4. High (major injury / damage, lost time Parish interruption, disablement)
5. Very High (fatality / Parish closure)

Likelihood
1. Improbable / very unlikely
2. Unlikely
3. Even chance / may happen
4. Likely
5. Almost certain / imminent

RISK / PRIORITY INDICATOR MATRIX						
LIKELIHOOD	5	5	10	15	20	25
	4	4	8	12	16	20
	3	3	6	9	12	15
	2	2	4	6	8	10
	1	1	2	3	4	5
		1	2	3	4	5
		SEVERITY (CONSEQUENCE)				

Summary		Suggested Timeframe
12-25	High	As soon as possible
6-11	Medium	Within the next three working days
1-5	Low	Whenever viable to do so