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| **Hazard / Risk Details:**  Manual Handling, Slips and Trips, Working at Height (Use of Ladders), Contact with Cleaning Chemicals, Cleaning Machines, Lone Working, Inexperienced Staff, Fire, Scalding Water. Handling discarded needles. | | | | | |
| **Persons Affected:** Employees, Volunteers, General Public | | | | | |
| **Hazard / Risks** | Existing Controls | **Severity** S | **Likelihood**  **L** | **Risk**  **Rating**  **L x S** | **Additional Control Measures** |
| **Manual Handling** | * Trolleys are available for moving heavy waste bags * Staff do not overfill waste bags or buckets * Cleaning equipment is provided on each floor and staff are trained how to use it safely * All staff are trained how to lift properly | 4 | 2 | 8  MEDIUM | See Manual Handling Safe Systems of Working |
| **Contact with Cleaning Chemicals**  For example, Bleach | * New staff are asked if they suffer from skin problems when using cleaning products * Mops/brushes and protective gloves are provided and used * Staff 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 * All staff are trained how to safely use and store cleaning products and never transfer them to an unmarked container | 4 | 2 | 8  MEDIUM | See COSHH Risk Assessment |

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| **Hazard / Risks** | Existing Controls | | **Severity**  **of failure** S | **Likelihood**  **Of failure**  **L** | **Risk**  **Rating**  **L x S** | **Additional Control Measures** |
| **Cleaning Machines**  Example: Machines used to clean hard floors in the hall | * The right machines are provided for each job * Cleaners are trained how to use the machines safely * Machines are regularly examined and maintained | | 3 | 2 | 6  MEDIUM |  |
| **Lone Working**  Cleaner could suffer injury or ill health while working alone | * Mobile phone available with confirmed coverage (check you have a signal), individual to carry their own mobile phone, panic alarm available. * Reduce time spent working alone so far as is reasonably practicable * Ensure a parish priest, colleague, partner, friend etc. is aware you are working alone and who to contact in the event of overdue contact. Maintain timed regular contact as agreed. * Access to parish premises controlled * Ensure all external doors / windows secured to prevent unauthorised access, * Do not allow access to unknown callers * Key holders should be strictly controlled and numbers kept to a minimum * Consideration given to staff at increased risk ie new or expectant mothers, inexperienced employees etc. and lone working activities avoided where practicable * Permission from line manager or parish priest to work beyond 6pm. | | 3 | 2 | 6  MEDIUM |  |
| **Fall from height** from Step Ladders only.  HIGH LEVEL TASKES PROHIBITED | * Avoid working from height if at all possible. * Avoid working alone * Provide adequate illumination * Ensure persons are competent to do the work. (Knowledge, skill, experience, training) * Wear safety clothing provided & determined by the task: e.g. Safety Shoes, Hard Hat, Gloves | | 4 | 2 | 8  MEDIUM |  |
| **Slips, Trips and Falls** Cleanser may be injured if they slip on spillages or trip on machine cables or objects left on the floor | * Keep Work Area free of Obstructions – clear rubbish frequently. * Provide adequate illumination * Wear safety clothing as determined by the task e.g. gloves * Wet floor signs are always used ▪ Cleaners use electrical sockets nearest to where they are working to reduce the risk of tripping over leads * Do not let Clergy, parishioners or visitors to walk on floors that are wet. | 3 | | 3 | 9  MEDIUM |  |
| **Manual Handling:**  Erecting and moving equipment, furnishings and stock.  Injury from lifting, carrying, pushing and pulling loads  Spinal injury. Muscle strain & sprain injuries.  Sharp edges.  Crushing Injuries. | * Apply safe system of work: * Assess tasks when unavoidable. * Use lifting aids where possible i.e. sacks trucks. * Reduce the size of the load * Use SAFE lifting techniques **#** * Get assistance to lift and carry the load. * Keep the work area free of obstructions. * Arrange and organise assistance | | 3 | 2 | 6  MEDIUM | # Please refer to  the Safe System of  Work Manual  Handling  Techniques  document |

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| **Hazard / Risks** | Existing Controls | **Severity** S | **Likelihood**  **L** | **Risk**  **Rating**  **L x S** | **Additional Control Measures** |
| **Electricity:**  Electrocution and Fire  **Electricity:nnections.e of a "xidecordance with manafacturers safet instructions.icity for Lighting** | * Use RCD – Residual Current Device * All appliances PAT tested * Fire Fighting Equipment provided (CO2/Dry Powder) * Installation to be installed by a qualified electrician * Have due regard to inclement weather conditions and organise accordingly. * Outside equipment & power cabling weather proofed to appropriate standard * Power cabling arranged to avoid trip hazards | 3 | 2 | 6  MEDIUM |  |
| **Inexperienced Cleaners**  New or temporary staff are at risk if they unaware of safe working procedures | * Risk assessments are discussed with all new cleaners as part of the induction process * Temporary Cleaners or volunteers are briefed on safety procedures before beginning work | 4 | 2 | 8  MEDIUM |  |
| **Scalding Water**  Engineering controls should be provided to ensure that water hotter than 44 °C is not discharged from outlets that may be accessible to vulnerable people. | * Thermostatic Mixing Valves * Temperature restricted, instant water heaters. * Signage warning of scalding water. | 4 | 2 | 8  MEDIUM |  |
| **Needle Stick Injuries**   * Hepatitis B or C * HIV * Bodily fluids on Needles | * Sharps box and Nitrile blue gloves and protective glasses must be available before the work commences * On identification of a needle call the supervisor. Supervisor to ensure that nominated person is wearing glasses and nitrile gloves. * Needle must be lifted safely and placed within the Sharps box provided. * On completion of all work any needles found and placed within the sharps box must be securely locked away until the local council have been contacted by the parish office for their disposal. * In the event of a needle stick injury the injured volunteer is to contact the supervisor immediately. Arrangements will be made for the injured person to be taken to hospital for immediate medical treatment. The injured person is instructed to encourage bleeding from puncture wound and wash area with soap & water | 3 | 2 | 6  MEDIUM | To pick up a discarded needle or syringe, ensure that you’re wearing protective gloves so that you do not come into direct contact with it. Avoid contact with the needle; handle the body of the syringe only, hold as far away from the needle as possible. Dispose of the needle and syringe in the sharps box provided. Dispose of the gloves being careful not to touch the ‘dirty’ side with bare skin (see safe system working sheet) and place in the sharps box. |

**RISK / PRIORITY INDICATOR KEY**

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| **SEVERITY (CONSEQUENCE)** |  | **RISK / PRIORITY INICATOR MATRIX** | | | | | | |
| 1. Negligible (delay only) |  | LIKELIHOOD | 5 | 5 | 10 | 15 | 20 | 25 |
| 2. Slight (minor injury / damage / interruption) |  | 4 | 4 | 8 | 12 | 16 | 20 |
| 3. Moderate (Lost time injury, illness, damage, lost business) |  | 3 | 3 | 6 | 9 | 12 | 15 |
| 4. High (Major injury / damage, Lost time business interruption, disablement) |  | 2 | 2 | 4 | 6 | 8 | 10 |
| 5. Very High (Fatality / Business closure) |  | 1 | 1 | 2 | 3 | 4 | 5 |
|  |  |  | | 1 | 2 | 3 | 4 | 5 |
| **LIKELIHOOD** |  | SEVERITY (CONSEQUENCE) | | | | |
| 1. Improbable / very unlikely |  |  |  |  |  |  |  |  |
| 2. Unlikely |  | **SUMMARY** | | **SUGGESTED TIMEFRAME** | | | | |
| 3. Even chance / may happen |  | 12-25 | High | As soon as possible | | | | |
| 4. Likely |  | 6-11 | Medium | Within next 3-6 months | | | | |
| 5. Almost certain / imminent |  | 1-5 | Low | Whenever viable to do so | | | | |