

Instructions for the Use of the Excel Spreadsheet

There are Four tabs at the bottom of this worksheet



Instructions tab is the one you are reading

Title Tab

The Title Tab is the front cover pages of the Risk Assessment

Simply insert your Company Name, Date and Assessor name where indicated

Print the front cover once you have completed your Audit

Do not enter any data other than Company name, Date and Assessor - the data will copy from the risk assessment details

Audit Details Tab

Read each section and answer the questions

Enter Data ONLY in the white coloured boxes for each question

Enter a score for each question as indicated

If the question is not applicable score it as max potential score

Enter comments in the comments box

H&S Plan Tab

Fill in the relevant boxes in answer to the questions posed

Method Statement Tab

A generic method statement is included

The items highlighted in blue are where you can insert details of Materials, Equipment and Method

This sheet is completely unprotected so that you can edit it for your own particular project

Once complete simply print off both the H&S Plan, Title, Risk Assessment & Method statement pages

Note you may need to change your printer settings

You have now completed your Health & Safety Plan & Risk Assessment

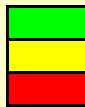
Health & Safety General Cleaning Risk Assessment

Date	
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Company Name	
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Assessor	
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Performance Acceptable - no action required
Performance marginal - ongoing action required
Performance not acceptable - urgent action required



General Hazards

Road Safety

Equipment

Maintenance

Training

Ladders

Scaffolds

Roof Work

Tools and Machinery

Hazardous Substances

Electricity and Other Services

Protecting the Public

Fire

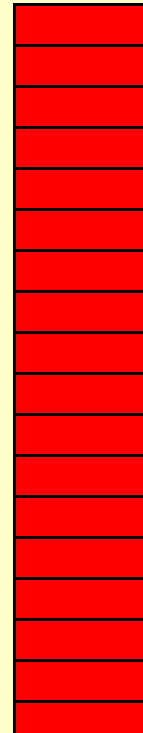
Ventilation

Manual Handling

Hygiene

Accidents and First Aid

Slips & Trips



Cleaning Risk Assessment

Question Make a judgement about your level of compliance against each question. Score 1 for marginal, Score 2 for mostly, score 3 for fully compliant	Potential Score	Score	% Performance	Comments
General Hazards				
Do you ensure that there are no trip hazards to general public presented by trailing cables / equipment by cordoning off and displaying signs	3		0	
Do you ensure that there are no slip hazard presented from wet pathways / walkway to general public by cordon and signage	3		0	
Do you ensure that the operator has suitable footwear to prevent a slip hazard while concentrating on work.	3		0	
Do you ensure that the operator has suitable footwear to prevent a slip hazard presented from wet pathways	3		0	
Do you ensure there is no electrocution hazard from working near to power sources.	3		0	
Do you ensure that no injury to others can occur from falling objects or fabric of the building that may be dislodged.	3		0	
Do you provide hard hats for operators to prevent injury from falling objects	3		0	
Do you give consideration to the day and time of working to minimise the numbers of people who may be present.	3		0	
Do you provide hi-viz clothing.	3		0	
	27	0	0	

Cleaning Risk Assessment

Question Make a judgement about your level of compliance against each question. Score 1 for marginal, Score 2 for mostly, score 3 for fully compliant	Potential Score	Score	% Performance	Comments
Road Safety				
Are journeys to and from the workplace are subject to documented risk assessment.	3		0	
Are loads secure to ensure that it does not shift under normal driving conditions	3		0	
Is the load secure to ensure that it does not shift under emergency braking	3		0	
Is the load secure to ensure that it does not shift during a collision	3		0	
Do you provide suitable vehicles	3		0	
Do you provide suitable equipment	3		0	
Do you provide a means of securing the load	3		0	
Do you ensure the vehicle is not overloaded	3		0	
Do you give consideration to The payload capacity of the vehicle and the potential of overloading.	3		0	
Do you give consideration to Driving conditions and braking distances.	3		0	
	30	0	0	

Cleaning Risk Assessment

Question Make a judgement about your level of compliance against each question. Score 1 for marginal, Score 2 for mostly, score 3 for fully compliant	Potential Score	Score	% Performance	Comments
Equipment				
When choosing equipment do you consider the duration and extent of work.	3		0	
When choosing equipment do you consider the height at which work has to be done.	3		0	
When choosing equipment do you consider the site conditions.	3		0	
If using a Mobile Elevated Work platform (MEWP) - Do you ensure that you follow normal guidelines for MEWPS operation	3		0	
If using a Mobile Elevated Work platform (MEWP) - Do you ensure consideration is given to securing equipment to the MEWP basket to prevent it falling if dropped	3		0	
	15	0	0	

Cleaning Risk Assessment

Question Make a judgement about your level of compliance against each question. Score 1 for marginal, Score 2 for mostly, score 3 for fully compliant	Potential Score	Score	% Performance	Comments
Maintenance				
Do you carry out a pre-use visual inspection – Obvious defects in equipment	3		0	
Do you have regular documented management inspections that takes into account the degree of use of equipment. In practise three monthly inspections are recommended.	3		0	
Do you have procedures should be in place for handling any defects found that would include repair or replacement.	3		0	
	9	0	0	

Cleaning Risk Assessment

Question Make a judgement about your level of compliance against each question. Score 1 for marginal, Score 2 for mostly, score 3 for fully compliant	Potential Score	Score	% Performance	Comments
Training				
Do you instruct operators in Manual handling	3		0	
Do you instruct operators in ground conditions	3		0	
Do you instruct operators in cordoning off	3		0	
Do you instruct operators in recognising common Hazards	3		0	
Do you instruct operators in the the need for the operator to be vigilant with regard to the surroundings.	3		0	
Do you inform operators not to use defective equipment.	3		0	
Do you inform operators to always cordon off and/or display suitable warning signs when working in public areas.	3		0	
	21	0	0	

Cleaning Risk Assessment

Question Make a judgement about your level of compliance against each question. Score 1 for marginal, Score 2 for mostly, score 3 for fully compliant	Potential Score	Score	% Performance	Comments
Ladders				
Does the ladder meet the requirements of BS EN 131	3		0	
Do you limit ladder length to 9m	3		0	
Do you ensure a pre use check is carried out daily	3		0	
Do you ensure defective ladders are not used	3		0	
Do you tie off the ladder wherever possible	3		0	
Do you ensure that you do not over-reach	3		0	
Does the ladder have anti-slip feet	3		0	
Do you ensure the ladder is at the correct angle 1:4	3		0	
Do you ensure rungs and stiles are clean and not slippery	3		0	
Do you ensure that ladders are not left unattended	3		0	
Do you use a tool belt	3		0	
Do you ensure that suitable footwear is used	3		0	
Do you ensure both stiles are in contact with the ground and upper resting point of the ladder	3		0	
Do you ensure that the surface the top of the ladder is resting on is strong enough to withstand the load	3		0	
	42	0	0	

Cleaning Risk Assessment

Question Make a judgement about your level of compliance against each question. Score 1 for marginal, Score 2 for mostly, score 3 for fully compliant	Potential Score	Score	% Performance	Comments
Scaffolds				
Are scaffolds erected, altered and dismantled by competent people?	3		0	
Are all uprights provided with base plates (and, where necessary, timber sole plates)?	3		0	
Are all uprights, ledgers, braces and struts in position?	3		0	
Is the scaffold secured to the building or structure in enough places to prevent collapse?	3		0	
Are there double guard rails and toe boards, or other suitable protection, at every edge, to prevent falling?	3		0	
Are the working platforms fully boarded and are the boards arranged to avoid tipping or tripping?	3		0	
Are there effective barriers or warning notices in place to stop people using an incomplete scaffold, eg where working platforms are not fully boarded?	3		0	
Is the scaffold strong enough to carry the weight of materials stored on it and are these evenly distributed?	3		0	
Are scaffolds being properly maintained?	3		0	
Does a competent person inspect the scaffold regularly, eg at least once a week; and always after it has been altered or damaged and following extreme weather?	3		0	
Are the results of inspections recorded?	3		0	
Have proprietary tower scaffolds been erected and are they being used in accordance with suppliers' instructions?	3		0	
Have the wheels of tower scaffolds been locked when in use and are the platforms empty when they are moved?	3		0	
	39	0	0	

Cleaning Risk Assessment

Question Make a judgement about your level of compliance against each question. Score 1 for marginal, Score 2 for mostly, score 3 for fully compliant	Potential Score	Score	% Performance	Comments
Roof Work				
Is there edge protection to stop people or materials falling?	3		0	
Have you identified fragile materials such as cement sheets and roof lights?	3		0	
Have you taken precautions to stop people falling through fragile materials when working on the roof eg by providing barriers, covers or working platforms?	3		0	
Are people kept away from the area below the roof work? If this is not possible, have additional precautions been taken to stop debris falling onto them?	3		0	
	12	0	0	
Tools and Machinery				
Are the right tools or machinery being used for the job?	3		0	
Are tools and machinery maintained in good repair and are all safety devices operating correctly?	3		0	
Are all operators trained and competent?	3		0	
	9	0	0	

Cleaning Risk Assessment

Question Make a judgement about your level of compliance against each question. Score 1 for marginal, Score 2 for mostly, score 3 for fully compliant	Potential Score	Score	% Performance	Comments
Hazardous Substances				
Have you identified all harmful substances and materials, such as asbestos, lead, solvents, paints ?	3		0	
Do you ensure the chemicals / solvents that are used are safe for the operator	3		0	
Do you ensure that the chemicals / solvents that you use do not present a risk to the environment	3		0	
Do you ensure the cleaning chemicals that are used are safe for the operator	3		0	
Do you ensure that the cleaning chemicals that you use do not present a risk to the environment	3		0	
Have you controlled exposure to hazardous substances, by doing the work in a different way, to remove the risk entirely	3		0	
Have you controlled exposure to hazardous substances, by using a less hazardous material	3		0	
Do you ensure that the work area is well ventillated when mixing chemicals	3		0	
Have workers had information and training so they know what the risks are from the hazardous substances used and produced on site, and what they need to do to avoid the risks?	3		0	
	27	0	0	

Cleaning Risk Assessment

<p>Question Make a judgement about your level of compliance against each question. Score 1 for marginal, Score 2 for mostly, score 3 for fully compliant</p>	<p>Potential Score</p>	<p>Score</p>	<p>% Performance</p>	<p>Comments</p>
Electricity and Other Services				
<p>Have all necessary services been provided on site before work begins and have you also identified existing services present on site (eg electric cables or gas mains) and taken effective steps, if necessary, to prevent danger from them?</p>	3		0	
<p>Are you using low voltage for tools and equipment eg battery-operated tools or low voltage systems?</p>	3		0	
<p>Where mains voltage has to be used, are trip devices, eg residual current devices (RCDs), provided for all equipment?</p>	3		0	
<p>Are RCDs checked daily by users and properly maintained?</p>	3		0	
<p>Are cables and leads protected from damage?</p>	3		0	
<p>Are all connections to the system properly made and are suitable plugs used?</p>	3		0	
<p>Are tools and equipment checked by users, visually examined on site and regularly inspected and tested by a competent person?</p>	3		0	
<p></p>	21	0	0	

Cleaning Risk Assessment

Question Make a judgement about your level of compliance against each question. Score 1 for marginal, Score 2 for mostly, score 3 for fully compliant	Potential Score	Score	% Performance	Comments
Protecting the Public				
Is the work fenced off from the public?	3		0	
Are the public protected from falling material?	3		0	
When work has stopped for the day is the boundary secure and undamaged?	3		0	
When work has stopped for the day are all ladders removed or their rungs boarded so that they cannot be used?	3		0	
When work has stopped for the day is all plant immobilised to prevent unauthorised use?	3		0	
When work has stopped for the day are chemicals or dangerous substances locked away in secure storage places?	3		0	
	18	0	0	
Fire				
Do you ensure no flammable substances are on or near sources of heat or direct sunlight?	3	0	0	
Do you ensure flammable substances are correctly stored in flameproof cupboards (solvents, paints, etc.)?	3		0	
Do you ensure there is no potential for a flammable substance to be spilled onto sources of heat or electrical equipment?	3		0	
Do you ensure flammable waste materials are not left in waste bins overnight?	3		0	
Do you ensure oily/ paint contaminated paper towels or rags are disposed of properly?	3		0	
Are fire extinguishing equipment and methods adequate (e.g. extra fire blankets or extinguishers)?	3		0	
	18	0	0	

Cleaning Risk Assessment

Question Make a judgement about your level of compliance against each question. Score 1 for marginal, Score 2 for mostly, score 3 for fully compliant	Potential Score	Score	% Performance	Comments
Ventilation				
Is there sufficient ventilation, natural and forced?	3		0	
Do you ensure minimum fumes or dust get into the area being worked ?	3		0	
Do you provide adequate respiratory personal protection if needed ?	3		0	
	9	0	0	
Manual Handling				
Do you ensure working positions don't pose a hazard that could cause muscular strains, such as poor lifting positions?	3	0	0	
Do you ensure working positions don't pose a hazard that could cause muscular strains, such as heavy or large and awkward objects?	3	0	0	
Do you ensure working positions don't pose a hazard that could cause muscular strains, such as bad posture ?	3		0	
Do you ensure working positions don't pose a hazard that could cause muscular strains, such as repetitive twisting or turning?	3		0	
	12	0	0	

Cleaning Risk Assessment

Question Make a judgement about your level of compliance against each question. Score 1 for marginal, Score 2 for mostly, score 3 for fully compliant	Potential Score	Score	% Performance	Comments
Hygiene				
Is toilet and hand washing facilities adequate?	3		0	
Do you issue rubber gloves to reduce contamination?	3		0	
Is the provision of barrier creams and hand cleaners adequate?	3		0	
	9	0	0	
Accidents and First Aid				
Are there adequate accident treatment provision?	3		0	
Do you ensure everything in the first aid boxes is within its use by date?	3		0	
Are there adequate first aid box provision?	3		0	
	9	0	0	
Slips & Trips				
Do you ensure good standards of housekeeping are maintained	3		0	
Do you ensure you minimise trip and slip hazards within the work area etc	3		0	
Do you post signs warning of potential dangers when cleaning etc	3		0	
	9	0	0	

Health & Safety Plan

Part 1 - Project Details	
Project co-ordinator	
Site	
Dept	
Work Site Address	
Phone number	
Description of works:	
Programme of works:	Start date:

Part 2 - Existing Environment	
Are any of the following applicable to the works - if yes enter brief detail in space provided or N/A	
2.1	What happens / what activity occurs at the worksite? E.g. manufacturing, office, building site, etc.
details:	
2.2	Underground hazards - are there any utility services in vicinity such as electricity, gas, water, BT, CTV, etc.
details:	
2.3	Overhead hazards - is there any working overhead, overhead moving plant, overhead lines, limited headroom, etc.
details:	
2.4	Access/egress restrictions - are there any procedural (security) or physical access problems during the works?
details:	
2.5	Existing structure - will work be affected by fragile roof, asbestos, demolition work, stability of structures, etc?
details:	
2.6	Existing ground conditions - will work be affected by land contamination, water table, ground stability, etc.
details:	
2.7	Environmental Management - are there any noise sensitive areas, is spillage or waste management needed, etc.
details:	

Part 3 - Site wide elements	
Are any of the following applicable to the works - if yes enter brief detail in space provided or N/A	
3.1	Is any special clothing or specialist PPE needed to carry out the works?
Details:	
3.2	Are any special skills training or site safety induction training needed prior to working?
Details:	
3.3	Are there any special traffic or pedestrian routes or, any 'no-go' or restricted areas at site?
Details:	
3.4	Are there any site specific arrangements for unloading and storage of materials and equipment?
Details:	
3.5	Arrangements for welfare facilities at the work site e.g. toilet, washing, shelter, eat/drink, etc?
Details:	
3.6	Are there any special site rules : e.g. permit to work system, site reporting procedures, etc.?
Details:	
3.7	Work off the ground : detail working height & safe work method - scaffold, MEWP, harness, steps
Details:	
3.8	Who will be supplying the plant , equipment, access equipment & scaffold as required to work?
Details:	
3.9	Arrangements for Emergencies e.g. A&E hospital, first aiders, fire, major incident management, etc.
Details:	

Part 4 - Project liaison & communication.	
If yes to any point - indicate brief details in space below or N/A	
4.1	Project review meeting - where are they held? how often are they held?, who should attend?, etc.
Details:	
4.2	Arrangements to review and vet method statements and risk assessments for work tasks
Details:	
4.3	Arrangements to allow work of other specialist contractors to be safely integrated on the project
Details:	

Method Statement

Introduction

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Any working operation, which an employee or contractor carry out will meet all the legal requirements.

Work area may on agreement be fenced, roped or taped and have no admittance notices displayed.

Adequate supervision of the workforce will be provided at all times.

All staff will be suitably and sufficiently trained for the task they are to perform. Whilst the depth of knowledge is dependent on the task the worker is to undertake, the areas of knowledge are the same:

1. Adequate knowledge of chemicals used to appreciate the dangers at the level that the worker will be exposed
2. Adequate knowledge of the equipment to be used
3. Adequate understanding of the procedures and methods which they will be using, including where necessary, practical experience
4. An appreciation of the hazards that may arise in the normal function of their task and what precautions are put in place to control the risk - including appreciating their limitations and when they should report a problem
5. Sufficient information to enable them to recognise if the equipment or system they are, or are about to, work with or on is safe enough to permit the work to continue

A permit to work must be obtained from a suitable authority for:

Work near electrical installations

Hot Work

Working at heights

Confined space

Working on the roof

And any other work deemed hazardous.

Materials Used

Enter a list of materials being used in the project

A Coshh Data sheet for all chemicals used is attached.

Equipment

Enter a list of Equipment to be used on the project

Method

Enter a brief description of the actual method to be used and the order it will be done

The main hazards to your safety and health are;

- a) Injury from incorrect Manual handling.
- b) Injury from slips trips and falls.
- c) Lone working.
- d) Injury to other staff or members of the public.

Preventative Measures you must take;

- a) You must be “competent” to carry out the task.
- b) Warning signs must be placed around the work area.
- c) You must not lift beyond your capabilities, get help if necessary.
- d) You must read and be familiar with the Safety Data Sheets for the cleaning solutions you are using.
- e) You must follow all directions given by the manager or his agents

Personal Protective Equipment you must wear;

- a) Protective Overall.
- b) Protective Neoprene or PVC Gloves.

Environmental Protection Measures you must take;

- a) You must dispose of waste and cleaning chemicals to the designated area provided for waste.

Equipment Required;

- a) A dual mopping system.
- b) Cleaning Agent.
- c) Measuring Apparatus.
- d) Abrasive Pad.
- e) Scraper.
- f) Floor Cloth.

g) Warning Signs.

Security

Prior to starting on site all employees will obtain permission to access the site.

A list of staff working on site will be notified each day.

Normal working hours would be 08:00 to 18:00 hours

Delivery

Delivery of product, material or services will be direct to site in vehicles appropriate to the access available.

Deliveries will be as per time slot allocated.

Unloading

All personnel will ensure they adhere to the procedures set out in the Health & safety plan for Manual Handling and be wearing the required PPE before commencing work.

The product or materials will be moved using skates, trolleys or other appropriate devices. It may be necessary to carry if no other means are available.

Tools and Equipment

All equipment or tools brought on to premises will be of sound construction and will meet the statutory requirements applicable to these tools or equipment.

An employee can not use any other tools but their own including machinery or equipment, unless authorised to do so.

Employees are prohibited from using contractor tools, machinery or equipment.

All lifting equipment will carry a current certification, which will be available for inspection

All portable electrical equipment will comply with Company standards and conform to the 1989 Electricity at Work Regulations.

All ladders used will be of type 1 or 2 and not domestic ladders. Ladders will be in a safe condition and are used in accordance with company standards.

Fire

All Company staff have been advised of the fire evacuation procedure, and of the assembly points they are report to in the event of a fire.

"No Smoking" policy will be in force at all times by Company staff.

Staff will be made aware of the location of fire extinguishers.

COSHH

The Company will not introduce any hazardous substance without the prior approval of the Health and Safety Department onto premises.

Noise

The Company will control noise levels of any activities carried out on site and must not expose anyone, to noise levels above 85dB(A).

Accidents

All accidents will be reported to managing site authority. An accident means any injury to personnel, damage to property, or event, which may have led to such an occurrence.

The company may wish to investigate all accidents that occur and expect the co-operation of the managing site authority and his employees in ascertaining the true cause in an effort to prevent a similar accident.

Accidents and dangerous occurrences must be reported in accordance with Report of Injury, Disease or Dangerous Occurrences Regulations 1995.

First Aid

In the event of an accident First Aid is available.

Work Instructions

Preparation

Ensure Personal Protective Equipment is worn at all times.

Place Warning signs at the extremes of the work area prior to the work commencing.

Physically check the condition of all equipment before and after use, Check handle is smooth before operation (rough handles may cause splinters).

Do not leave mopping system unattended at any time (especially lying on floor).

Clean all equipment after every use.

Step by Step Guide

Put on Personal Protective Equipment.

Ventilate the area.

Remove any adhered debris from the floor with scraper.

Prepare cleaning solution following manufacturer's instructions.

Apply solution to an area of floor using the mop.

Mop the floor using a figure of eight stroke with each pass overlapping.

Clean adjacent to skirting by "cutting in" parallel to skirting.

Use abrasive pad to remove stubborn marks.

Ensure bucket is behind line of work.

Use separate, preferably colour coded, mops for applying cleaning solution and rinse water.

Remove as much cleaning solution from floor as possible before rinsing.

Re-charge mop with clean solution as required.

Leave floor as dry as possible and leave warning signs in place until dry.

Care of equipment

1. Remove mop heads from handle, wash and allow to air dry.
2. If re-assembled store head up.
3. Wash abrasive pad and allow to air dry.
4. Wash buckets, wipe inside and out and store upside down.

Signed:

Date: