



Risk Assessment

Risk Assessment Details

Risk Assessment Number	127
Risk Assessment Date	03/01/2023
Risk Assessment Author	Eduardo Tandazo
Project/Contract	Office Cleaning - Ecoserve
Start Date	01/01/2023
Expected job duration	12 Months
Client contact	Ecoserve Cleaning Ltd
Description	Daily Office Cleaning 1 Dock Road London
Site Address	E16 1AG

Signatures

	Name	Title	Signature	Date
Document Author	Eduardo Tandazo	Manager		03/01/2023

Data Protection Statement

The information and data provided herein applies only to the contract for which it was written, it shall not be duplicated, disclosed or disseminated by the recipient in whole or in part for any purpose whatsoever without the prior written permission from HS Direct Ltd.

It is the duty of all employees to observe the following Risk Assessment framed to provide a code of good practice and conduct with the object of preventing accidents. At all times employees must work in a safe manner both to prevent personal injury to themselves or to other personnel.

Risk Assessment Notes

Office Cleaning
Mon- Fri

Individuals or Groups Affected By This Assessment

Groups Affected
Client Staff
Ecoserve Cleaning Limited employees
Main Contractor
Ecoserve Cleaning Ltd

Hazards and Control Procedures :

Pre-Control			Hazard: Coronavirus disease (COVID-19)	Residual Risk		
P	S	RR		P	S	RR
4	2	8	Control Procedures Those returning from affected regions or those concerned that they have come into contact with those displaying symptoms should call 111 (NHS England) for further medical advice, which may include / result in self-containment for a minimum of 14 days paid absence. For individuals displaying symptoms, reduce potential spread by leaving the workplace or client premises and return home immediately. Contact should be made with the internal HR department and NHS 111 for further guidance.	2	2	4

Pre-Control			Hazard: Coronavirus Covid-19 Personal Hygiene	Residual Risk		
P	S	RR		P	S	RR
4	1	4	Control Procedures Individuals must not touch eyes, mouth or nose with unwashed hands, particularly after coughing or sneezing. Hands should be washed with adequate soap or sanitiser immediately.	2	1	2
			Hand Hygiene procedures should be in place and communicated to all employees. focus around coughing and sneezing into tissues which are disposed of in closed lid bins.			
			The company will allow regular breaks to wash hands.			
			The company will Provide hand sanitiser (minimum 60% alcohol based) where hand washing facilities are unavailable.			
			The company will ensure adequate supplies of soap and fresh water are readily available and kept topped up at all times.			
			Where PPE is not required, the company will permit employees to voluntarily wear their own face masks to give a level of reassurance to the wearer. These must however be subject to strict cleaning or disposal regimes.			

Pre-Control			Hazard: Slips Trips and Falls	Residual Risk		
P	S	RR		P	S	RR
4	1	4	Control Procedures Clear walkway and identify uneven areas. Post warning signs.	1	1	1
			Ensure that any spillages are cleaned up using spill kit.			
			The area of work will be kept clean and tidy, cables will be managed so as not to cause a trip hazard.			
			Staff will ensure that good standards of housekeeping are maintained at all times, cables and other equipment will be managed so as not to cause a trip hazard.			
			All stock will be kept in the cupboards provided.			

Pre-Control			Hazard: Contact with Hazardous Substances	Residual Risk		
P	S	RR	Death, injury, burns, breathing problems	P	S	RR
4	1	4	Control Procedures	1	1	1
			Wear correct PPE.			
			Staff must follow instructions on the bottle when using chemicals.			
			Ensure that a COSHH assessment has been carried out for this task and that staff are aware of the dangers of hazardous substances.			
			COSHH assessments are available and can be easily accessed by relevant members of staff.			
			All hazardous substances are stored correctly and securely away from sources of heat.			

Pre-Control			Hazard: Communication	Residual Risk		
P	S	RR	Accident injury	P	S	RR
4	1	4	Control Procedures	1	1	1
			Where English is not the first language ensure that alternative methods of communication are available, such as pictorial aids and signs, or documents written in the language of the receiver.			

Pre-Control			Hazard: Vacuum cleaner	Residual Risk		
P	S	RR	Electrical shock, manual handling.	P	S	RR
4	1	4	Control Procedures	1	1	1
			Check the cable and plug for damage, remove equipment from use until repaired or replaced.			
			Do not stretch or pull the cable, turn off and unplug and plug into a socket nearer the area being cleaned.			
			Ensure that the cable does not create a trip hazard, where necessary place warning signs to advise others in the area.			

Probability (P)	Severity (S)	Risk Ranking (RR = P * S)
1 Highly Unlikely	1 Trivial	< 1 - No Action Required
2 Unlikely	2 Minor injury	> 2 - Low Priority
3 Possible	3 Over 3 Day injury	> 8 - Medium Priority
4 Probable	4 Major injury or condition	>10 - High Priority
5 Certain	5 Incapacity or Death	>15 - Urgent Action Required



Gloves



Mobile / Radio



Tabard



Face Mask

