

RISK ASSESSMENT FOR CLEANING

Name (Competent Person carrying out the Risk Assessment)		Role (Job Title / Department)		Date (DD/MM/YYYY)		
<i>Jane Doe</i>		<i>Health and Safety Manager</i>		<i>05/02/2021</i>		
Department (Enter details of the department that the risk assessment is being carried out on, including site information if multiple sites)		<i>Cleaning of a supermarket chain premises for a client company. Areas on-site that employees will need to clean include the aisles, bakery department, warehouse and customer toilets.</i>				
Hazards identified (Consider the hazards specific to the type of activities being assessed)	Person(s) at risk (Enter details of anyone who might be at risk of harm and how)	Control measures currently in place (Enter details of all control measures that are currently in place on site)	Additional control measures required (Enter details of any new actions that need to be taken to reduce, control or eliminate the risks of each hazard)	Name (Person responsible for implementing controls)	Date controls must be actioned by (DD/MM/YYYY)	Completed (DD/MM/YYYY, Signature)
<i>Hazardous cleaning products used</i>	<i>The cleaner using them may come into direct contact which can cause them harm and skin irritation. Supermarket employees or members of the public may also be at risk of harm to their health if the products aren't used or stored correctly.</i>	<i>Employees are verbally informed that the products they use are hazardous. Employees are provided with their own protective gloves to use when handling cleaning chemicals. Cleaning products are safely stored and regularly inspected.</i>	<i>All staff must receive thorough training in the dangers of hazardous substances, rather than just given verbal information. Eliminate the need for very hazardous substances by substituting them with cleaning products that are less harmful to health but are still effective.</i>	<i>Jane Doe</i>	<i>07/03/2021</i>	

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<p>A new cleaning machine has been introduced.</p>	<p>Those cleaners who will need to use the machine.</p>	<p>N/A for a new machine. Existing training for previous machine may be somewhat applicable but this needs reviewing.</p>	<p>Managers and supervisors need training in how to use and maintain this new piece of equipment.</p> <p>Employees who use the machine also need to be informed how to use it. They will then be supervised when using it for the first two shifts they work.</p>	<p>Jane Doe</p>	<p>19/02/21</p>	
<p>Change in the layout of the bakery means that heavy metal tables need to be moved to clean around them. They are too heavy for one person and may pose a manual handling risk.</p>	<p>The cleaner who needs to get around the table to clean the areas they need to.</p> <p>Anyone else who tries to help move the table e.g. bakery employees.</p>	<p>Since this change in layout, cleaners have followed guidance to adapt their cleaning process by using different equipment to clean this area without moving the table.</p>	<p>It's likely that despite this change of cleaning process to avoid manual handling, additional measures are needed instead. Although new equipment is being used, areas are still being missed when cleaning and so it has been decided that the table will need to be moved to clean behind it. To ensure that this is carried out correctly and safely, the cleaner will have the assistance of another colleague. Both will undergo manual handling instruction and training so this is done safely.</p>	<p>Steven Jones</p>	<p>12/02/21</p>	

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ⓘ Don't forget to sign and date this Risk Assessment document once complete

Risk Assessment shared with

(Enter details of which departments and roles the risk assessment must be shared with)

Bakery manager and evening shift colleagues, Night shift manager, Warehouse manager and warehouse colleagues.

Name (Competent Person carrying out Assessment)	Signed (Signature)	Current Date (DD/MM/YYYY)	Latest Date for Review (DD/MM/YYYY)
<i>Jane Doe</i>	<i>J.Doe</i>	<i>05/02/2021</i>	<i>07/03/2021</i>