CleanOptix
CLEANING OPERATIONS

Cleaning risk assessment

Cleaning is assessed as low risk and is not. The person most likely to slip is the one who wet the floor.

Ask the client what hazards are in their own building — sharps, machinery, laboratory materials, vulnerable occupants. Your cleaners are exposed to all of it and the information belongs to them.

CLIENT	SITE	AREAS ASSESSED
ASSESSED BY	DATE	REVIEW DUE

SLIPS, WET FLOORS AND HOUSEKEEPING

Signage protects the public. How the area is worked protects the cleaner.

	CONTROL IN PLACE	N/A
Wet floor signage available and used	☐	☐
Area worked in halves, leaving a dry route	☐	☐
Mop system that does not over-wet the floor	☐	☐
Footwear suitable and provided or specified	☐	☐
Spillages dealt with promptly	☐	☐
Trailing leads routed away from walkways	☐	☐
Adequate lighting in the areas worked	☐	☐
Floor defects reported rather than worked around	☐	☐
	☐	☐
	☐	☐
	☐	☐

MANUAL HANDLING

	CONTROL IN PLACE	N/A
Machines not carried up or down stairs by one person	☐	☐
Lift available, or a plan for when it is not	☐	☐
Waste bags not overfilled	☐	☐
Waste moved by trolley or cage, not carried	☐	☐
Stock deliveries stored at a sensible height	☐	☐
Training given for the loads actually handled here	☐	☐
Staff know to ask for help and are not discouraged from it	☐	☐
	☐	☐
	☐	☐
	☐	☐

LONE AND OUT-OF-HOURS WORKING

The question is not whether it happens. It is what happens in the twenty minutes after somebody falls in an empty building.

	CONTROL IN PLACE	N/A
Check-in and check-out arrangement in place	☐	☐
Means of raising an alarm carried at all times	☐	☐
Supervisor or contact reachable throughout the shift	☐	☐
Procedure if a check-in is missed	☐	☐
Building access and egress safe after dark	☐	☐
Parking and route to and from the building considered	☐	☐
Arrangements if a stranger is found in the building	☐	☐
High-risk tasks not carried out alone	☐	☐
	☐	☐
	☐	☐
	☐	☐

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EQUIPMENT AND ELECTRICAL

	CONTROL IN PLACE	N/A
Machines visually checked before use	☐	☐
Damaged equipment taken out of use and labelled	☐	☐
Inspection and testing records held for equipment in use	☐	☐
Cables and plugs undamaged	☐	☐
Correct equipment provided for the task	☐	☐
Staff trained on each machine they use	☐	☐
Equipment stored safely and securely	☐	☐
	☐	☐
	☐	☐
	☐	☐

HEIGHT, ACCESS AND THE PUBLIC

	CONTROL IN PLACE	N/A
No work at height beyond what is specified and trained for	☐	☐
Suitable step stools or platforms provided, not chairs	☐	☐
High-level work excluded from the specification where appropriate	☐	☐
Public and staff kept clear of areas being cleaned	☐	☐
Work timed to avoid occupied areas where possible	☐	☐
Procedures for cleaning in occupied clinical or care settings	☐	☐
	☐	☐
	☐	☐
	☐	☐

THE CLIENT'S OWN HAZARDS

You are working in somebody else's building. Ask, and record what they said.

Sharps, clinical waste or bodily fluids

Machinery, workshops or plant

Laboratory or industrial chemicals

Vulnerable occupants, children or patients

Security or lone-visitor risks

Asbestos register seen, where the building has one

Who provided this information, and when

ANYTHING ELSE, AND THE CONTROLS FOR IT

SIGN-OFF AND BRIEFING

ASSESSED BY

DATE

BRIEFED TO STAFF ON

BY WHOM

REVIEW DUE

REFERENCE

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