CleanOptix
CLEANING OPERATIONS

Cleaning staff training record

What they were actually shown, not that a session happened.

List the products this person will actually use and the assessments covering them. Record equipment authorisation per machine — somebody trained on an upright vacuum has not been trained on a scrubber dryer. Check understanding, not just attendance.

NAME	EMPLOYEE NUMBER	SITES WORKED
START DATE	INDUCTED BY	DATE

SITE INDUCTION

	COVERED	SHOWN ON SITE
Access, keys, alarm and what to do if it activates	☐	☐
Their areas and route	☐	☐
Where the store is, and what is in it	☐	☐
Welfare facilities	☐	☐
Who their supervisor is and how to reach them	☐	☐
Check-in and check-out arrangement	☐	☐
What to do if they find somebody in the building	☐	☐
Emergency exits, alarm and assembly point	☐	☐
First aid arrangements and nearest help	☐	☐
How to report a defect, hazard or incident	☐	☐
	☐	☐
	☐	☐
	☐	☐

COSHH — THE PRODUCTS THIS PERSON WILL USE

Not the products the company sells.

Product — assessment ref — shown how to use it on (date)

Product — assessment ref — shown how to use it on (date)

Product — assessment ref — shown how to use it on (date)

Product — assessment ref — shown how to use it on (date)

Product — assessment ref — shown how to use it on (date)

Told not to mix products — confirmed understood

Shown where the data sheets are kept

Shown the spill kit and what to do

EQUIPMENT AUTHORISED TO USE

Per machine. The machines that hurt people are the ones somebody was handed without being shown.

Machine — trained by — date — authorised

Machine — trained by — date — authorised

Machine — trained by — date — authorised

Machine — trained by — date — authorised

Machines they are NOT authorised to use

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OTHER TRAINING

	COVERED	N/A
Manual handling, for the loads actually handled here	☐	☐
Slips and wet floor working method	☐	☐
Lone and out-of-hours working	☐	☐
Working at height, where specified	☐	☐
Infection control, where the site requires it	☐	☐
Safeguarding awareness, where the site requires it	☐	☐
Confidentiality and client property	☐	☐
Sharps awareness, where the site requires it	☐	☐
	☐	☐
	☐	☐
	☐	☐
	☐	☐

UNDERSTANDING

A signature on a form in English is evidence of a signature. A significant part of this workforce works in a second language.

Language the induction was given in

Interpreter or translated material used?

How understanding was checked

Anything to be repeated or reinforced

CONFIRMATION AND REVIEW

PERSON'S SIGNATURE

DATE

TRAINER SIGNATURE

DATE

REFRESHER DUE

RECORD HELD SECURELY AT

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