

Strictly Confidential

GENERAL RISK ASSESSMENTS 2024



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List of General Risk Assessments

GRA 1	Use of Work Premises
GRA 2	Use of Company Vehicles
GRA 3	Use of Work Equipment
GRA 4	Work Activities at Client Premises
GRA 5	Exposure to Asbestos Containing Materials (ACM's)
GRA 6	Use of Cleaning Substances on Site

Risk Scoring System

In order to assess the relative importance of health and safety risks and to enable corrective action to be prioritised, a simple system of scoring has been used.

The Risk Score reflect the combination of the Severity of Harm and the Likelihood of Occurrence.

$$\text{RISK SCORE} = \text{SEVERITY OF HARM} \times \text{LIKELIHOOD OF OCCURENCE}$$

Severity of Harm – the potential to cause harm will vary in severity. The effect of a hazard has been rated as follows:

Fatal/ Major e.g., death or major injury

Over 3 days e.g., injuries where people may be off work for more than 3 days.

Minor e.g., all other injuries including those where people are off work for periods of up to 3 days.

Likelihood of Occurrence – Harm may not occur in every case, this will be affected by a number of factors, including the organisation of the work, measures in place to control risk and, the nature and extent of exposure to the hazard. The likelihood of occurrence has been rated as follows:

Certain e.g., where it is certain or near certain that harm will occur.

Possible e.g., where harm will occur frequently.

Unlikely e.g., where harm will seldom occur.

Risk Score – The score derived from the multiplication will be imminent, high, medium, or low. Please see the Risk Evaluation Matrix.

The Risk Score is used for prioritisation. See Remedial Action timetable.

Risk Evaluation Matrix

Likelihood of Occurrence		Severity of Harm		
		Fatal / Major	Over 3 days	Minor
	Certain	Imminent	High	Medium
	Possible	High	Medium	Low
	Unlikely	Medium	Low	Low

Remedial Action Timetable

	Imminent Risk	High Risk	Medium Risk	Low Risk
Remedial Action to eliminate or reduce risk	Immediate action	Action as a matter of priority	Action as soon as possible	Action as a part of programmed risk management procedures

General Risk Assessment

LOCATION AND/OR ACTIVITY: GRA 4 – Work Activities at Client Premises

Description of Hazard	Who is at Risk ?	Existing Controls	Risk reduced to acceptable level? Yes/No	Residual Risk? I H M L	Additional Preventive/Protective Measures Required	Completion Date/Signature
<p>Slips, trips, and falls from defective floor or trailing cables – potential for bruise and/or broken bones.</p> <p>Falls from height/from ladders – potential for serious injury.</p>	<p>Employees</p> <p>Contractors</p> <p>Client's employees</p> <p>Public</p>	<p>Only trained and competent employees permitted to work. A process of formalising training and maintaining training records is being implemented.</p> <p>Employees instructed to use safe working practices and to wear suitable non-slip footwear.</p> <p>Correct positioning in relation to trailing cables to minimise trips.</p> <p>Equipment purchased from reputable supplier and carries CE Marking, to conform to safety requirements.</p> <p>Wet floors minimised by conducting 'wet' cleaning operations at the beginning or end of the day when pedestrian traffic is minimal. Use of safety signage to warn others.</p> <p>Spillages cleaned and dried as soon as possible.</p> <p>All steps and stairways maintained in a clear condition without any obstructions.</p> <p>Stairs provided with handrails.</p> <p>Use of a suitable ladder meeting the standards of EN 131. Monthly ladder inspection regime.</p> <p>Adequate lighting to enable all areas to be easily visible.</p> <p>Sentinel Safety undertake audits of a selection of sites annually. Monthly ladder inspections conducted.</p>	No	Medium	All actions from H&S site audits should be closed off accordingly and records kept.	

General Risk Assessment

LOCATION AND/OR ACTIVITY: GRA 4 – Work Activities at Client Premises (continued)

Description of Hazard	Who is at Risk ?	Existing Controls	Risk reduced to acceptable level? Yes/No	Residual Risk? I H M L	Additional Preventive/Protective Measures Required	Completion Date/Signature
Exposure to client's work processes Fire & the effects of fire	Employees	Details of client's health & safety/fire safety/security arrangements obtained during a pre-contract assessment by Manager in advance of starting each new contract. Cleaners provided with induction training at the commencement of a new contract, including arrangements for safe access & egress, and emergencies.	No	Medium	As identified in the site H&S audits – a copy of the fire procedure should be made available in the folder on site. Regular documented H&S audits to be conducted by Cleaning Technique Ltd management.	
Violence and aggression	Employees	Employees adhere strictly to client's risk management procedures. Communication Record maintained at the site for two-way communication with client	Yes			
Lone working	Employees	Employees instructed to contact their manager and site contact person to report defects, concerns about safety. Questionnaire is completed. On-call manager available out of hours using company emergency number. Employees do not work on client sites before 4am and after 9pm. All employees have access to a mobile phone during their work. Personal alarms purchased.	No	Medium	A safe system of work should be developed to ensure the safety of employees undertaking lone working, including arrangements for confirming their safety and raising an alert in the event of an accident on site, for example, during the evening, night, or early morning. (It is noted that steps have taken place to identify employees at increased risks due to personal circumstances and proportionate remedial measures will be put in place.)	

General Risk Assessment

LOCATION AND/OR ACTIVITY: GRA 4 – Work Activities at Client Premises (continued)

Description of Hazard	Who is at Risk ?	Existing Controls	Risk reduced to acceptable level? Yes/No	Residual Risk? I H M L	Additional Preventive/Protective Measures Required	Completion Date/Signature
<p>Exposure to hazardous substances:</p> <p>Pathogenic micro-organisms including bacteria and Blood-borne viruses from bodily fluids</p>	Employees	<p>Only trained and competent employees permitted to carryout cleaning activities.</p> <p>Employees instructed and provided with information on the nature of hazards from pathogenic micro-organisms arising from client premises and processes.</p> <p>Within the dental surgery, employees instructed only to clean the floor (not other surfaces). Employees must not handle sharps such as syringes and report these to the client contact.</p> <p>Cleaners provided with induction training at the commencement of a new contract, including arrangements for reporting concerns about possible exposure to hazardous substances.</p> <p>Employees adhere strictly to client's risk management procedures with respect to the areas and surfaces to be accessed and the risk controls with respect to hazards from bodily fluids such as blood, vomit, faeces, and urine.</p> <p>Communication Record maintained at the site for two-way communication with client. Employees instructed to contact their manager and site contact person to report concerns about exposure to hazardous substances.</p> <p>On-call manager available out of hours using company emergency number.</p> <p>PPE: overclothing, protective gloves.</p>	Yes			