

**Risk
Rating**



Risk Assessment & Method Statement

Task/ activity: Office cleaning

Task/ activity description:

Likely to be effected: Cleaning staff, office staff

Risk Scoring = multiply severity by probability SxP=R

Severity	Probability	Risk Category
5 Fatality or disaster	5 Highly likely	
4 Major injury, damage or loss	4 Very likely	High = 15-25
3 Reportable injury or occurrence	3 Likely	Medium = 9-14
2 Minor injury, less than 3 days lost time or minimal loss	2 Unlikely	Low = 1-8
1 Minor injury, no lost time or damage	1 Very unlikely	

Hazard	Control measures to be taken to reduce risk	Scoring		Risk Rating
		S	P	
Slips, trips and falls - Trailing cables, poor housekeeping, obstructions, spillages resulting in bruising, cuts, grazes and fractures	- Work areas are to be kept clear of obstructions – clear desk policy. - Any spillages should be cleaned up immediately. - All areas should have sufficient lighting especially stairways. Any hazards e.g. torn carpet, trailing	3	3	9
Manual Handling – Carrying heavy boxes & bottles - Manual Handling injuries such as back injuries and musculoskeletal injuries.	- Where possible, always use mechanical aids. - Assess any load before attempting to lift and do not lift if you do not feel capable. - Suitable and sufficient risk assessment should be carried out for the lifting and movement of bulky/heavy loads that would present a risk of any injury e.g. twisting, pushing, pulling, bending and stooping.	3	2	6

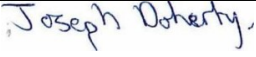
	• Loads to be broken down to smaller, more manageable loads • A trolley should be used to transport boxes of paper or any heavy office supplies/items. • Use of low shelving, where possible, when stacking heavy items. Higher shelving to only hold light items. • If you have not been provided with appropriate equipment to lift and you do not feel capable to lift it notify your supervisor. • Manual handling technique explained at inductions. Everyone to familiarise themselves			
Electrical Appliances – Electric shock, burns and even fatality caused by damaged electrical appliances or overloading sockets	• Ensure all electrical equipment has been PAT tested or, if new, has a certificate of conformity. • All PAT tested equipment should be clearly marked with the test date and a record kept of when due • Carry out visual inspections of sockets, cables and plugs before use. If any apparent damage do not use and report to your supervisor. • Any defective equipment should be removed to prevent any other employee from using it • All electrical equipment shall be used in strict accordance with manufacturer's instructions. If you are unsure how to use a piece of equipment do not use until trained. • Adequate information, supervision, training and instruction to given to all employees	4	1	4
Fire - Trapped in office, combustibles, portable heaters, over accumulation of rubbish in bins, overloading of electrical sockets	• Comprehensive fire risk assessments to be carried out and communicated to staff • Fire system installed, maintained and tested regularly. Record to be kept of this. • Clear emergency evacuation procedures communicated to all staff. • PAT testing to be carried out annually	5	2	10

all leading to serious injury in the case of a fire e.g smoke inhalation, serious burns and fatality	- on electrical appliances - Trained Fire Wardens appointed to cover all work areas - Fire tool box talks to be carried out regularly - All fire exits to be kept clear at all times. If a blocked fire exit is spotted remove blockage immediately and report to supervisor. - Ensure fire extinguishers are serviced annually and this is recorded.			
Lone working – unable to summon help in the instance of sudden illness, injury or personal threat	- Avoid lone working, where possible. - Suitable and sufficient risk assessment to be carried where lone working is to take place - Avoid lone working for expectant mothers, persons with mobility issues or known medical conditions - If cannot avoid for these groups, ensure special attention is given.	3	2	6
Not wearing PPE – Collisions with vehicles in yard causing bodily harm or fatality	- High vis vest to be supplied to all employees - Employees to ensure high vis vest is worn when crossing walkway	4	2	8
Workplace Stress - Excessive demands, placing staff under pressure, conflicting roles, harassment, poor working relationships, Giving responsibility without authority, providing little or no support can all result in physical and mental illness	- Ensure roles and responsibilities are made clear to all - Open door policy in place to encourage employees to speak confidentially about any issue they are having - All work related issues can be reported to HR manager confidentially - Good staff morale encouraged - Enforce adequate regular breaks are taken away from work station	4	2	8
Falls from Height	All staff to receive manual handling	3	2	6

– Retrieving items stored at height, items falling from height and striking a worker below causing injury such as head injury, cuts, grazes and bruises	training - Chairs and desk are not to be used to reach any height (Small steps to be used, where appropriate) - Heavy items to be stored on low shelving to avoid any working at height in retrieval			
Exposure to chemicals – Exposure to cleaning chemicals and inks and toners can cause skin irritation, burns, breathing difficulty and serious illness if ingested	- COSHH assessments to be completed for all chemicals kept on site - Gloves to be worn when handling ink and toner for printer - Never ingest or inhale chemicals. If so, seek medical attention immediately.	4	1	4
Office Equipment - Fingers/hands/ hair coming into contact with moving/cutting parts resulting in cuts, bruises, burns and entanglement	- Training to be provided on all equipment when commencing employment - Equipment shall be used in strict accordance with manufacturer's instructions - Loose clothing and hair (tied back) to be kept away from any moving parts - Equipment subject to periodic inspections - Damaged/defective equipment to be removed from service	3	2	6
Vulnerable people – Pregnant employees lifting, lowering and moving excessive loads. Causing sprains, strains and stress on the unborn child as	- Ensure suitable rest periods as and when employee requires - Manual handling training - Using lifting aids where possible (see manual handling above) - Employee to ask for assistance if moving heavy or awkward loads and walking considerable distance	3	3	9

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Approval and review

Assessor:	Signature:	Position:	Date:
Wesley Jameson		Health & Safety Manager	Apr 2025
Approved by:	Signature:	Position:	Date:
Joseph Doherty		Chief Executive Officer	Apr 2025
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