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|-------------|------------------------|--------------------------------------------------------------------------------------------------------------------------|
| <b>RA26</b> | <b>RISK ASSESSMENT</b> | <br>Home Heating and Energy Solutions |
|-------------|------------------------|--------------------------------------------------------------------------------------------------------------------------|

|                            |                                |
|----------------------------|--------------------------------|
| <b>Operation/Activity:</b> | <b>Office General Cleaning</b> |
|----------------------------|--------------------------------|

|                         |               |
|-------------------------|---------------|
| <b>Site / Location:</b> | <b>Office</b> |
|-------------------------|---------------|

| Persons at Risk (tick appropriate boxes) |   |                         |   |
|------------------------------------------|---|-------------------------|---|
| <b>Employee</b>                          | ✓ | <b>Pregnant Women</b>   |   |
| <b>Visitor</b>                           |   | <b>Disabled Persons</b> |   |
| <b>General Public</b>                    |   | <b>Lone Workers</b>     | ✓ |
| <b>Young Persons</b>                     |   | <b>Others</b>           |   |

GUIDE TO RATINGS:

| Risk Severity |              | Risk Likelihood |                | Risk Rating |        |
|---------------|--------------|-----------------|----------------|-------------|--------|
| 1             | Negligible   | 1               | Unlikely       | 1 - 6       | Low    |
| 2             | Minor        | 2               | Possible       | 7 - 14      | Medium |
| 3             | Significant  | 3               | Quite Possible | 15 - 25     | High   |
| 4             | Major        | 4               | Likely         |             |        |
| 5             | Catastrophic | 5               | Very Likely    |             |        |

**Overall Risk Rating = Low**

| Describe the hazards associated with the activity/operation. |  |  |  |  |  |  |
|--------------------------------------------------------------|--|--|--|--|--|--|
|--------------------------------------------------------------|--|--|--|--|--|--|

|           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                                  | Summary of Assessment Overleaf |                 |                 |             |
|-----------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------|--------------------------------|-----------------|-----------------|-------------|
|           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | Risk Rating<br>(Before Controls) | Likelihood<br>(L)              | Severity<br>(S) | Risk<br>(L x S) | Risk Rating |
| <b>H1</b> | Manual Handling Injuries                                                                                                                                                                                                                                                                                                                                                                                                                                                        | Medium                           | 2                              | 3               | <b>6</b>        | <b>Low</b>  |
| <b>H2</b> | Slips, Trips and Falls                                                                                                                                                                                                                                                                                                                                                                                                                                                          | Medium                           | 2                              | 2               | <b>4</b>        | <b>Low</b>  |
| <b>H3</b> | Electric Shock                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | Medium                           | 2                              | 3               | <b>6</b>        | <b>Low</b>  |
| <b>H4</b> | Exposure to chemicals                                                                                                                                                                                                                                                                                                                                                                                                                                                           | Medium                           | 2                              | 2               | <b>4</b>        | <b>Low</b>  |
|           | <p>If an employee does not take care of their safety the following may result:</p> <ul style="list-style-type: none"> <li>• Back injury</li> <li>• Ligament/tendon injuries</li> <li>• Cuts/abrasions or bruises</li> <li>• Muscular/nerve injuries</li> <li>• Knocked unconscious</li> <li>• Inhalation of cleaning chemicals</li> <li>• Adverse reaction if cleaning chemicals touches skin</li> </ul> <p>These injuries may lead to time off work and/or hospitalisation</p> |                                  |                                |                 |                 |             |

|             |                        |                                                                                     |
|-------------|------------------------|-------------------------------------------------------------------------------------|
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|-------------|------------------------|-------------------------------------------------------------------------------------|

|              |               |       |            |
|--------------|---------------|-------|------------|
| Assessed By: | Ian Morgan    | Date  | 18/10/23   |
| Reviewed By: | Craig Knights | Date: | 12/09/2025 |
| Approved By: | Gary Robinson | Date: | 12/09/2025 |

| Hazard                              | Risk Control Measures                                                                                                                                                                                                                                                                                                                                                                                                                        | Residual Risk |          |      |
|-------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|----------|------|
|                                     |                                                                                                                                                                                                                                                                                                                                                                                                                                              | Likelihood    | Severity | Risk |
| <b>General</b>                      | <ul style="list-style-type: none"> <li>Employees are required at all times to 'clean as they go' this includes not leaving any cleaning materials in areas where they are not working. This ensures a clean and tidy office.</li> <li>If any areas are left wet through cleaning i.e. recently washed floors the appropriate signage must be used to indicate that a hazard is present.</li> </ul>                                           |               |          |      |
| <b>H1</b><br>Manual Handling        | <ul style="list-style-type: none"> <li>When cleaning employees must wear the appropriate clothing. This includes:</li> <li>Safe and suitable footwear</li> <li>Protective gloves if required</li> <li>Protective overalls</li> <li>Hair should be tied back</li> </ul>                                                                                                                                                                       | 2             | 3        | 6    |
| <b>H2</b><br>Slips, Trips and Falls | <ul style="list-style-type: none"> <li>Employees are required to look for possible malfunctions of equipment i.e. leaking fridges. This will ensure that any potential escape of any liquid is dealt with quickly.</li> </ul>                                                                                                                                                                                                                | 2             | 2        | 4    |
|                                     | <ul style="list-style-type: none"> <li>The floors within the office area must be kept at all times in a good condition. Spillages should be cleared immediately. Any tears or rips in the flooring should be reported immediately to the day supervisor.</li> </ul>                                                                                                                                                                          |               |          |      |
| <b>H3</b><br>Electric Shock         | <ul style="list-style-type: none"> <li>Employees are required to work in a safe manner at all times. They must ensure that they operate all equipment correctly and adhere to any safety rules.</li> </ul>                                                                                                                                                                                                                                   | 2             | 3        | 6    |
|                                     | <ul style="list-style-type: none"> <li>Employees must never handle electrical equipment with wet hands.</li> </ul>                                                                                                                                                                                                                                                                                                                           |               |          |      |
| <b>H4</b><br>Exposure to chemicals  | <ul style="list-style-type: none"> <li>When employees are using chemicals during the cleaning process, the manufactures or suppliers instructions for use must be adhered to at all times.</li> <li>If any accidents occur, the COSHH assessment and safety data sheet for that product should be referred to.</li> <li>When disposing of the chemical, it must be in accordance with the manufactures or suppliers instructions.</li> </ul> | 2             | 2        | 4    |