Cleaning Risk Assessment

This assessment must be specific to this site and this work. Review after any incident or change.

SITE / PREMISES

ACTIVITY ASSESSED

ASSESSED BY

DATE OF ASSESSMENT

REVIEW DATE

SIGNED

Hazards to consider

A prompt list, not an answer sheet. Tick what applies here, delete what does not, and add what is specific to this site.

- [ ] Slips on wet floors during and after mopping
- [ ] Trips over cables, equipment, hoses or trailing leads
- [ ] Manual handling: machines, chemical containers, furniture, waste
- [ ] Hazardous substances: see the separate COSHH assessment
- [ ] Working at height: steps, ladders, reaching above shoulder height
- [ ] Electrical: portable appliances, damaged leads, wet contact
- [ ] Lone working, including out of hours and in empty buildings
- [ ] Violence or aggression from members of the public or occupants
- [ ] Sharps and needles, including in washrooms and waste
- [ ] Biological hazards: bodily fluids, contaminated waste, food waste
- [ ] Noise from machinery in enclosed spaces
- [ ] Vibration from powered equipment over prolonged use
- [ ] Confined or restricted spaces: risers, plant rooms, ducts
- [ ] Traffic and vehicle movement in car parks and loading bays
- [ ] Fire: escape routes, blocked exits, alarm procedure
- [ ] Vulnerable people on site: children, patients, residents
- [ ] Asbestos in buildings constructed before 2000
- [ ] Weather and external conditions for outdoor tasks
- [ ] Access and egress: stairs, lifts, out-of-hours entry
- [ ] Equipment failure and unguarded machinery

Control measures to record

For each hazard you keep, record what is already in place before you score the residual risk.

- [ ] Wet floor signage deployed and removed after drying

- [ ] Colour-coded equipment used correctly by area
- [ ] Training records current for every task and machine
- [ ] PPE specified, issued, fitted and replaced when damaged
- [ ] Chemicals stored locked, labelled and never decanted unlabelled
- [ ] Safety data sheets available on site
- [ ] Equipment inspected before use; PAT testing in date
- [ ] Lone worker check-in procedure with a named contact and escalation
- [ ] Spill and sharps procedure with the kit actually on site
- [ ] Accident and near-miss reporting route explained and used
- [ ] Emergency procedure and assembly point known by every cleaner
- [ ] Supervision arrangements and audit frequency defined

Scoring: likelihood × severity

Score the risk that remains once your existing controls are in place, not the risk before them.

Likelihood ↓ / Severity →	1	2	3	4	5
1	1	2	3	4	5
2	2	4	6	8	10
3	3	6	9	12	15
4	4	8	12	16	20
5	5	10	15	20	25

1–4 Low: acceptable, monitor
5–9 Medium: reduce where practicable
10–16 High: further controls needed
20–25 Unacceptable: do not proceed

Assessment

Score the residual risk: the risk that remains once the existing controls are in place. L = likelihood (1–5), S = severity (1–5), R = L × S.

HAZARD	WHO MIGHT BE HARMED	EXISTING CONTROLS	L	S	R	FURTHER ACTION NEEDED	BY WHOM / WHEN
Slip on wet floor after mopping	*Cleaners, staff, visitors*	*Wet floor signs; mop in sections; clean out of hours where possible*	*2*	*3*	*6*	*Signs to remain until dry, not until the cleaner leaves*	*Supervisor, each visit*

HAZARD	WHO MIGHT BE HARMED	EXISTING CONTROLS	L	S	R	FURTHER ACTION NEEDED	BY WHOM / WHEN

A blank form is not a risk assessment. HSE requires assessments to be specific to the work and the premises, and a generic document filled in from an example is routinely rejected by principal contractors and facilities managers.

Employers with five or more employees must record the significant findings of their risk assessments.

Review after any accident or near miss, when the work or the site changes, and at the review date you set.