



Internal Cleaning Risk Assessment

Location: Various client premises

Date: 18/8/25

Persons affected: Spotless staff, client and/or client staff, members of the public

Risk Assessment carried out by Peter Hill

Signature: 

Emergency contact details

In the event of an emergency contact the office on 01283 599219. If you do not receive a response call Peter Hill on 07725 349613 immediately. If Peter is not available call Lisa Hill on 07498753530.

Hazard/consequences	Control Procedures	Likelihood (A)	Severity (B)	Risk Ranking (A x B)
Leaving ovens/appliances on: Property fire!	<p>During the cleaning process, it is very easy to accidentally catch the control knobs for hobs. This could mean accidentally leaving a hob on all day in an empty property and potentially causing a building fire.</p> <p>Alert all staff when joining Spotless of the dangers so that all staff are mindful of the risk. Always check knobs are in the off position when leaving a kitchen.</p>	2	5	10
Hazard/consequences	Control Procedures	Likelihood (A)	Severity (B)	Risk Ranking (A x B)
Slps, trips and falls: Injury from falling.	<p>Erect caution signs as required on commercial jobs.</p> <p>Keep the area tidy, remove any unused tools or equipment, waste, or trailing cable from the area to minimise the risk.</p> <p>Mop up any spillages, leaks or surplus fluids immediately.</p> <p>Staff should only wear suitable footwear with good grip and no heels.</p> <p>Ensure that all access and exit routes are kept clean and tidy. Keep all fire escapes free from obstruction.</p> <p>Always use the nearest socket available to minimise the amount of trailing cable when vacuuming. When vacuuming stairs leave the vacuum at the bottom of the stairs. For longer stairs where the hose isn't long enough, use the vacuum to one side and work up step by step - never have the vacuum on steps below or at the top of the stairs to prevent it falling down the stairs and to prevent tripping over it on stairs.</p>	1	3	3
Hazard/consequences	Control Procedures	Likelihood (A)	Severity (B)	Risk Ranking (A x B)
Manual Handling: Injury from handling items (particularly heavier items) incorrectly.	<p>All employees are trained in correct lifting methods.</p> <p>Dual lifting to be used on awkward lifts where necessary.</p> <p>Staff trained to not lift beyond their capabilities, seek help or avoid lifting anything that is hazardous to lift.</p> <p>All staff have received instruction and training in house for manual handling.</p>	1	3	3
Hazard/consequences	Control Procedures	Likelihood (A)	Severity (B)	Risk Ranking (A x B)

Power tools/equipment/appliances: Electrocution or other physical injury from moving parts of powered equipment.	Staff instructed to only use vacuum cleaner provided to them and no other equipment. Staff instructed to perform a visual and physical check of the chord with the vacuum unplugged, before each shift to check cable for breaks or bare wires. NEVER use a vacuum with such defects on the cable, attach a warning to the vacuum and inform management that a replacement is required immediately. Avoid cleaning areas where site equipment is plugged in on the floor of the drying room - battery chargers etc.	1	5	5
Hazard/consequences	Control Procedures	Likelihood (A)	Severity (B)	Risk Ranking (A x B)
Hand Tools:	Ensure all tools are in good condition, no loose or damaged parts Ensure correct tool used/provided for each task.	3	3	9
Hazard/consequences	Control Procedures	Likelihood (A)	Severity (B)	Risk Ranking (A x B)
COSHH: Ill health from contact with hazardous substances	The Control of Substances Hazardous to Health Regulations 1999. An employer must make a suitable and sufficient assessment of the risks associated with hazardous substances connected with work carried out under his control. Staff must read and be familiar with the Safety Data Sheets and COSHH assessments for any cleaning products. PPE is essential when using cleaning chemicals to prevent respiratory issues, contact dermatitis, damage to vision etc.	2	3	6
Hazard/consequences	Control Procedures	Likelihood (A)	Severity (B)	Risk Ranking (A x B)
Working at height: Risk of falling and/or damaging property	Staff are instructed not to work at height under any circumstances. Extendable dusters and tools are available for high level cleaning if required, otherwise those tasks should not be undertaken. Where steps are the only appropriate solution, staff must inform the office so that a Supervisor with ladder training can complete the task(s).	1	4	4
Hazard/consequences	Control Procedures	Likelihood (A)	Severity (B)	Risk Ranking (A x B)

Motor vehicles and/or lift trucks:	Staff should wear hi vis vests in car parks, warehouses or similar areas on commercial jobs where vehicles may be in operation.	3	3	9
Being struck by vehicle in car park, warehouse etc.	Walkways should be clearly marked and used by staff, both internally and externally. Staff should always reverse park their vehicles to minimise the risk of causing an accident at the end of a shift when leaving site.			
Hazard/consequences	Control Procedures	Likelihood (A)	Severity (B)	Risk Ranking (A x B)
Lack of awareness of cleaning staff	New or temporary staff may be inexperienced and not familiar with new surroundings. Ensure risk assessments and guidance are issued to all new staff before they commence cleaning. New staff are not left to clean alone or with other new members of staff. More experienced staff and/or supervisory staff are present to assist.	1	4	4
Hazard/consequences	Control Procedures	Likelihood (A)	Severity (B)	Risk Ranking (A x B)
Fire: Risk of fatal injuries from smoke inhalation/burns if trapped	On entry to the job staff are instructed that they must familiarise themselves with the location of fire extinguishers, fire alarm activation points, all routes of exit and fire exits for the building, and the designated assembly point. Only attempt to tackle a small fire using an extinguisher if guidance on use of correct extinguishers has been provided and most importantly, if member of staff feels comfortable using the extinguisher. If in any doubt follow the procedure below to activate the alarm and leave the building. In the event of a fire alert any colleagues or customers verbally by shouting loudly and activating the fire alarm immediately. Exit the building WITHOUT collecting any belongings and go directly to the fire assembly point. Then and only then call the fire brigade for assistance. If smoke is already building before exiting the building stay low to avoid smoke inhalation. All staff provided with guidance on the use of fire extinguishers and emergency protocol.	1	5	5
Hazard/consequences	Control Procedures	Likelihood (A)	Severity (B)	Risk Ranking (A x B)

<p>Bio Hazards:</p> <p>Cleaning of bodily fluids such as blood, urine, faeces etc.</p> <p>Contraction of disease or infection</p>	<p>Sites where regular exposure is likely issued with Bio Hazard clean up kit to be kept available for regular use.</p> <p>Staff instructed to not attempt to clean up more severe instances of bio hazard where large volumes are found in unexpected circumstances and to cordon off the effected area, before calling a supervisor or manager to determine the correct course of action.</p> <p>For smaller instances, staff advised to follow procedure using tools such as dust pan and brush and/or scrapers to allow collection of waste without direct contact, use of PPE to include gloves, goggles and mask. Cleaning and disinfection using PPE to take place after removal of the hazard.</p>	2	5	10
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Likelihood		Severity		Priority	
1	Highly Unlikely	1	Trivial	1	Urgent action - (Risk no 15 - 25)
2	Unlikely	2	Minor Injury	2	High priority - (Risk no 10 - 12)
3	Possible	3	Over 3 day injury	3	Medium Priority - (Risk no 5 - 9)
4	Probable	4	Major injury	4	Low Priority - (Risk no 2 - 4)
5	Certain	5	Incapacity or Death	5	Very Low Priority - no action required (Risk no 1)