



Risk Assessment

Handy Person Tasks

Location: Various Client Sites

Date: 21.4.26

This assessment covers handy person tasks including, but not limited to: minor maintenance using hand tools, hanging pictures, putting up shelves, building flat pack furniture, moving furniture, waste handling, decorating etc. People at risk include caretaker and premises staff, other employees, pupils, contractors and visitors.

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)
Unfamiliar surroundings	Ensure that on arrival, staff familiarise themselves with the site, sign in and introduce themselves to the customer, locate first aid kits, fire exits and any other hazards.	1	4	4
Lack of awareness of staff Various accidents possible with potentially fatal consequences	New or temporary staff may be inexperienced and not familiar with new surroundings. Ensure RAMS and training 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. All staff to have in-date training.	1	5	5
Hazard/ consequences	Control Procedures	Likelihood (A)	Severity (B)	Risk Ranking (A x B)
Minor maintenance and use of tools: Work at height when changing light bulbs, clearing gutters, accessing roofs or high-level fixtures Cuts, abrasions, eye injuries and electric shock from hand tools, small power tools and minor electrical work. Manual-handling injuries when moving furniture, deliveries or equipment.	Separate task-specific risk assessments for higher-risk work such as roof access, scaffold/MEWP use, extensive decoration or electrical works beyond simple plug-in equipment; caretaker not to work beyond their competence. Use appropriate step-ladders or podium steps inspected regularly; no standing on desks or chairs; maintain three points of contact and avoid overreaching. Provide training in safe use of hand and power tools, lock-off and isolation procedures for plant, and safe manual-handling techniques; maintain tools in good condition and PAT-test portable electrical equipment as required.	1	5	5

Hazard/ consequences	Control Procedures	Likelihood (A)	Severity (B)	Risk Ranking (A x B)
<p>Waste, recycling and external areas:</p> <p>Contact with sharp, contaminated or heavy waste leading to cuts, infection or musculoskeletal injury.</p> <p>Slips, trips and falls around bins, external yards and access roads.</p> <p>Interaction with vehicles (delivery vans, refuse collection) in the car park or service yard.</p>	<p>Provide suitable PPE: gloves, safety footwear and high-visibility clothing for external work; prohibit hand-sorting of bags; use litter pickers where appropriate.</p> <p>Use wheelie bins or trolleys to avoid carrying heavy loads; do not overfill bags or containers; train staff in safe lifting and pushing.</p> <p>Keep bin areas tidy and well-lit; segregate pedestrian routes from vehicle movements where possible and use clear line-marking and signage; agree safe collection arrangements with waste contractors.</p> <p>Keep work areas tidy and move packaging materials promptly.</p> <p>Erect caution signs for any spillages or leaks and clean up promptly.</p>	1	5	5
<p>Plumbing maintenance - waste pipes only - non pressurised</p> <p>Minor water leakage</p> <p>Exposure to contaminated water</p> <p>Slip hazards</p> <p>Slow leaks from bad seals</p>	<p>Place container beneath fittings before removal</p> <p>Loosen fittings slowly to control water release</p> <p>Gloves to be worn at all times</p> <p>Avoid splashing and clean area after work</p> <p>Replace seals where required</p> <p>Ensure correct alignment before tightening</p> <p>Test by running water after completion</p> <p>Do not leave until leak free - test dryness for a suitable period after completion</p>			

<p>Motor vehicles and/or lift trucks:</p>	<p>Staff should wear (clean) hi vis vests in car parks, warehouses or similar areas where vehicles, fork lifts etc may be in operation.</p>	<p>2</p>	<p>5</p>	<p>10</p>
<p>Being struck by vehicle in car park, warehouse etc.</p>	<p>Walkways should be clearly marked and used by staff, both internally and externally.</p> <p>Staff should always reverse park their vehicles on arrival to minimise the risk of causing an accident at the end of a shift when leaving site.</p> <p>Operator to check surroundings in all directions, and warn colleagues before moving vehicles and equipment.</p>			
<p>Slips, trips and falls: Injury from falling</p>	<p>Keep the work area tidy, remove any unused tools or equipment, waste, or trailing cable from the area to minimise the risk. Remove debris from the work area prior to cleaning.</p> <p>Mop up/wet vacuum any spillages, leaks or surplus fluids immediately.</p> <p>Staff should only wear suitable safety footwear with toe protection.</p> <p>Ensure that all access and exit routes are kept clean and tidy. Keep all fire escapes free from obstruction.</p> <p>Barrier tape to be used to cordon off the work area, caution signs over internal hoses.</p>	<p>1</p>	<p>5</p>	<p>5</p>
<p>Furniture Assembly: Finger trapping, injury from unstable furniture</p>	<p>Follow manufacturer instructions carefully</p> <p>Assemble on a stable, flat surface</p> <p>Check stability before use</p> <p>Secure furniture where required – taller items tied to wall for example</p>			

Manual Handling: Injury from handling items (particularly heavier items) incorrectly.	All employees are trained in correct lifting methods. Dual lifting to be used on awkward lifts where necessary. Staff trained to not lift beyond their capabilities, seek help or avoid lifting anything that is hazardous to lift. All staff have received instruction and training in house for manual handling.	1	3	3
Power tools/ equipment/ appliances: Physical injury from moving parts of powered equipment or pressurised water	Staff instructed to only use tools provided to them by Spotless and no other equipment. Staff instructed to perform a visual and physical check of all parts of the equipment before cleaning. NEVER use equipment with defects, attach a warning to the equipment and inform management that a replacement is required immediately. Staff trained and competent. Correct use of PPE, gloves face visor, water proofs etc. Secure stance before activating. Never point the lance at other people.	1	5	5
Drilling walls: Contact with hidden cables or pipes Failing fixtures causing injury	Use detection tools where appropriate Check wall type before fixing Use correct fixings and do not overload them Do not drill where services are suspected - stop work if unsure	2	5	10
Hand Tools:	Ensure all tools are in good condition, no loose or damaged parts Ensure correct tool used/provided for each task. No works to be carried out beyond operative competence. No interference with fixed electrical or plumbing systems	1	2	2
Lone working Delayed response to accident	Follow lone working policy - Worker Safety Pro app available if working in a remote area or if no clients are present. Emergency contact procedures in place. Avoid any higher risk work such as use of ladders when lone working.	3	3	9

<p>Fire:</p> <p>Risk of fatal injuries from smoke inhalation/ burns if trapped/skin irritation when fuelling/eye injuries</p>	<p>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.</p> <p>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.</p> <p>Use of PPE, gloves, face shield when fuelling the jet washer, fuel only when cool and avoid spillages using a funnel. Keep the fuel canister lid on and away from heat sources.</p>	1	5	5
<p>Lone working</p> <p>Violence or aggression when opening/ locking up alone</p>	<p>Implement a lone-working procedure: agreed start/finish times, check-in system, no confrontation policy, prompt reporting of suspicious persons, and access to a charged mobile phone or radio.</p> <p>Locking/unlocking checklist for all external doors, gates and windows; secure keys in a controlled key cabinet with sign-in/out records.</p> <p>Emergency contact procedures in place.</p>	3	3	9

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)

Spotless Cleaning provides caretaking and handy person services limited to low risk maintenance tasks. Any works outside of this scope are identified and referred to appropriately qualified contractors to ensure safety and compliance.