



Rotary Machine 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:

A handwritten signature in black ink, appearing to read "Peter Hill", written in a cursive style.

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)
Slps, trips and falls: Injury from falling.	<p>Erect caution signs as required - use plenty so that larger areas have a visible sign from every approach angle/entrance. Don't remove signage until the floor is completely dry.</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/wet vacuum 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.</p> <p>Ensure that cleaning chemicals are used at the correct dilution rate to avoid leaving the floor slippery after cleaning. Pelican pumps provided to allow accurate dosing.</p>	3	3	9
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. Accidents caused by machines not being fit for use.	<p>Staff instructed to only use machines provided to them by Spotless and no other equipment.</p> <p>Staff instructed to perform a visual and physical checks:</p> <p>Check the chord with the machine unplugged, before each shift to check cable for breaks or bare wires. NEVER use a machine with such defects on the cable, attach a warning to the machine and inform management that a replacement is required immediately.</p> <p>If a mains machine, only use with an RCD circuit breaker between the plug and the socket.</p> <p>Check the machine tank has clean water and cleaning solution it if applicable.</p> <p>If machine is battery powered ensure it is always charged prior to use.</p> <p>On completion of cleaning, ensure the machine is switched off and unplugged before emptying the waste water into an approved drain (usually a toilet pan but check with customer) - never put dirty water down a sink or storm drain.</p> <p>Clean the machine and return it to its designated storage area. Ensure the cable is stored correctly-if winding the cable do so from the machine end, not the plug end, to avoid twisting the cable and breaking it.</p>	1	5	5

Hazard/ consequences	Control Procedures	Likelihood (A)	Severity (B)	Risk Ranking (A x B)
Lack of awareness of cleaning staff	<p>New or temporary staff may be inexperienced and not familiar with machines/equipment. 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 until deemed competent.</p> <p>Ensure training records are maintained.</p> <p>Ensure staff wear correct PPE including gloves, appropriate footwear, uniform, goggles, mask as required.</p>	1	5	5

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)