

RISK ASSESSMENT – TRA001


Subject of Assessment	Vacuuming		
Task/Activity	Vacuuming of floors and stairs		
Assessor	Matthew Lewis/ Gaynor Parker	Location of Assessment	Various sites

Risk Rating Matrix (RR)	Likelihood (L)				
	Very unlikely to occur	Unlikely	Reasonably likely to occur (Medium)	Likely	Very Likely to occur (high)
Severity (S)					
Fatality; major injury or illness causing long term disability (High)	5	10	15	20	25
Major – more than 3 days	4	8	12	16	20
Injury or illness causing short term disability – less than 3 days	3	6	9	12	15
Minor- needing first aid	2	4	6	8	10
Other injury or illness (Low)	1	2	3	4	5

Ref	Hazards	Who is at risk?	Controls in place	L	S	RR	Adequately controlled?
1	Risk of electric shock	Staff, Public	Employees not to attempt to repair faulty equipment. Machinery, plugs and sockets must not be touched with wet hands. Check machine is PAT tested. Visual inspection. Machine not to be left switched on unattended. Before using machine check for faults (cracked plugs, frayed and split cables)	1	5	5	Y

Ref	Hazards	Who is at risk?	Controls in place	L	S	RR	Adequately controlled?
2	Trip Hazard	Staff, Public	Put out safety floor signs. When using an extension cable always fully unwind. Cables not to be pulled taut particularly across stairways. Store equipment in safe place. Always make sure trailing cables do not obstruct traffic ways and cause a tripping hazard.	3	3	9	N
3	Fire/Combustion	Staff	Care to be taken not to vacuum wet materials or cigarette ends that may cause a fire in the machine.	1	3	3	Y
4	Manual Handling	Staff	See manual handling risk assessment				

Hazard Ref	Additional control	Assigned to	Date Completed	L	S	RR
2	Switch to a closer socket frequently	Matthew Lewis	31/03/2013	2	2	4
	Signs out when cleaning at tops of stairways	Matthew Lewis	31/03/2013			

Date of Assessment	19/03/2019	Signature	
Review date	19/03/2020		