


RISK ASSESSMENT – TRA0013

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

Risk Rating Matrix (RR)					Likelihood (L)
	Severity (S)	Very unlikely to occur	Unlikely	Reasonably likely to occur (Medium)	Likely
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	Visual inspection of machine and surrounding area. Employees not to attempt to repair faulty equipment. Machinery, plugs and sockets must not be touched with wet hands. Machine not to be left switched on unattended. Before using machine check for faults (cracked plugs and 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. Wear appropriate footwear. Always make sure trailing cables do not obstruct traffic ways and cause a tripping hazard. Vacuum starting from the bottom of stairs.	2	2	4	Y
3	Litter pick/dustpan and brush large items	Staff	Wear PPE. Careful care of sharps. Litter pickers to be used. Maintain correct handling posture. Waste into appropriate waste bag.	1	3	3	Y
4	Wipe handrails, handles and fittings	Staff/Public	COSHH data sheets to be read and understood. Chemicals not to be transferred to rogue containers. Check chemical warning signs. Do not mix chemicals. Tops to be fixed on to containers at end of shift. When diluting chemicals add the chemical to the water	1	3	3	Y
5	Manual Handling	Staff	See manual handling risk assessment	2	2	4	Y

Date of Assessment	13/03/2019	Signature	
Review date	13/03/2020		