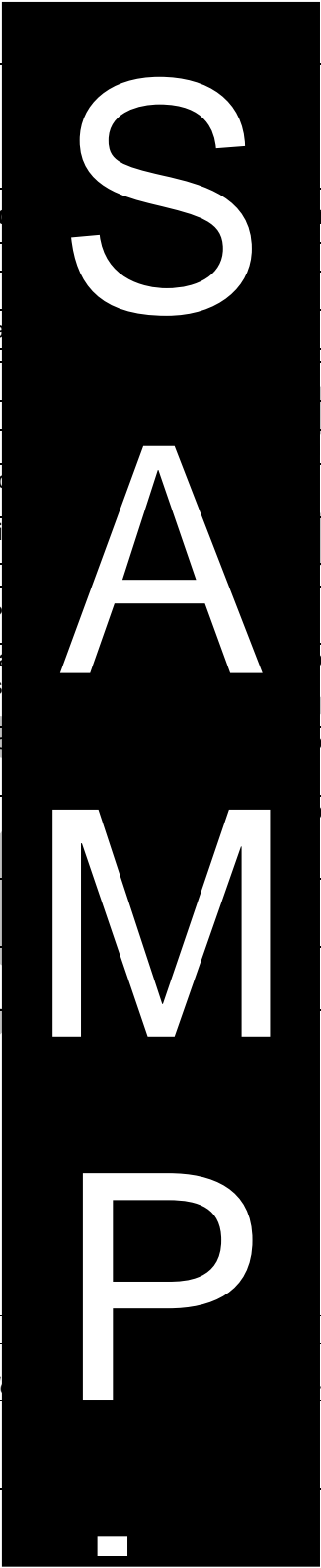


# S

# A

# M

# P



### Using Office Cleaning Equipment

Assessment Form

RA Ref No: Off1

Assessor	Job Title
A.N Other	Office Manager

Assessment Date	Review Dates / Initials
22 <sup>nd</sup> Jan 2013	21 <sup>st</sup> Jan 2014

Equipment assessed/location: Cleaning equipment

Persons at risk	Details	Occupation
Staff	All office staff	Office
Contractors	Cleaning contractors	Daily

Any disabled?	Comments
No	One staff member uses a wheelchair

Hz No.	Hazard description	How are persons affected?
1	Fire	Overloaded electrical circuits or faulty vacuum cleaners or floor polishers can ignite and cause fires
2	Slips Trips Falls	Staff may trip over extension leads or slip on wet floors
3	Falling objects	Poorly stacked materials may be dislodged by being knocked by cleaning equipment
4		
5		

Existing controls	Further controls / action
None	Ensure all equipment is regularly checked for signs of overheating or damaged leads
None	Cleaning contractors to erect suitable signage to alert all users to hazards
None	Staff to be responsible for their own works area. Ensure all materials are stacked safely

Probability (P) 5=very likely, 4=likely, 3=quite possible, 2=possible, 1=unlikely  
 Severity (S) 5=fatal, 4=severe, 3=moderate, 2=slight, 1=negligible  
 Risk (R) 0-8=low risk, no action required. 9-15=medium risk, ensure action

16-25=high risk, stop operation & implement control measures