nviro

Cleaning with a conscience

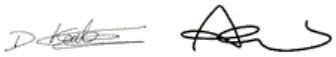
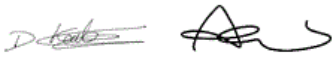
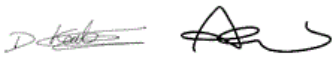
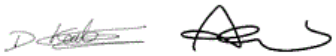
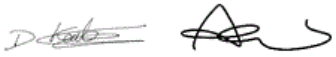
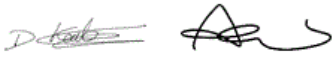
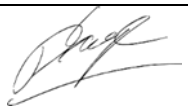
Take a leaf out of our book

HEALTH AND SAFETY MANUAL

SITE VERSION

ACCREDITED TO ISO 45001

Health and Safety Manual Review Log

Review Date	Health and Safety Manager Signature	Health and Safety Consultant Signature
March 2015		
March 2016		
March 2017		
March 2018		
June 2019		
June 2020		
May 2021		
March 2022		

HEALTH AND SAFETY SITE MANUAL UPDATE TRACKING SHEET

Tracking Number	Date Amendment was issued	Amendment issued to SharePoint by	Details of Change to Manual	Date Electronic Manual was updated	Name of Person Updating to Website & Portal	Name of Person Auditing	Date of Audit
1	May 2021	Abigail Charley	New Manual to 45001 Standard	May 2021	Abigail Charley		
2	January 2022	Abigail Charley	Latest version of Manual	January 2022	Abigail Charley		
3	February 2022	Abigail Charley	Latest version of Manual	February 2022	Abigail Charley		
4	5 April 2022	Clair Gunn	Latest version of Manual	6 April 2022	Jay Norbury-Website Jane Stafford-Portal		

Please note that during the annual audit, the auditor must ensure that all updates are in place and rectify as required. The auditor should sign and date the last two columns to indicate that they have checked the file as part of the audit for missing information.

For paper copies please refer to the paper manual version tracker on SharePoint

HEALTH AND SAFETY MANAGEMENT SYSTEM

SITE MANUAL CONTENTS

Section Number

1 OHAS45001

OH&S Policy

Including the following specific items:

- Health and Safety Responsibilities and Organisation Responsibilities
  - Management
  - Managing Director
  - Service Director
  - Regional Service Directors
  - Safety Manager
  - Safety Co-ordinator
  - Senior Regional Managers
  - Service/Contract Managers
  - Front Line Managers
  - Employees
  - Health and Safety Consultant
- Nviro Organisational Health and Safety Structure Chart
- Accident Reporting and Investigation Procedure
- Accident Report and Investigation Form

2 Risk Management

Risk Management Procedure and Risk Rating
Risk Management/Assessment when Working in Shared Workplaces
Blank Risk Assessment Form
Risk Assessment Review Sheet
Generic Risk Assessment Statements

3 Task Method Statements

Task Method Statement Review Sheet
Task Method Statements

4 Accident Information

A Guide to the Reporting of Injury's, Diseases and Dangerous Occurrences Regulations (RIDDOR)

5 Control of Substances Hazardous to Health (COSHH) Management

COSHH Assessment Review Sheet
COSHH Management Procedure
COSHH Assessments

6 Guidance on Regulations and Procedures

Display Screen Equipment
DSE Display Screen Equipment Workstation Checklist
Manual Handling
Noise at Work
Personal Protective Equipment (PPE)
The Health and Safety (Young Persons) and Young Persons Working Time Directive
Work at Height
Lone Working

7 Inspections/Auditing and Communication/Consultation

Hazard Survey Client Letter
Nviro Site Assessment – Hazard Survey
Health and Safety Toolbox Talk
Safety Audit
Health and Safety Manual Tracking Sheet

HEALTH AND SAFETY POLICY STATEMENT OF INTENT

Health, safety and wellbeing are essential to the realisation of Nviro's mission to provide safe, clean and hygienic environments in which our employees and customers can thrive.

Nviro recognises and embraces its responsibilities under the relevant national and international Health, Safety and Environmental Regulations, in particular the Health and Safety at Work Act 1974 and the Management of Health and Safety at Work Regulations as amended. In addition, it will strive to minimise its impact on the environment and optimise the use of natural resources. Nviro is committed to achieving the best standards in every area of its business activities. An integral part of this commitment is the promotion of the highest standards of health safety and welfare.

It is the policy of Nviro to ensure as far as is reasonably practicable the health, safety and welfare of not only its own employees but also of its customers, contractors and any other personnel who may be affected by its acts or omissions.

In furtherance of this Nviro will:

- ensure compliance with the statutory requirements for health and safety.
- have processes in place to identify hazards and assess risks through recognised risk control systems.
- provide clear policies and procedures that support the Nviro Policy Statement of Intent
- provide safe premises, plant, equipment and systems of work.
- provide adequate facilities, protective equipment and clothing to enable articles and substances to be used, transported, handled and stored safely.
- provide such information, instruction and supervision as is necessary to ensure the health, safety and welfare of staff and others as well as the protection of the environment.
- review this policy statement of intent and the management system it forms part of and any organisational changes or alterations to working practices to ensure continued compliance and strive to reduce Health and safety welfare incidents across the business.

Everyone working for Nviro will:

- Take reasonable care for the health and safety of themselves and of anyone else who may be affected by their acts or omissions and not to misuse or interfere with anything provided for safety.
- Co-operate with the business to enable it to comply with the relevant statutory requirements and regulations.

Nviro's Health and Safety Committee meet on a quarterly basis to discuss internal Health and Safety management issues and review any applicable legislative changes. Documentation such as the agenda, action plan and minutes are published on the Company intranet.

Nviro management believe that health and safety at work is the responsibility of everyone we employ and encourage employees to take an active role in ensuring that a safe working environment is maintained. This will be done by providing a clear reporting route of incidents, including near misses and encouraging suggestions to improve the working environment with the active consultation, participation and involvement by all in health and safety and its continued development.

Position: Managing Director Signature: 

Name: Brian Warren Date: 27/8/21

Nviro Limited Board Approved. Policy last reviewed May 2021 (reviewed on an annual basis).

HEALTH AND SAFETY POLICY

Managing Health and Safety is essential in creating a safe environment for both our employees and our customers to thrive. To this end, Nviro is committed to ensuring the development of a positive health, safety and wellbeing culture by integrating awareness of health and safety requirements into everyday working activities and management systems described below.

Nviro recognises and embraces its responsibilities under the relevant national and international Health, Safety and Environmental Regulations, in particular the Health and Safety at Work etc. Act 1974 and the Management of Health and Safety at Work Regulations as amended.

To support the Health and Safety Policy of Intent Nviro have provided clear policies, procedures, arrangements and responsibilities.

Nviro has a robust Health and Safety Management System in place which is accredited to BS OHSAS (Occupational Health & Safety Assessment Scheme) 18001. This accreditation is audited by an external company on an annual basis. Our Management System contains information, guidance and procedures regarding:

- Health and Safety Responsibilities
- Accident/Incident Reporting and Investigation
- Risk Management – including risk assessments and method statements.
- COSHH Management
- Regulations – including manual handling, PPE, working at height and lone working.
- Fire Management
- Inspections and Auditing – internal and external

The contents of the Health and Safety Management System, detailed below, forms part of Nviro's Safety Policy.

1 ISO 45001

Health and Safety Policy & Statement of Intent

1 Scope
2 Normative references
3 Terms and definitions
4 Context of the Organisation
5 Leadership and Worker Participation
6 Planning
7 Support
8 Operation
9 Performance evaluation
10 Improvement

Including the following specific items:

- Health and Safety Responsibilities and Organisation Responsibilities

  Management
  Managing Director
  Service Director
  Regional Service Directors
  Safety Manager

Safety Co-ordinator
Senior Regional Managers
Service/Contract Managers
Front Line Managers
Employees
Health and Safety Consultant

- Nviro Organisational Health and Safety Structure Chart
- Accident Reporting and Investigation Procedure
- Accident Report and Investigation Form

2 Risk Management

Risk Management Procedure and Risk Rating
Risk Management/Assessment when Working in Shared Workplaces
Nviro Site Assessment: Site Hazard Survey
Nviro Site Assessment: Site Hazard Survey Letter
Method Statements Notice
Blank Risk Assessment Form
Risk Assessment Review Sheet
Generic Risk Assessments

3 Accident Information

A Guide to the Reporting of Injury's, Diseases and Dangerous Occurrences Regulations (RIDDOR)

4 Control of Substances Hazardous to Health (COSHH) Management

COSHH Management Procedure
COSHH Assessment Review Sheet
COSHH Assessment Chart

5 Guidance on Regulations and Procedures

Display Screen Equipment
VDU Workstation Checklist
Manual Handling
Noise at Work
Personnel Protective Equipment (PPE)
The Health and Safety (Young Persons) and Young Persons Working Time Directive
Work at Height
Lone Working

6 Inspections/Auditing and Communication/Consultation

Health and Safety Toolbox Talk
Level 1 Health and Safety Audit
Health and Safety Manual Tracking Sheet

7 Fire Management

Fire Safety Plan
Fire Risk Assessments
Fire Action Notice

HEALTH AND SAFETY MANAGEMENT SYSTEM

CONTENTS

Section Number

1 OHAS45001

	OH&S Policy
1	Scope
2	Normative references
3	Terms and definitions
4	Context of Nviro
5	Leadership and Worker Participation
6	Planning
7	Support
8	Operation
9	Performance Evaluation
10	Improvement

Including the following specific items:

- Health and Safety Responsibilities and Organisation Responsibilities
  - Management
  - Managing Director
  - Service Director
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Nviro Site Assessment – Hazard Survey
Health and Safety Toolbox Talk
Safety Audit
Health and Safety Manual Tracking Sheet

8 Fire Management

Fire Safety Plan
Fire Risk Assessments
Fire Action Notice

ORGANISATION HEALTH AND SAFETY RESPONSIBILITIES

(MANAGEMENT)

As the Managing Director, I am ultimately responsible for ensuring that employees can work in a safe manner, in a safe environment with safe plant and equipment.

I have delegated responsibility for co-ordinating health and safety, thus ensuring a uniform presentation across all business units. In order to maintain this, I have appointed a Director who has specific responsibilities and duties with respect to health and safety.

In order to remain compliant with health and safety legislation and keep abreast of best practice, Nviro will liaise with a Health Safety Consultant on a contract basis.

Although Nviro consists of a number of different operating Regions, it is the intention that the health and safety policy is applicable to all these areas and the companies own offices.

Hazards and associated risk are common to this industry and best practice must be promoted and shared throughout all sites in which Nviro employees are working.

To manage and maintain this policy, it is the responsibility of managers and employees to make themselves aware of the policy and arrangements and to make Senior Management aware of any shortcomings.

Where responsibilities and duties are documented, sufficient training and resources will be provided to ensure that employees feel competent to carry out their duties. Should any employee feel that he or she is not capable of carrying out any responsibility or duty, then that employee must make their concerns known to their immediate manager.

It is the responsibility of everyone to co-operate and communicate via the management structure, ensuring that any health and safety implications are identified at the earliest opportunity.

It is the intention of Nviro that this policy document remains active, easily understandable and relevant to our activities and legislative requirements. This policy will be reviewed on a regular basis.

HEALTH AND SAFETY RESPONSIBILITIES

MANAGING DIRECTOR

Specific Responsibility

The board of Nviro recognise the importance of health and safety. To enable sufficient drive to be given to it, Brian Warren (Managing Director) has been appointed as the director responsible for co-ordinating occupational health and safety between all production units and the respective operating directors. This responsibility does not absolve other directors, managers, or employees of their own responsibilities and duties.

General

Ensure that the objectives of the health and safety policy are fully understood and observed by operating directors.
Continually monitoring the effectiveness of the health and safety policy with the operating directors, ensuring any necessary changes are made as soon as reasonably practicable.

Communication

Ensure that adequate communication channels are maintained. Information concerning health and safety matters that may affect any or all employees is communicated to them and any member of management, so that any necessary action can be taken.
To provide a uniform standard of health and safety across all business units, ensuring that the organisation's senior management teams, including the board are advised on any item deemed to be unsafe or any breach of statutory requirement that cannot be effectively remedied.
To ensure that health and safety is an integral part of all levels of management meetings and relevant management reports.

A report to be submitted to the Board on the health and safety performance of the company at least annually.

Responsibilities and Training

Delegating responsibilities for health and safety to appropriate levels of management, ensuring that adequate resources are provided to enable those persons to achieve the policies and arrangements contained within. Ensuring a uniformed use of agreed safe systems of work through the appropriate management structure across all of the operating units.

Forward Planning

Ensure that health and safety matters are a prime consideration in all forward planning, including the purchase of premises, new or second hand plant/equipment and consumables.

HEALTH AND SAFETY RESPONSIBILITIES

SERVICE DIRECTOR

General

Regular monitor Nviro's operations to ensure the objective of the health and safety policies are being fully complied with ensuring that employees fully understand and observe the organisational health and safety policies and procedures.

Continually monitoring the effectiveness of the health and safety policy and ensuring that any necessary changes are made and maintained in line with developments.

To provide sufficient assistance and support to enable employees to carry out their duties safely.

Communications

Ensure that effective communication channels are maintained so that information is communicated to all employees. Any matter concerning health and safety raised is investigated and the appropriate action is taken.

Liaise with Directors and Managers with regard to health and safety standards of equipment and procedures to ensure uniformity of approach to safe systems of work and health and safety procedures.

Safe systems of work

Ensure all Nviro employees are instructed in and obtain evidence of safe systems of work are being followed. Ensure all Nviro employees are adequately trained, instructed and competent to perform all of the tasks required of them and are aware of foreseeable hazards that may exists.

Training

Ensure that health and safety training schedules are identified and implemented.

Accidents

Ensure that all accidents, arising out of work activities are investigated, recorded and reported to external agencies in a timely manner and in a consistent format.

Monitoring

Ensure that monitoring procedures are undertaken within appropriate timescales.

Ensure that regular inspections, review and audit of health and safety matters as required by statute are carried out and necessary records are kept.

Safety Meeting

To ensure that safety meetings are convened as and when required and that attendance at meeting is encouraged. To agree realistic time scales for any required actions. Matters that cannot be resolved are to be brought to the attention of the Managing Director. To agree realistic time scales for any required actions.

Equipment and facilities

Liaise with Regional Directors to ensure that all equipment and welfare facilities are maintained to suit the needs of the workplace.

Financial Planning

To sanction adequate funds for technical development, materials and equipment that satisfies (so far as is reasonably practicable) the health and safety requirements of Nviro's operating units.

HEALTH AND SAFETY RESPONSIBILITIES

REGIONAL SERVICE DIRECTORS

RSD'S – General

Responsible for ensuring that personnel working at or visiting the site, including contractors can do so in a safe manner with safe plant and equipment.

Providing support, to enable Service/Site Managers to implement all aspects of the policy and that where health and safety responsibilities and duties are delegated, they are fully understood by the persons identified.

Ensure that any practise takes full account of the health and safety implications and that any information necessary to safeguard persons involved, is communicated to the Service/Site managers, so that appropriate action can be taken in sufficient time.

Communication

Ensure that the Service/Site Mangers responsible for co-ordinating health and safety is advised of any item, substance or work practice deemed to be unsafe, where cost or other serious implications are apparent.

To provide team briefings to relevant employees regarding health and safety ensuring that any information brought up by an employee is communicated to the appropriate management if it cannot be effectively dealt with.

Systems of Work

To ensure by example that safe systems are carried out and employees are instructed in them

Training

To liaise with the Safetu Manager to ensure all operatives under their control have been Inducted and trained to undertake their tasks safely.

Accidents

Ensure that all accidents arising out of work activity are investigated, recorded and reported in order to be compliant with the Nviro accident, reporting and investigation procedure.

Monitoring

Ensure that monitoring procedures are taken and co-ordinated to ensure that action is taken in any area shown to be a hazard or not complying with statutory legislation. To participate in any inspection, review and audit of health and safety matters and systems as may be appropriate.
Ensure that regular inspections of plant and equipment, as required by statute are carried out and necessary records kept.

Safety Meetings

To attend and provide support in safety meetings ensuring that any agreed action points are carried out; issues that cannot be resolved to be referred to the Service Director.

Safety Equipment

Ensure that correct, adequate and sufficient safety equipment is provided, monitored and welfare facilities are maintained to suite the conditions of a workplace.

Plant, Equipment and Facilities

Liaise with the Service/Site Managers to ensure that all plant, equipment and welfare facilities are maintained in a clean, safe and efficient condition.

Ensure that new or second hand equipment is assessed for risks prior to installation and commissioning and that any risks are controlled before installation.

Forward Planning

Ensure that safety is a prime consideration in forward planning and that funding for development, materials and equipment satisfies the health and safety requirements of the operating unit/s.

HEALTH AND SAFETY RESPONSIBILITIES

SAFETY MANAGER

General

Provide support and advice to enable management to implement all aspects of the health and safety policies and that where responsibilities and duties are delegated, they are fully understood by persons identified.

Continually monitoring the effectiveness of the health and safety policies and ensuring that any necessary changes are made and maintained in line with developments.

To participate in any risk assessment, inspection, review and audit of health and safety matters and systems as may be appropriate.

Communication

Ensure that the director responsible for co-ordinating health and safety is advised of any item, substance or work practice deemed to be unsafe, where cost or other serious implications are apparent.

Ensure that any information regarding health and safety brought up by an employee is communicated to the appropriate director.

Systems of Work

Ensure health and safety aspects are considered within the development and monitoring of new or existing procedures and techniques. Ensure that identified hazards are subject to the risk management procedure.

Training

To have an overview to ensure that all employees are adequately trained and instructed to perform all tasks required of them in a safe manner, liaising and co-operating with the manager responsible for training and development, to manage/oversee the maintenance of training and induction records.

Accidents

Monthly statistical analysis of accidents and trends to be provided to the director responsible for health and safety.

Monitoring

To initiate, co-ordinate and support the monitoring procedure ensuring that action is taken in any area shown to be hazard or not complying with statutory legislation.

Safety Meetings

To attend and provide support in safety meetings ensuring that any agreed action points are carried out. Issues that cannot be resolved to be referred to the Service Director.

Forward Planning
Ensure that safety is a prime consideration in business/forward planning.

HEALTH AND SAFETY RESPONSIBILITIES

HEALTH AND SAFETY CO-ORDINATOR

To ensure that all accidents, dangerous occurrences and injuries which occur are investigated, reported and recorded as detailed in the Nviro accident reporting procedure. To initiate a review of a risk assessment for the activity causing the accident.

To be a point of contact with the external health and safety consultant, the manager responsible for health and safety and the health and safety officer, in regards to accident investigations

To be responsible for the initial Health Safety Executive (HSE) contact in the event of a reportable accident.

To support any occupational and health surveillance request and keep appropriate records.

Accidents

Support, collate and provide the monthly statistical analysis of accidents and trends report that is provided to the Manager responsible for health and safety.

Safety Meetings

To attend and provide support in safety meetings ensuring that any agreed action points are recorded, and actions are followed up and closed out.

HEALTH AND SAFETY RESPONSIBILITIES

SENIOR REGIONAL MANAGERS

General

Ensure by example that employees under their control fully understand and observe all aspects of the health and safety policy and procedures.

To provide sufficient assistance and support to enable persons under their control to carry out their duties safely. Conveying significant health, safety and welfare findings to all relevant employees by ensuring that they retain a copy of the full version of the Health and Safety manual and that all sites retain a copy of the current Nviro health and safety risk management site folder.

To participate in the process of risk assessments, ensuring that they are documented and reviewed.

To instigate inspection, review and audit of health and safety matters and systems as may be appropriate.

To regularly inspect workplace and observe practices, ensuring that best practice is encouraged and non-conformance with health and safety policy, arrangements and/ or procedures are acted upon and documented.

To ensure that any agreed action points regarding health and safety are carried out and cascaded to sites and employees under their control. Issues that cannot be resolved are to be referred to the Regional Service Director, Manager responsible for Health & Safety, and/or the Health and Safety Consultant.

Communication

Ensure that any information raised by employees is communicated to the appropriate manager if it cannot be effectively dealt with.

Accidents

To ensure that all accidents, dangerous occurrences and injuries which occur in areas under their control are investigated, reported and recorded as detailed in the Accident Reporting Procedure.

Monitoring

To initiate, co-ordinate and take part in monitoring procedures ensuring that action is taken in any area shown to be a hazard or not complying with statutory legislation.

To participate in any inspection, review and audit of health and safety matters and systems as may be appropriate.

Ensure that visual inspections of machinery are regularly carried out and recorded defects are assessed and repaired as required.

Monitoring regional H&S activities and ensuring accident investigations, safety audits and hazard surveys are completed in a timely manner.

Safety Equipment

To carry out regular inspections, ensuring that correct, adequate and sufficient safety equipment is provided, monitored and maintained in a working order to suit the needs of the workplace.

Storage

Ensure that all hazardous substances are securely stored and handled correctly in accordance with established rules and procedures.

HEALTH AND SAFETY RESPONSIBILITIES

SERVICE/CONTRACT MANAGERS

General

Ensure by example that employees under their control fully understand and observe all aspects of the health and safety policy and procedures.

To provide sufficient assistance and support to enable persons under their control to carry out their duties safely. Conveying significant health, safety and welfare findings to all relevant employees by ensuring that they retain a copy of the full version of the Health and Safety manual and that all sites retain a copy of the current Nviro health and safety risk management site folder.

To participate in the process of risk assessments, ensuring that they are documented and reviewed.

To instigate inspection, review and audit of health and safety matters and systems as may be appropriate.

To regularly inspect workplace and observe practices, ensuring that best practice is encouraged and non-conformance with health and safety policy, arrangements and/ or procedures are acted upon and documented.

To ensure that any agreed action points regarding health and safety are carried out and cascaded to sites and employees under their control. Issues that cannot be resolved are to be referred to the Regional Director, Manager responsible for Health & Safety, and/or the Health and Safety Consultant.

Communication

Ensure that any information raised by employees is communicated to the appropriate manager if it cannot be effectively dealt with.

Accidents

To ensure that all accidents, dangerous occurrences and injuries which occur in areas under their control are investigated, reported and recorded as detailed in the Accident Reporting Procedure.

Monitoring

To initiate, co-ordinate and take part in monitoring procedures ensuring that action is taken in any area shown to be a hazard or not complying with statutory legislation.

To participate in any inspection, review and audit of health and safety matters and systems as may be appropriate.

Ensure that visual inspections of machinery are regularly carried out and recorded defects are assessed and repaired as required.

Safety Equipment

To carry out regular inspections, ensuring that correct, adequate and sufficient safety equipment is provided, monitored and maintained in a working order to suit the needs of the workplace.

Storage
Ensure that all hazardous substances are securely stored and handled correctly in accordance with established rules and procedures.

HEALTH AND SAFETY RESPONSIBILITIES

FRONT LINE MANAGERS / AREA MANAGER

General

Regular monitoring of the company's operations to ensure that the objectives of the health and safety policy are being fully complied with. Ensuring that employees under their control fully understand and observe the organisation's health and safety policies and procedures.

Ensure that support is given to enable the management teams to implement all aspects of the health and safety policies and procedures.

Liaise with service/site managers with regard to health and safety standards of equipment and to ensure a uniform of approach to safe systems of work and health and safety procedures.

Communication

Ensure that any information concerning health and safety matters is brought to the attention of the appropriate line Manager.

Accidents

Provide advice and assistance in investigating accidents, arising from activities and/or items of equipment plant or premises. Ensuring that statutory reporting is carried out where required.

Systems of Work

Ensure that all employees under your control/supervision are instructed in and observe safe systems of work; that they are adequately trained, instructed and competent to perform all tasks required of them and are aware of all foreseeable hazards that may exist.

Safety Equipment

Ensure that employees are instructed regarding the provision, location and use of safety equipment and protective clothing.

Plant, Equipment and Facilities

Ensure that any new or second hand plant is suitable and safe, prior to installation commissioning and use.

HEALTH AND SAFETY RESPONSIBILITIES

NVIRO EMPLOYEES (Individuals)

General

To carry out their work activities in a safe and competent manner. To follow detailed safe operating procedures, where applicable and/or where directed by their relevant functional Line Manager or documented risk assessments, in accordance with Nviro policies and procedures.

Employees are required to co-operate and conduct activities with due regard for the safety of themselves and others and within the scope of their knowledge and training.

To use any machinery, equipment, substances, vehicles, equipment and/or Personal Protective Equipment (PPE) provided, in a safe manner and in accordance with their level of training and instructions received.

Training

Attend Nviro mandatory induction training session and any other training as directed by their line manager.

Employees must bring to the attention of their line manager any training requirements needed to ensure they can carry out their work activities in a safe and competent manner.

No work activity should be carried out by a member of staff if they are not trained or competent to complete the task safely.

Communication

Report all health and safety related accidents, dangerous occurrences and near miss incidents to their immediate line manager immediately, and complete the necessary report forms in accordance with Nviro policy/procedure for reporting such events.

Report any matters of concern regarding health and safety, such as workplace hazards and failures in safety arrangements to their line manager

HEALTH AND SAFETY RESPONSIBILITIES

NVIRO EMPLOYEES (Individuals - continued)

Introduction

Under Health and Safety Law there is a legal duty for employees to cooperate with their employer in matters affecting their health and safety.

Legislation

Legislation introduced under the Health and Safety at Work Act 1974 places a duty of care on business to ensure the safety of its employees and that of others. The main legislation relating to employees responsibilities is:

Section 7 and 8 of the Health and Safety at Work Act 1974

Employee Responsibility

- To take reasonable care for the health and safety of themselves and other persons who may be affected by their acts or omissions at work.
- To cooperate with their employer so far as is necessary for that legal duty or requirement to be performed or complied with.

Procedure

To fulfil the above legal duties and requirements, Nviro expects all persons to:

- Adhere to all approved policies and procedures
- Inform their immediate Line Manager if they become aware of any circumstances which require a policy or procedure to be introduced or amended that may affect the health and safety of staff, and/or visitors
- Follow any safe system of work required for the work processes and use of equipment.
- Report incidents and near misses promptly and record all details on the Nviro Accident/Incident Report and Investigation Form
- Cooperate with any incident investigation so that measures can be taken to prevent the incident reoccurring
- Take part in any health and safety training and refresher training as deemed necessary to ensure competence within the procedures that are to be undertaken
- Cooperate with and take part in fire evacuation drills
- Do not engage in any unsafe acts that may result in causing harm to themselves or any other person
- Do not engage in any horseplay
- Do not interfere or misuse equipment provided in the interest of health and safety or welfare, e.g. fire safety equipment, first aid equipment, personal protection equipment and machinery
- Do not cause any hazards by obstructing fire emergency exit routes, final exits or walkways, propping fire doors open or creating fire hazards through poor housekeeping of the workplace
- Wear all personal protective equipment required for the work being undertaken and to report any defects to the equipment immediately
- Ensure that the smoking policy is enforced

HEALTH AND SAFETY RESPONSIBILITIES

HEALTH AND SAFETY CONSULTANT

General

Ensure that managers and employees are aware of their health and safety responsibilities as determined by the Nviro health and safety policy.

Review and amend policies and procedures on a regular basis or on the introduction of new legislation, whichever is sooner.

Keep informed of changes in the relevant statutory provisions and assess the implications of such changes for Nviro's policies, arrangements and procedures.

Monitor the safety performance of Nviro and take such steps as may be necessary to improve its performance.

Recommend improvements or remedial action to Nviro management arising from reviews or the findings of investigations into the cause of accidents or dangerous occurrences.

Promote interest and enthusiasm for health and safety throughout Nviro.

Review periodically the particulars of all incidents, dangerous occurrences, near misses and diseases.

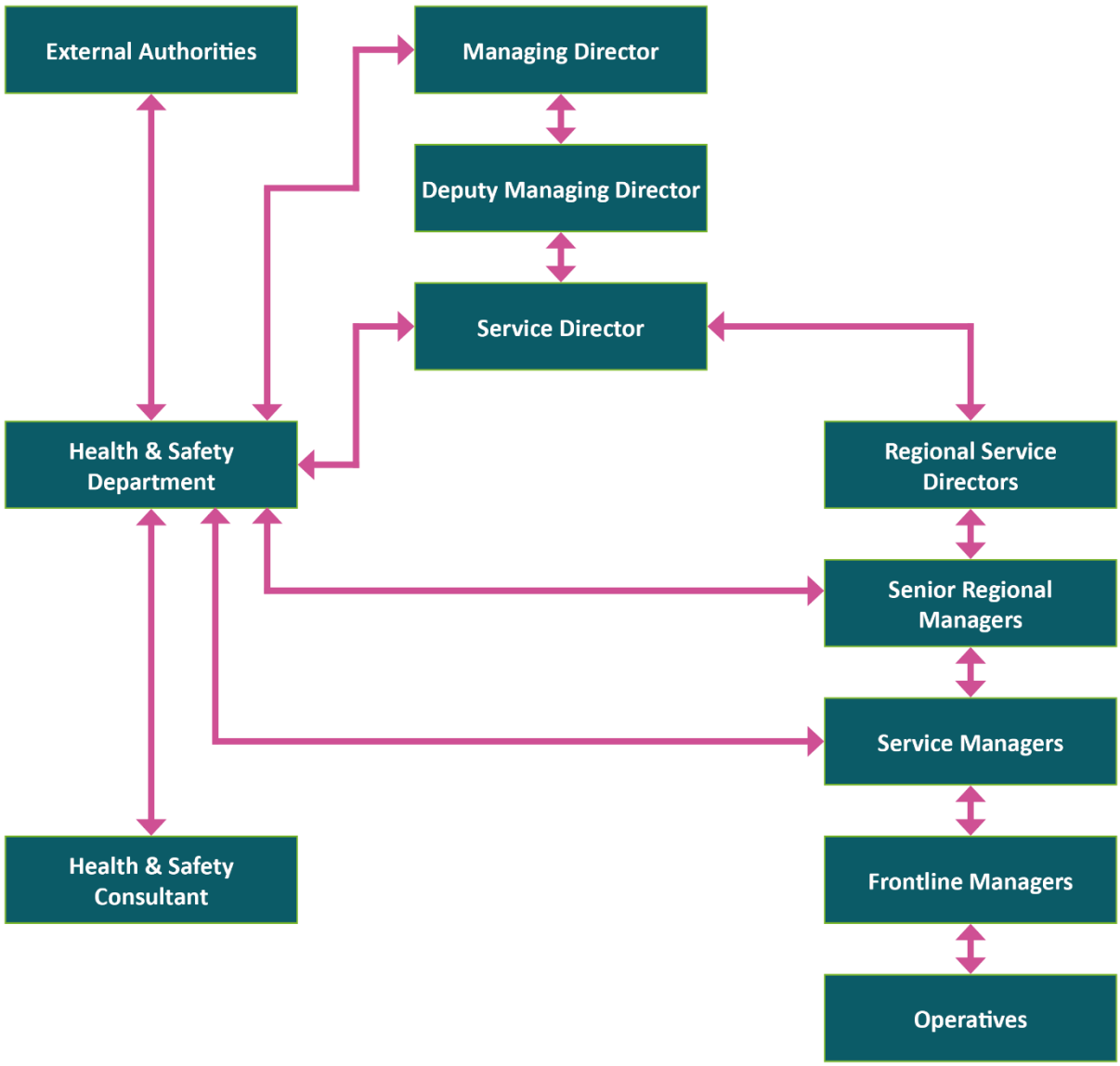
Be a resource available to managers for ensuring compliance with relevant health and safety legislation and policies. Also assist managers in providing employees with adequate information, instruction and training as may be necessary to perform their work without risk to themselves or others.

Provide appropriate work related health and safety training to ensure staff have necessary skills to perform their duties safely and in accordance with Nviro policies/procedures.

Promote and nurture a positive safety culture throughout Nviro.

HEALTH AND SAFETY STRUCTURE

The Nviro organisational chart for the Management of Health and Safety and Fire Safety is as follows:



ACCIDENT/INCIDENT REPORT AND INVESTIGATION PROCEDURE

Introduction

It is Nviro's policy to manage its activities so as to avoid causing any unnecessary or unacceptable risk to the safety and health of all employees and members of the public. If, however, an incident should occur it should be investigated so that lessons may be learnt and actions agreed and implemented to prevent a recurrence.

For injury accidents another factors have to be recognised and that is the possibility of a claim for damages from the injured person. When this occurs the reporting and investigation report becomes the factual account used by Nviro in any proceedings concerning legal liability.

Definitions

Accident

- An unplanned, uncontrolled event which has led to or could have led to injury to people, damage to plant, machinery or the environment and/or some other loss.

Incident

- An event or chain of events which has caused or could have caused injury, illness, and/or damage (Loss) to assets, the environment or third parties.

Near Miss

- Any event which could have had the potential to cause injury and/or damage and/or loss but which was avoided due to the circumstances.

Legislation

Legislation introduced under the Health and Safety at Work Act 1974 places a duty of care on the business to ensure the safety of its employees and members of the public. The main legislation affecting incident reporting includes:

The Reporting of Injuries, Disease and Dangerous Occurrences Regulations RIDDOR 2013 as amended. Managing for health and safety (HSG65) 2013 The Health and Safety (First Aid) Regulations 2013 as amended.

Responsibility

- Service/Contract Managers with advice from the external Health and Safety Consultant, Safety Manager and Safety Co-Ordinator (as required) need to fully investigate all incidents.
- Service/Contract Managers are responsible for completing the Accident/Incident form as per the procedure and forward to the Safety Department. Any serious incidents should be reported in advance to the Safety Department via telephone or e-mail giving as much information as possible.
- Regional Service Directors will organise through the appropriate Service/Contract Managers sufficient time and resource to investigate and make any remedial actions as required to ensure that a reoccurrence does not happen.
- Further investigations will be required for more serious/RIDDOR reportable incidents, which will fall under the responsibility of the Regional Service Director or Safety Manager

- The nominated handler of RIDDOR reports will forward copies of the RIDDOR report or report the incident via the internet to HSE. The Health and Safety Consultant will then provide post-incident advice and feedback to the relevant parties. This should include the Managing Director, Service Director, HR Manager, Safety Manager and Safety Co-Ordinator.
- All staff must report all incidents that occur.
- All staff must fully co-operate with the managers involved in any investigation.

Accident and Reporting Procedure

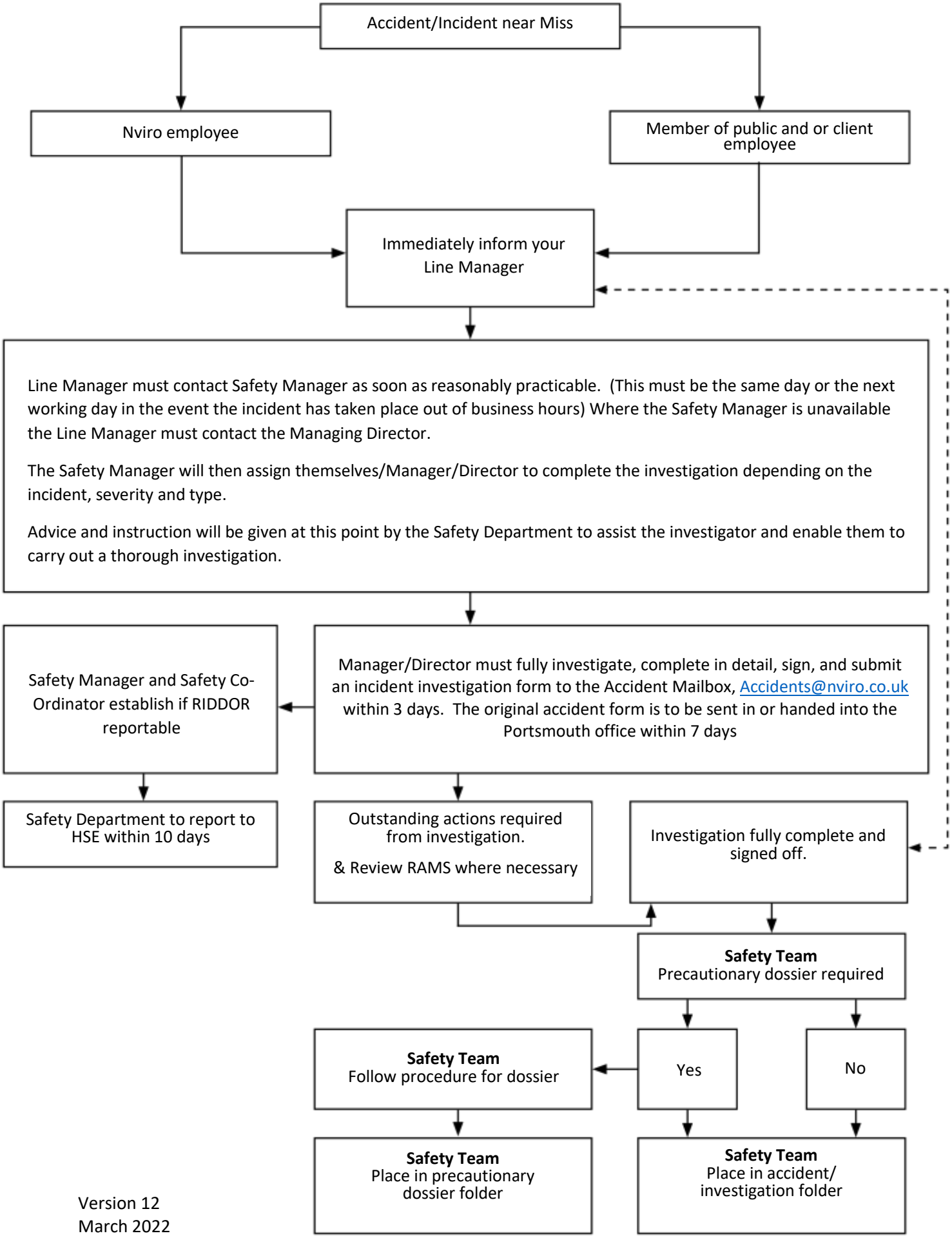
- All Accidents, incidents and near misses must be recorded.
- Refer to Accident/Incident and Reporting Procedure flow chart below.

ACCIDENT/INCIDENT REPORT AND INVESTIGATION PROCEDURE

All recorded accidents must be kept for three years

→ Management channels of communication (accountability)

- - - - - - - - - - - → Outcome feedback and actions



Version 12
March 2022

Accident and Incident Management

Minor Injuries

- All minor injuries incidents will be monitored by the external Health and Safety Consultant and will undertake an analysis to identify trends/patterns of potential risks and make recommendations to reduce those risks by providing action plan/s to key personnel.

Near Miss Incidents

- These are events that produced no direct physical harm to anyone, but if occurring at a different time or with other circumstances, may have produced an accident leading to harm or fatality. Each near miss will be reviewed by the Safety Manager and any remedial action to reduce that risk will be implemented through a risk assessment subsequent action plan.

Investigation Principles

- All accidents, incidents or near misses must be investigated. The level of investigation will depend on the circumstances and severity (or potential severity) of the incident.
- For serious incidents a full investigation is required to determine the causes and controls. This investigation will be performed under due diligence in order to offer Nviro insurers the complete facts.
- Accident investigation must take place with the completion of the Accident Report and Investigation Form for all incidents. **All fields must be completed.** It is helpful for the investigation to be reported in a logical order. The written investigation must contain all the facts which the investigation reveals. All witness statements, whether or not supporting all the facts, should accompany the investigation. Opinion not supported by evidence is irrelevant and should not be included in the report as it could be the source of unnecessary and unhelpful conflict.

Objectives of an incident investigation are twofold:

Primary

- To determine how and why the accident occurred
- To establish actions to prevent a reoccurrence
- To show to employees management's concern and responsibility for accident prevention

Secondary

- To comply with legal requirements
- To provide a factual account of the accident for use by Nviro Insurance Company in the event of a claim being received

The Procedure for an investigation

Discussion Section of Accident Investigation Report

The essential first step is to obtain a concise statement of the consequences of the accident, the injury or damages sustained, and then to ask 'how' or 'why' did it come about. The answer will be two or more new statements each of which in turn is subjected to the 'how' or 'why' questioning procedure.

This process will reveal a progressive understanding of the chain of events which led to the accident and which are rooted in the activities and conditions in the workplace. The evidence that has been collected will support some of the statements generated by the questioning procedure and allow some to be rejected. Statements without supporting evidence indicate the need for additional evidence to be obtained. This may involve no more than obtaining a better understanding of a witness's statement but it may involve seeking further information from witnesses, documents or experts.

The end point should be a single, logical explanation of the causes of the accident, every part of which is sustained by the available evidence. If this is not the case then any alternative view should be recorded and an opinion expressed as to the likelihood of each.

(i) Accident Report and Investigation Form, Witness Statements

These are the statements of the injured person and people who witnessed the accident or who were or appeared to be involved in some way with the accident. Statements should be taken as soon as possible after the accident from each witness and should contain:

- Name and job title
- What he/she was doing when the accident occurred
- Where they were at the time
- Their best estimate of the time of the accident
- What they experienced when the accident occurred
- What they did immediately afterwards
- Any other relevant information

A written statement should be obtained from witnesses where possible. It should be signed and dated, although the absence of a signature does not exclude the statement from the enquiry or detract from its value. The complexity and seriousness of the accident being investigated may affect the way in which statements are taken and recorded. For the simple and less serious accidents it may be satisfactory for verbal statements to be made during the investigation and recorded in the report. For more serious and complex cases, written statements must be taken during the investigation.

(ii) Accident Report and Investigation Form, Documentary Evidence

This is evidence which is essentially held on paper and which both helps in the investigation process and puts the accident in context for those who only read the report. It may include:

- Conditions observed at the scene by the team or manager
- Drawings and/or sketches
- Plans
- Photographs
- Records
- Operating parameters
- Specifications
- Job descriptions
- Training records
- Relevant legal requirements

(iii) Accident Report and Investigation Form, Actions to Prevent a Recurrence

It follows from the logical explanation of the accident that has been developed that a single change anywhere in the chain of events and circumstances would prevent the accident. However, from an

accident prevention point of view, the changes required and the actions to prevent a recurrence are those which will have long term effect and these are usually found near the roots of the chain.

In recommending changes which should be introduced it is useful to consider the things that have to be provided and maintained and the procedures that have to be adopted to ensure a safe workplace. The recommendations will then be seen as an extension of a more effective application of routine safety considerations. The actions intended to overcome the underlying causes of the accident can be summarised as:

- The provision and maintenance of safe plant, equipment, premises etc.
- The provision and maintenance of safe systems of work
- The provision of information, instruction, training and supervision
- Personal action

All actions to prevent a recurrence must be justified on the basis of specific needs identified and recorded in the investigation. They must be practical and achievable, not unspecified or general. They should follow the SMART (specific, measurable, achievable, realistic and time bound) guidelines.

Causes of Accident

If the chain of events has been thoroughly understood the enquiry will have established the underlying causes of the accident. These are more fundamental than the immediate causes of the injuries or damages sustained and should be presented as a simple summary statement.

Expert Opinion

Expert opinion is the considered opinion of a competent specialist relating to matters outside the knowledge and experience of those conducting the enquiry. The person giving expert opinion need not necessarily be involved in the whole enquiry process.

Training

The external Health and Safety Consultant, and Safety Manager can provide training on request in competency in investigation techniques for serious incidents and accidents.

All completed Accident Report and Investigation will be held within the Accident/Investigation folder for auditing purposes.

Part of the Nviro procedure is to compile a Precautionary Dossier if it is felt that one is required. This assists the company in having all the relevant information if it's required in the future. Please find a list of documents required for a Precautionary Dossier below. Any accident/incident requiring a Dossier will be discussed and the relevant manager informed.

PRECAUTIONARY DOSSIER CHECKLIST

- Accident/Injury Report and Investigation Form
- RIDDOR report (if relevant)
- Statement from person who had accident (signed and dated)
- Statement from witness (es)
- Copy of induction record (from Operations)
- Copy of training records (from Operations)
- Details of weekly pay (from Payroll)
- Details of sickness entitlement (SSP/FSP) (from Payroll)
- Copy of sick certificates (from Payroll)
- Estimated time off work (from Operations)
- Photographs of any relevant items or areas of incident (From Ops)
- Copies of letters sent to employee regarding pay (From HR or Payroll)
- Details of action taken by company for prevention of reoccurrence

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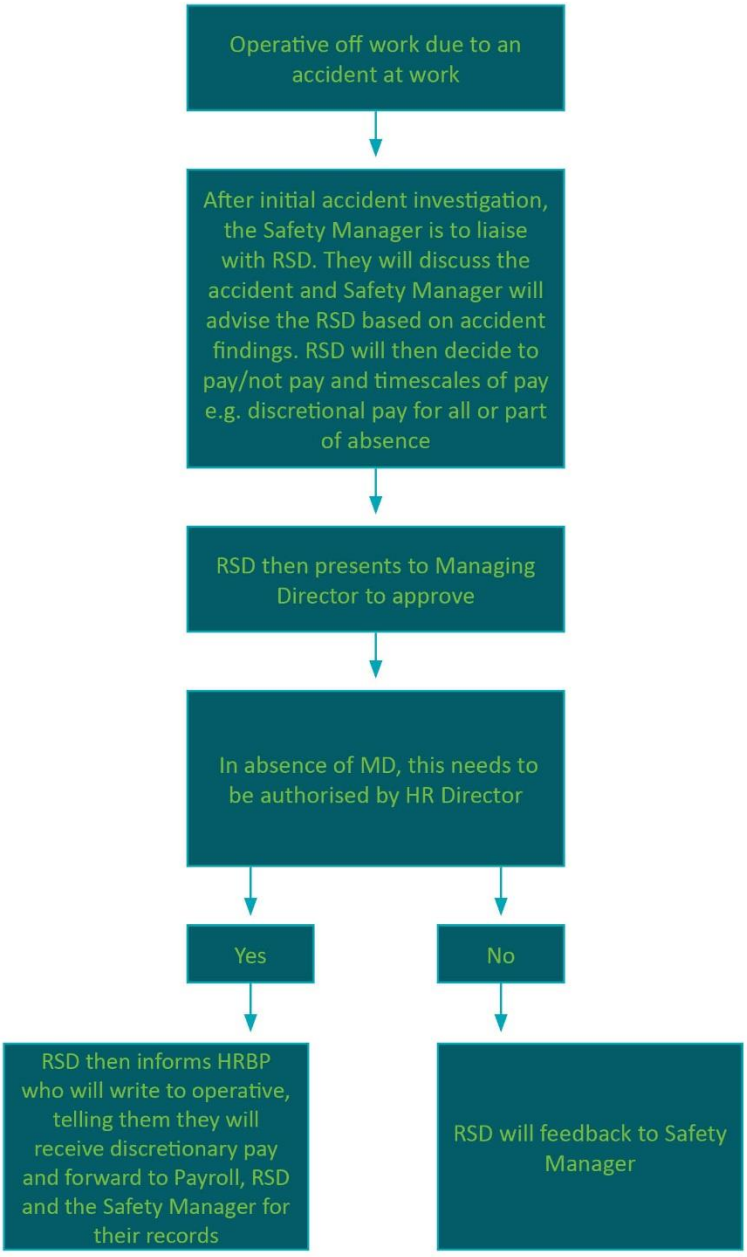
ACCIDENT PROCEDURE - DISCRETIONAL PAY

Discretional pay is an optional payment authorised by the Managing Director.

The purpose is to compensate operatives if they are absent due to an accident at work, over and above their sick pay entitlement.

It should be considered by RSD's every time an operative has time off due to an accident.

The process is as follows:



ACCIDENT/INCIDENT REPORT AND INVESTIGATION FORM

PART A: TO BE COMPLETED BY INJURED PARTY OR, IF UNABLE TO, BY SOMEONE ELSE.

1. Full Name..... 2. Male / Female 3. Age

4. Home Address ..... 5. Length of Service.....

6. Job Title.....

Post Code 7. Region/Service Manager.....

8. Contact Telephone Number..... 9. Employee Number.....

10. Full Address of Site/Contract .....

11. Exact Location where incident/accident occurred .....

12. Date of Accident..... 13. Time ..... 14. Overtime: YES/NO

15. Did you go home earlier than scheduled? YES/NO 16. If YES to Q16, at what time? .....

17. Name of who the accident was reported to.....

18. Normal Hours of Work: Start Time ..... Finish Time .....

19. Witnesses (**if none, please write none**).....

Name:	Name:	Name:
Address:	Address:	Address:

20. State how the accident occurred - what were you doing at the time of the accident?

Signature: Print Name: Date:

PART B: TO BE COMPLETED BY FRONTLINE MANAGER/LINE MANAGER

PLEASE ENSURE THAT ALL **MAJOR INJURY** ACCIDENTS ARE REPORTED BY TELEPHONE TO HEAD OFFICE WITHIN 24 HOURS. THIS COMPLETED FORM SHOULD FOLLOW WITHIN 48 HOURS ON 02392 370044.

21. Type of Event – please tick the relevant box:

Accident ☐ Incident ☐ Near Miss ☐

22. Type of injury (please circle)

Burns or scalds : Bruises : Cuts : Dislocation : Electric Shock : Eye : Fracture : Sprain/Strain

Any other (please specify) .....

23. State exact part/location of body injury (specify left or right).....
.....

24. Type of accident - please circle (more than one if required)

Machinery : Struck by/Striking against object : Road Traffic Accident : Fall of Person (same level) Slip/Trip

Fall of Person (from height) - state approximate height : Fire/Harmful Substance : Electrical

Other .....

25. Investigation: Take photographs or make drawings as required. Comment on the underlying causes, both direct (unsafe conditions and acts) and indirect (personal factors such as skills or training and source causes such as practices and procedures).

26. Are you satisfied as a result of your investigation that the accident happened as described? YES/NO (If NO explain)

27. Was the work being carried out in line with instructions and specified Health and Safety precautions? YES/NO
(If NO explain)

28. Was protective clothing worn at time of accident? (Please circle)

Overalls : Apron : Gloves or Gauntlets : Safety Footwear : Safety Helmet or Bump Cap : Eye Protection : Ear Protection : Reflective Clothing : Chemical Protection

Other (specify) .....

29. If machinery/vehicles were involved, please give type and make of machine:

30. First aid treatment received? YES/NO If yes, where and by whom? .....

31. Did this accident result in any time off work? YES/NO 32. Date of return to work? .....

33. Is the injured person still absent? YES/NO

34. If still absent, what is the anticipated date of return? .....

35. Did the accident result in hospital attendance? YES/NO

Supervisor/Line Manager Signature: Print Name: Date:

Supervisors - before signing, please ensure that all relevant information has been completed by the injured party and collect missing data as required.

PART C: TO BE COMPLETED BY THE SAFETY MANAGER (OR DELEGATED MANAGER)

36. Remedial action – Please note this section **must** be completed

What action (both immediate and subsequent) has been taken to prevent a reoccurrence? Please give details.

37. Further recommendations to avoid reoccurrence? For example suggested change to process or training procedure. If none, please specify:

38. Notes – Please include in this section any additional information that you feel would be useful.		
39. Discretionary Pay Yes/No		
Signature of Safety Manager:	**Print**:	**Date:**

NVIRO RISK MANAGMENT

Introduction

The corner stone of health and safety management are risk assessments; they are a legal requirement. The statutory provisions for risk assessments are laid down within the Management of Health and Safety at Work Regulations amendments 2006, it describes them as having to be **'Adequate'** or **'Suitable and Sufficient'.**

"*They tell the assessor not to be overcomplicated in deciding the amount of effort to be put into assessing risks, the assessor has to judge whether the hazards are significant and ignore the trivial ones. The assessments should remain vigilant for a relevant period of time and every employer shall provide his employees with comprehensive / relevant information on the risks to their health and safety identified by the assessment and any preventative / protective measures to reduce that hazard.*" (Sourced from the Management of Health & Safety Regulations 1999)

What is risk assessment? A risk assessment is nothing more than a careful examination of what, in your work, could cause harm to people (hazards), so that you can decide whether you have taken enough precautions or should do more to reduce the risks and prevent harm.

What is a hazard? A hazard is anything with the potential to cause harm. It may be a hazardous substance, dangerous machinery, heavy load or dangerous activity e.g. working at height on scaffolding**.**

What is risk? Risk is the likelihood that a hazard will cause harm to someone or something and the severity of that harm e.g. if there are no guard rails on tall scaffolding it is likely that workers could fall and sustain serious injuries – a high risk. A torn carpet in a little-used storage cupboard is a low risk.

Employers are required by law to reduce risks to 'as low as reasonably practicable' (ALARP). This means that you have to take action to control the health and safety risks in your workplace except where the cost (in terms of time and effort as well as money) of doing so is "grossly disproportionate" to the reduction in the risk.

Additional information

Completing a risk assessment does not mean that individuals have fulfilled their responsibilities for ensuring activities are carried out in a safe manner. The risk assessment process is a way of ensuring a systematic approach is followed for identifying and assessing risk, and that appropriate action is taken when risks have been identified. It is imperative that risk assessments are treated as living document and not viewed as a "one off" or annual task. Assessments need to be monitored and re-assessed should systems of work or facilities change and the information used as a guide to safe working practices every day.

Legislation

Legislation introduced under the Health and Safety at Work Act 1974 places a duty of care on business to ensure that hazards and risks are reduced to as low as is reasonably practicable. Legislation of particular interest includes:

- The Management of Health and Safety at Work Regulations Work act
- Height Regulations
- Manual Handling Regulations
- COSHH Regulations

Responsibility

- Directors, Regional Directors, Service/Site Mangers are responsible for ensuring that risk assessments are completed that cover significant risks.
- Regional Directors, Service/Site Mangers to construct a list of their common jobs and with professional help from the Health and Safety Consultant. All parties will create a core base of suitable and sufficient generic risk assessments.
  (Generic – An evaluation of risks that can be applied to common tasks).
- Regional Directors, Service/Site Mangers to monitor the effectiveness of the risk assessments and ensure risks controls are maintained.

Procedure

- Significant hazards need to be identified by a means of systematically looking at all procedures and activities. This is best done with the involvement of those with knowledge of the activity or procedures undertaken by Nviro.(Hazards could be anything, some examples may include physical guarding on a piece of machinery, noise, vibration, working at height, breathing in fumes, transport hazards, violence, lone working, asbestos or lead and slip or trip hazards to mention a few).
- Each generic risk assessment will identify those persons at risk. Include if applicable, contractors, visitors, under 18's, those who are pregnant and/or personal disabilities.
- Once the persons and risk are identified, each risk will require a number of control measures which when put into practice will effectively reduce the risk of harm to all identified persons. A risk rating is applied from a combination of probability and severity.
- On completion of the generic risk assessment the details shall be recorded and the assessment brought to the attention of all those who are at risk or are responsible for implementing the control measures. Employees are to be made aware of the hazards and risks identified from the generic risk assessments process and the methods by which risks will be reduced, so far as is reasonably practicable. Copies of generic risk assessments to be placed within each health and safety essential information book.
- Copies of generic risk assessment to be used at the health and safety Induction as a training aid.
- Review generic risk assessments at regular interviews. The generic assessments should be reviewed to ensure they remain suitable and sufficient. The review will assess if any significant change in the process requires the risk assessment to be re-evaluated.

A review is to be conducted:

- Annually or as required
- If there is reason to doubt the effectiveness of the assessment.
- Following an accident or near miss
- Following significant changes to the task, process, procedure or Line Management
- Change in Legislation

If following a review there are no changes to be made to the assessment, the health and safety consultant is to sign and date the original assessment confirming that it has remained suitable and sufficient.

Training

The health and safety consultant or Safety Manager will train all nominated persons in all aspects of risk management to enable them to be competent in the identification and subsequent completion of the risk assessment process. These will be different personnel, but who have the necessary knowledge and experience to be able to offer sensible control measures to reduce the risk of harm.

NVIRO RISK MANAGEMENT (RISK RATING) HEALTH AND SAFETY

The risk rating system used at Nviro has been developed using guidance from the Health and Safety Executive (HSE) publication, In the management of Health and Safety at Work Regulations. It is designed to keep risk assessment a simple but effective process, whereby risks can be measured and actions prioritised accordingly for new or existing activities, machinery or substances.
Risk assessments and revisions may only be carried out by personnel who have been authorised to do so and will normally be a team-based activity; however this may not always be practicable.

Revisions are required when:

- There is a reason to suspect that it is no longer valid or
- There has been a significant change in matters to which it relates.

It is also Nviro's policy to review assessments as a result in complying with any change in Legislation and annually. Document control is required and revision assessment to be archived for 6 years.

Risk Rating Scales

Assess after existing controls have been taken into account and after any further actions have been completed to determine the residue risk rating.

(5) Fatality - Obvious	5	SEVERITY OF HARM	5	10	15	20	25
(4) Major - broken Bone, in-patient, Disease	4		4	8	12	16	20
(3) Minor - Laceration, first aid	3		3	6	9	12	15
(2) Negligible - Scratch, bruise	2		2	4	6	8	10
(1) None	1		1	2	3	4	5
			PROBABILITY OF HARM				
			1	2	3	4	5

(5) Certainty - will Happen
(4) Probable - will Occur several times
(3) Possible - could Occur sometime
(2) Remote - Unlikely though Conceivable
(1) Improbable - Virtually zero Likelihood

Probability x Severity Using the Boston Square	1 to 6 – Controls are adequate	8 to 12 – Review controls, take additional action if required	15 to 25 – Urgent action is required, stop work

Multiplication of the two will provide an overall risk rating that can be used as a means to prioritise actions.

RISK MANAGEMENT/ASSESSMENT WHEN WORKING IN SHARED PREMISES

Introduction

Persons in control of non- domestic premises must take such steps as are reasonable in their position to ensure that there are no risks to the health and safety of people who are not employees but use the premises. This duty extends to:

- People entering the premises
- People entering the premises to use machinery or equipment
- Access and exit from the premises

Those in charge of buildings are required to take a range of steps depending on the likely use of the premises and the extent of their control and knowledge of the actual use of the premises.

Legislation

The Health and Safety at Work Act 1974, Section 2 places a general duty of care for employers to employees on their business to ensure that hazards and risks are reduced to as low as is reasonably practicable. Section 3-5 places duties on owners/occupiers of non-domestic premises,

- Section 3 creates duties to employers to safeguard those not in their employment but affected by the business undertakings
- Section 4 requires that Person's in control of non- domestic premises take such steps as are reasonable in their position to ensure that there are no risks to the health and safety of people who are not employees but use the premises
- Section 5 creates duties in relation to the harmful emissions into the atmosphere

This is enhanced further with in the Management of Health and Safety at Work Regulations 2006. Regulations 12 and 8 specifies where two or more employers share a workplace, whether temporary or a permanent basis-each employer shall:

- Co-operate with other employers
- Take reasonable steps to coordinate between other employers to comply with legal requirements
- Take reasonable steps to inform other employers where there are risks to health and safety
- All parties should establish procedures for any worker to follow if situations presenting serious and imminent danger were to arise e.g. fire

Note "All employers involved should satisfy themselves that the arrangements adopted are adequate." (Sourced from the Health & Safety at Work Act section 4)

Responsibility

- Regional Directors and Service/Contract Mangers are responsible for ensuring that the Nviro Site Risk Assessment: Site Hazard Survey form (See separate document) has been completed.
- Regional Directors, Service/Contract Mangers to monitor the effectiveness of the site risk assessments and ensure risks controls are maintained and fully understood by Nviro employees.

Procedure

- The simple Nviro site hazard survey form, that covers foreseeable serious and imminent dangers will with the co-operation of the site owners/responsible person, be completed by filling in the required fields on the front of the form giving Nviro employees any established procedures to follow if those foreseeable serious or imminent risks were to arise. The bottom field gives those site owners/responsible person the opportunity to write down any specific hazards to his/her particular site.
- The back of the form must be completed by an approved Nviro Manager/Supervisor and signed to except the control measures identified by the premises owner/responsible person.
- On completion of the Nviro Site Hazard Survey form, the details will be brought to the attention of all those who are at risk or are responsible for implementing the control measures. Employees to be made aware of the hazards and risks identified from the generic risk assessments process and the methods by which risks will be reduced, so far as is reasonably practicable.

(i) The original copy is to be kept within the Nviro health and safety risk management site folder

(ii) A copy to be forwarded to the relevant office and placed within the customer file

Site Hazards are less liable to change than those associated with activities or processes but the Nviro Site Hazard Survey form should be reviewed:

- Within three years
- If there is reason to doubt the effectiveness of the assessment
- Following significant changes to the task, process, procedure or Line Management

Training

The health and safety consultant will train all nominated persons in all aspects of risk management to enable them to be competent in the identification and subsequent completion of the risk assessment process.

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RISK ASSESSMENT RECORD SHEET

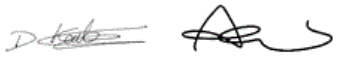
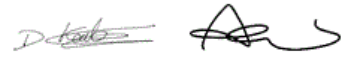
Activity Being Assessed: Date of Assessment:

Name of Risk Assessor:

Hazard Identified	Person/Groups Affected	Existing Control Measures in Place	Existing Risk Rating	Recommendations/Measures to Reduce Risks Identified	Final Risk Rating
Additional Information:					

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Risk Assessment Review Sheet

Date chemical list reviewed	Reviewed by	Signature
March 2015	David Keates (Health and Safety Consultant) & Ashley White (Health and Safety Manager)	
March 2016	David Keates (Health and Safety Consultant) & Ashley White (Health and Safety Manager)	
March 2017	David Keates (Health and Safety Consultant) & Ashley White (Health and Safety Manager)	
March 2018	David Keates (Health and Safety Consultant) & Ashley White (Health and Safety Manager)	
May 2019	David Keates (Health and Safety Consultant) & Ashley White (Health and Safety Manager)	
June 2020	David Keates (Health and Safety Consultant) & Ashley White (Health and Safety Manager)	
March 2021	David Keates (Health and Safety Consultant) & Dean Savage (Safety Manager)	
March 2022	David Keates (Health and Safety Consultant) & Dean Savage (Safety Manager)	

Risk Assessment Review Sheet

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Number	Task	Changes	Number	Chemical Name	Changes
1.	Cleaning of Toilets and Washrooms	V5	25a.	~~No longer in use~~	Obsolete
2.	Vacuum/Suction Cleaning	V5	25b.	Use of I-Gum Machine	V3
2.a	~~No longer in use~~	Obsolete	26.	~~No longer in use~~	Obsolete
2b.	~~No longer in use~~	Obsolete	27.	Step Ladders	V6
3.	Steam Cleaning	V5	28.	Cell Cleaning/Custody Areas	V5
4.	Floor Scrubber Drier Machine	V5	29.	(SOC) Laboratory – Monthly Forensic Cleaning	V5
5.	Cleaning of Glass and Mirrors (to hand height)	V5	30.	Forensic Cleaning Sexual Health Referral Centre and Vulnerable Witness	V5
6.	Damp Dusting and Polishing	V4	31.	~~No longer in use~~	Obsolete
7.	Staircase Cleaning	V5	32.	Carpet Extraction Cleaning	V6
8.	Rotary Machine Use (also covering RA 8a & 8b)	V5	33.	Use of Hand Tools	V6
9.	High Level Cleaning/Dusting	V5	34.	Forensic Pop-up Tent	V5
10.	Refuse Collection and Emptying Bins - Inside Buildings	V6	35.	Vehicle Valet	V5
11.	External Waste Disposal	V5	36.	Infestation Removal	V5
12.	Litter Picking	V5	37.	Fatality & Crime Scene	V5
13.	Sharps and Needle Stick Removal	V5	38.	Body Fluid Spillages and Contaminated Items	V5
14.	Use of a Petrol or Electric Pressure Washer/Jet Washer/Propane	V6	39.	Generic Use of Multi Wash Machine	V5
15.	Floor Sealing – Strip, Dry, Re-apply, Polish	V6	40.	Lift Cleaning	V5
16.	Cleaning Personal Computers and Telephones	V6	41.	Infection Control and Decontamination Cleaning	V5
17.	Brush Washing Footpaths and Roadways	V6	42.	Graffiti Removal	V5
18.	Use of a Roadsweeper (Ride on)	V6	43.	Stain Removal (Including Chewing Gum)	V5
19.	Window Cleaning by Water Fed Pole	V6	44.	Wet Pick-Up Machine	V5
20.	Damp Mopping	V6	45.	Upholstery Cleaning	V5
21.	Road Sweeper 400 Series Green Machine	V5	46.	Dust Mop Sweeping	V5
22.	Bonnet Mopping	V6	47.	Use of a Petrol or Electric Leaf Blower/Vacuum	V5
23.	Oiling Floors	V6	48.	~~No longer in use~~	Obsolete
24.	~~No longer in use~~	Obsolete	49.	Use of Portable Petrol Generator	V5
25.	~~No longer in use~~	Obsolete	50.	High Level Cleaning - Sky Vac	V5

Risk Assessment Review Sheet

51.	Use of Small Ride on Site Collection Vehicles and Tugs	V5			
52.	Use of an Electrostatic Sprayer Machine	V6			
53.	Manual Handling	V5			
54.	Baines Marie Cleaning	V5			
55.	Canopies Hoods and Filters	V5			
56.	Deep Fat Fryers	V5			
57.	Dish Washers	V5			
58.	Gully Chemicals and Drains	V5			
59.	Ovens and Grills	V5			
60.	Refrigerators, Freezers and Cold Rooms	V5			
61.	Steamers	V5			
62.	~~No longer in use~~	Obsolete			
63.	Risk Assessment not applicable for this Method Statement	N/A			
64.	Lone Working	V5			
65.	Use of John Deere Gator ATV	V5			
66.	Commercial Kitchen Deep Clean	V1			
67.	Wall Washing	V1			
68.	Commercial and Domestic Kitchen General Cleaning	V1			
69.					
70.					
71.					
72.					
73.					
74.					
75.					
76.	Touch Point Cleaning				
77.	Additional Precautions and Safety Measures in event of Cleaning Required for Suspected and Confirmed Cases of Covid-19				

Nviro Risk Assessment – 01 Toilet Washroom Cleaning

Name of person completing the risk assessment:	Safety Manager	Date completed:	September 2021
Task being assessed:	Cleaning of Toilets and Washrooms		

What is the hazard?	Who might be harmed?	How might they be harmed?	Existing risk controls measures:	Current risk rating			Additional control measures:	New risk rating			Action / monitored by whom?	Action / monitored by when?
				L	C	R		L	C	R		
Wet Floors	Nviro Employees and building users	Slips, Trips, Falls.	Warning signs to be placed before work commences. Warning signs displayed in a suitable position to give other users sufficient time to absorb the information before entering hazard area. Signage displayed until floor dry and/ or completed. Appropriate footwear to be worn (good grip on soles). All employees trained in safety procedure	3	3	9	Carry out work when least amount of personnel around. Lock down toilet/ washroom area if suitable with client agreement.	2	3	6	Operatives/ Site Supervisors/ Front Line Managers/ Service Mangers	Before start of task

What is the hazard?	Who might be harmed?	How might they be harmed?	Existing risk controls measures:	Current risk rating			Additional control measures:	New risk rating			Action / monitored by whom?	Action / monitored by when?
				L	C	R		L	C	R		
			(cleaning from rear to front of the area with back to door).									
Contact with cleaning chemical	Nviro Employees and building users.	Spills/ splashes causing irritation of skin and respiratory problems.	Natural ventilation to be used prior to work commencing. Instructions and training in the safe use of chemicals; follow COSHH risk assessment on safe use of chemicals and appropriate PPE worn (rubber gloves/eye protection). First aid facilities to be known in case of emergency. No mixing of chemicals, equipment/chemicals never left unattended.	3	3	9	Continuation of identifying safest agents that can be used to reduce long term occupational safety to a minimum. No agents used recorded under the EH 40 list (Workplace exposure limits).	2	3	6	Operatives/ Site Supervisors/ Front Line Managers/ Service Mangers	Before start of task

What is the hazard?	Who might be harmed?	How might they be harmed?	Existing risk controls measures:	Current risk rating			Additional control measures:	New risk rating			Action / monitored by whom?	Action / monitored by when?
				L	C	R		L	C	R		
Contact with Human Faeces	Nviro operatives	Parasites and Toxoplasma	Provision of appropriate PPE rubber/latex gloves. Flush toilets prior to any cleaning activity to take place.	2	3	6					Operatives/ Site Supervisors/ Front Line Managers/ Service Mangers	Before starting activity.
Cross - contamination of bacteria.	Nviro operatives	Transmission of bacteria or other substances	Employees to use the correct colour coding for materials used in the area to carry out the task. Red for toilet areas, yellow for sinks and fixtures.	2	3	6					Operatives/ Site Supervisors/ Front Line Managers/ Service Mangers	Before starting activity.

What is the hazard?	Who might be harmed?	How might they be harmed?	Existing risk controls measures:	Current risk rating			Additional control measures:	New risk rating			Action / monitored by whom?	Action / monitored by when?
				L	C	R		L	C	R		
Manual handling of equipment and loads	Nviro operatives	Strains/ Sprains to back, legs, arms and fingers	All machinery/ attachments/ chemical containers weigh below 25 Kilos Mechanised operations as much as is reasonable. Specific manual handling training on kinetic lifting for all employees.	2	4	8					Operatives/ Site Supervisors/ Front Line Managers/ Service Mangers	Before starting activity.

Review date:	September 2022	Signature of person completing the risk assessment:	

Risk rating calculator

Likelihood that the hazardous event will occur:	
1	Very unlikely
2	Unlikely
3	Fairly likely
4	Likely
5	Very likely

Consequence of the hazardous event should it occur:	
1	Insignificant – no injury
2	Minor – Minor injuries requiring first aid
3	Moderate – Up to three days absence
4	Major – More than seven days absence
5	Catastrophic - Death

Action level table

Risk rating:	Action:	Action description
20-25	STOP	Stop activity and take immediate action
15-16	URGENT ACTION	Take immediate action and stop activity if necessary, maintain existing controls rigorously
8-12	ACTION	Improve within specified timescales
3-6	MONITOR	Look to improve at the next review or if there is a significant change
1-2	NO ACTION	No further action but ensure controls are maintained and reviewed

Nviro Risk Assessment – 02 Vacuuming/Suction Cleaning

Name of person completing the risk assessment:	Safety Manager	Date completed:	September 2021
Task being assessed:	Vacuuming / Suction Cleaning		

What is the hazard?	Who might be harmed?	How might they be harmed?	Existing risk controls measures:	Current risk rating			Additional control measures:	New risk rating			Action / monitored by whom?	Action / monitored by when?
				L	C	R		L	C	R		
Faulty cables/ equipment	Nviro operatives and other building users	Electrocution, electrical fires	Visual user check on equipment prior to use (sockets, plug and entire cable). Extension lead RCD tested prior to use. Any faults found reported immediately to the supervisor to attach Red Tag to prevent use. No stretching of cable.	2	4	8	Annual PA testing of all electrical appliances.	1	4	4	Operative/ Site Supervisor/ Frontline Manager/ Service Manager	Before each use.

What is the hazard?	Who might be harmed?	How might they be harmed?	Existing risk controls measures:	Current risk rating			Additional control measures:	New risk rating			Action / monitored by whom?	Action / monitored by when?
				L	C	R		L	C	R		
Manual handling of machines and loads	Nviro operatives	Strains/ Sprains to back, legs, arms and fingers.	All machinery/ attachments/ chemical containers weigh below 25 Kilos. Specific Manual Handling training on kinetic lifting for all employees.	2	4	8	Use of Back-Pac vacuum where situation requires it.	1	4	4	Operative/ Site Supervisor/ Frontline Manager/ Service Manager	Before start of task.
Trailing cables	Nviro operatives and other building users	Slip/trip/falls	Warning signs to be placed before work commences. Warning signs displayed in a suitable position to give other users sufficient time to absorb the information before entering hazard area.	2	4	8	Warning sign placed over cable between machine and socket. Carry out work when least amount of personnel around.	1	3	3	Operative/ Site Supervisor/ Frontline Manager/ Service Manager	Before start of task.

What is the hazard?	Who might be harmed?	How might they be harmed?	Existing risk controls measures:	Current risk rating			Additional control measures:	New risk rating			Action / monitored by whom?	Action / monitored by when?
				L	C	R		L	C	R		
Contact with dust particles when replacing or checking filters	Nviro operatives and other building users	Inhalation of dust particles	Clean/Replace filters in a well-ventilated area. Dust mask to be worn if employee wishes. Disposal of filters and bags in correct disposal container.	2	4	8	Carry out work when least amount of personnel around.	1	4	4	Operative/ Site Supervisor/ Frontline Manager/ Service Manager	Before start of task.

Review date:	September 2022	Signature of person completing the risk assessment:	

Risk rating calculator

Likelihood that the hazardous event will occur:	
1	Very unlikely
2	Unlikely
3	Fairly likely
4	Likely
5	Very likely

Consequence of the hazardous event should it occur:	
1	Insignificant – no injury
2	Minor – Minor injuries requiring first aid
3	Moderate – Up to three days absence
4	Major – More than seven days absence
5	Catastrophic - Death

Action level table

Risk rating:	Action:	Action description
20-25	STOP	Stop activity and take immediate action
15-16	URGENT ACTION	Take immediate action and stop activity if necessary, maintain existing controls rigorously
8-12	ACTION	Improve within specified timescales
3-6	MONITOR	Look to improve at the next review or if there is a significant change
1-2	NO ACTION	No further action but ensure controls are maintained and reviewed

Nviro Risk Assessment – 03 Steam Cleaning

Name of person completing the risk assessment:	Safety Manager	Date completed:	September 2021
Task being assessed:	Cleaning of Floors and Other Areas by use of Steam Cleaners		

What is the hazard?	Who might be harmed?	How might they be harmed?	Existing risk controls measures:	Current risk rating			Additional control measures:	New risk rating			Action / monitored by whom?	Action / monitored by when?
				L	C	R		L	C	R		
Faulty cables/ equipment	Nviro operatives and other building users	Electrocution, electrical fires	Visual user check on equipment prior to use (sockets, plug and entire cable Extension lead RCD tested prior to use. Any faults found reported immediately to the supervisor to attach Red Tag to prevent use. No stretching of cable.	2	4	8	Annual PA testing of all electrical appliances.	1	4	4	Operative/ Site Supervisor/ Frontline Manager/ Service Manager	Before each use.

What is the hazard?	Who might be harmed?	How might they be harmed?	Existing risk controls measures:	Current risk rating			Additional control measures:	New risk rating			Action / monitored by whom?	Action / monitored by when?
				L	C	R		L	C	R		
Uneven/ Wet floors/	Nviro employees and other building users	Slip/trip/falls	Warning signs to be placed before work commences in a suitable position to give other users sufficient time to absorb the information before entering hazard area Signage displayed until floor dry and/or completed. Appropriate footwear to be worn (good grip on soles). All employees trained in safety procedure (cleaning from rear to front of the area with back to door). Nviro staff to be vigilant to contaminates	3	3	9	Carry out work when least amount of personnel around.	2	3	6	Operative/ Site Supervisor/ Frontline Manager/ Service Manager	Before start of task

What is the hazard?	Who might be harmed?	How might they be harmed?	Existing risk controls measures:	Current risk rating			Additional control measures:	New risk rating			Action / monitored by whom?	Action / monitored by when?
				L	C	R		L	C	R		
			such as water, oil and dust that cause a floor surface to become slippery especially in known hazard areas (i.e. kitchens, canteens/dining areas, changing rooms and washrooms).									
Contact with boiling water/steam	Nviro employees and other building users	Burns, scalding to skin	Operatives trained in the use of machinery and appropriate PPE provided and worn.	2	4	8	Carry out work when least amount of personnel around.	1	4	4	Operative/ Site Supervisor/ Frontline Manager/ Service Manager	Before start of task

What is the hazard?	Who might be harmed?	How might they be harmed?	Existing risk controls measures:	Current risk rating			Additional control measures:	New risk rating			Action / monitored by whom?	Action / monitored by when?
				L	C	R		L	C	R		
Contact with cleaning chemical	Nviro employees and other building users	Spills/ splashes causing irritation of skin and respiratory problems	Natural ventilation to be used prior to work commencing. Instructions and training in the safe use of chemicals; follow COSHH risk assessment on safe use of chemicals and appropriate PPE worn. First aid facilities to be known in case of emergency.	3	3	9	Continuation of identifying safest agents that can be used to reduce long term occupational safety to a minimum, No agents used recorded under the EH 40 list (Work place exposure limits)	2	3	6	Operative/ Site Supervisor/ Frontline Manager/ Service Manager	Before start of task
Manual handling of machines and loads	Nviro employees	Strains/ Sprains to back, legs, arms and fingers	All machinery/ attachments/ chemical containers weigh below 25 Kilos. Specific Manual Handling training on kinetic lifting for all employees.	2	4	8					Operative/ Site Supervisor/ Frontline Manager/ Service Manager	Before start of task.

What is the hazard?	Who might be harmed?	How might they be harmed?	Existing risk controls measures:	Current risk rating			Additional control measures:	New risk rating			Action / monitored by whom?	Action / monitored by when?
				L	C	R		L	C	R		
Trailing cables	Nviro operatives and other building users	Slip/trip/falls	Warning signs to be placed before work commences. Warning signs displayed in a suitable position to give other users sufficient time to absorb the information before entering hazard area.	2	4	8	Warning sign placed over cable between machine and socket. Carry out work when least amount of personnel around.	1	3	3	Operative/ Site Supervisor/ Frontline Manager/ Service Manager	Before start of task.

Review date:	September 2022	Signature of person completing the risk assessment:	

Risk rating calculator

Likelihood that the hazardous event will occur:	
1	Very unlikely
2	Unlikely
3	Fairly likely
4	Likely
5	Very likely

Consequence of the hazardous event should it occur:	
1	Insignificant – no injury
2	Minor – Minor injuries requiring first aid
3	Moderate – Up to three days absence
4	Major – More than seven days absence
5	Catastrophic - Death

Action level table

Risk rating:	Action:	Action description
20-25	STOP	Stop activity and take immediate action
15-16	URGENT ACTION	Take immediate action and stop activity if necessary, maintain existing controls rigorously
8-12	ACTION	Improve within specified timescales
3-6	MONITOR	Look to improve at the next review or if there is a significant change
1-2	NO ACTION	No further action but ensure controls are maintained and reviewed

Nviro Risk Assessment – 04 Floor Scrubber/Drier

Name of person completing the risk assessment:	Safety Manager	Date completed:	September 2021
Task being assessed:	Floor Scrubber/Drier		

What is the hazard?	Who might be harmed?	How might they be harmed?	Existing risk controls measures:	Current risk rating			Additional control measures:	New risk rating			Action / monitored by whom?	Action / monitored by when?
				L	C	R		L	C	R		
Faulty cables/ equipment	Nviro operatives and other building users	Electrocution, electrical fires	Visual user check on equipment prior to use (sockets, plug and entire cable). Extension lead RCD tested prior to use. Any faults found reported immediately to the supervisor to attach Red Tag to prevent use. No stretching of cable.	2	4	8	Annual PA testing of all electrical appliances.	1	4	4	Operative/ Site Supervisor/ Frontline Manager/ Service Manager	Before each use.

What is the hazard?	Who might be harmed?	How might they be harmed?	Existing risk controls measures:	Current risk rating			Additional control measures:	New risk rating			Action / monitored by whom?	Action / monitored by when?
				L	C	R		L	C	R		
Uneven/ Wet floors/	Nviro employees and other building users	Slip/trip/falls	Warning signs to be placed before work commences in a suitable position to give other users sufficient time to absorb the information before entering hazard area Signage displayed until floor dry and/or completed. Appropriate footwear to be worn (good grip on soles). All employees trained in safety procedure (cleaning from rear to front of the area with back to door). Nviro staff to be vigilant to contaminates	3	3	9	Carry out work when least amount of personnel around.	2	3	6	Operative/ Site Supervisor/ Frontline Manager/ Service Manager	Before start of task

What is the hazard?	Who might be harmed?	How might they be harmed?	Existing risk controls measures:	Current risk rating			Additional control measures:	New risk rating			Action / monitored by whom?	Action / monitored by when?
				L	C	R		L	C	R		
			such as water, oil and dust that cause a floor surface to become slippery especially in known hazard areas (i.e. kitchens, canteens/dining areas, changing rooms and washrooms).									
Contact with cleaning chemical	Nviro employees and other building users	Spills/ splashes causing irritation of skin and respiratory problems	Natural ventilation to be used prior to work commencing. Instructions and training in the safe use of chemicals; follow COSHH risk assessment on safe use of chemicals and appropriate PPE worn. First aid facilities to be	2	3	6	Continuation of identifying safest agents that can be used to reduce long term occupational safety to a minimum, No agents used recorded under the EH 40 list (Work place exposure limits)	1	3	3	Operative/ Site Supervisor/ Frontline Manager/ Service Manager	Before start of task

What is the hazard?	Who might be harmed?	How might they be harmed?	Existing risk controls measures:	Current risk rating			Additional control measures:	New risk rating			Action / monitored by whom?	Action / monitored by when?
				L	C	R		L	C	R		
			known in case of emergency.									
Manual handling of machines and loads	Nviro employees	Strains/ Sprains to back, legs, arms and fingers	All machinery/ attachments/ chemical containers weigh below 25 Kilos. Specific Manual Handling training on kinetic lifting for all employees.	2	4	8					Operative/ Site Supervisor/ Frontline Manager/ Service Manager	Before start of task.

What is the hazard?	Who might be harmed?	How might they be harmed?	Existing risk controls measures:	Current risk rating			Additional control measures:	New risk rating			Action / monitored by whom?	Action / monitored by when?
				L	C	R		L	C	R		
Trailing cables	Nviro operatives and other building users	Slip/trip/falls	Warning signs to be placed before work commences. Warning signs displayed in a suitable position to give other users sufficient time to absorb the information before entering hazard area.	2	4	8	Warning sign placed over cable between machine and socket. Carry out work when least amount of personnel around.	1	3	3	Operative/ Site Supervisor/ Frontline Manager/ Service Manager	Before start of task.

Review date:	September 2022	Signature of person completing the risk assessment:	

Risk rating calculator

Likelihood that the hazardous event will occur:	
1	Very unlikely
2	Unlikely
3	Fairly likely
4	Likely
5	Very likely

Consequence of the hazardous event should it occur:	
1	Insignificant – no injury
2	Minor – Minor injuries requiring first aid
3	Moderate – Up to three days absence
4	Major – More than seven days absence
5	Catastrophic - Death

Action level table

Risk rating:	Action:	Action description
20-25	STOP	Stop activity and take immediate action
15-16	URGENT ACTION	Take immediate action and stop activity if necessary, maintain existing controls rigorously
8-12	ACTION	Improve within specified timescales
3-6	MONITOR	Look to improve at the next review or if there is a significant change
1-2	NO ACTION	No further action but ensure controls are maintained and reviewed

Nviro Risk Assessment – 05 Cleaning of Glass and Mirrors to Hand Height

Name of person completing the risk assessment:	Safety Manager	Date completed:	September 2021
Task being assessed:	Cleaning of Glass and Mirrors to Hand Height		

What is the hazard?	Who might be harmed?	How might they be harmed?	Existing risk controls measures:	Current risk rating			Additional control measures:	New risk rating			Action / monitored by whom?	Action / monitored by when?
				L	C	R		L	C	R		
Unnecessary obstructions creating unsafe conditions	Nviro employees and other building users	Slip/trip/ falls	Nviro employees to ensure area is free from obstructions (removal/re-positioning of objects/items if reasonable to do so. Never leave equipment unattended, remove equipment and return to store when completed. Nviro staff to be vigilant to contaminates which are substances such as water, oil and dust that cause a floor surface to become slippery especially in known hazard	2	4	8	Carry out work when least amount of personnel around.	1	4	4	Operative/ Site Supervisor/ Frontline Manager/ Service Manager	Before start of task

What is the hazard?	Who might be harmed?	How might they be harmed?	Existing risk controls measures:	Current risk rating			Additional control measures:	New risk rating			Action / monitored by whom?	Action / monitored by when?
				L	C	R		L	C	R		
			areas (i.e. kitchens, canteens/dining areas, changing rooms and washrooms).									
Contact with cleaning chemical	Nviro employees and other building users	Irritation of skin and respiratory problems	Natural ventilation to be used prior to work commencing. Instructions and training in the safe use of chemicals; follow COSHH risk assessment on safe use of chemicals and appropriate PPE worn. First aid facilities to be known in case of emergency.	3	3	9	Continuation of identifying safest agents that can be used to reduce long term occupational safety to a minimum. No agents used recorded under the EH 40 list (work place exposure limits)	2	3	6	Operative/ Site Supervisor/ Frontline Manager/ Service Manager	Before start of task

What is the hazard?	Who might be harmed?	How might they be harmed?	Existing risk controls measures:	Current risk rating			Additional control measures:	New risk rating			Action / monitored by whom?	Action / monitored by when?
				L	C	R		L	C	R		
Contact with broken glass	Nviro employees	Cuts, lacerations	No employee is to attempt to clean cracked or broken glass. Any broken glass found report it immediately to the supervisor.	2	3	6					Operative/ Site Supervisor/ Frontline Manager/ Service Manager	Before start of task

Review date:	September 2022	Signature of person completing the risk assessment:	

Risk rating calculator

Likelihood that the hazardous event will occur:	
1	Very unlikely
2	Unlikely
3	Fairly likely
4	Likely
5	Very likely

Consequence of the hazardous event should it occur:	
1	Insignificant – no injury
2	Minor – Minor injuries requiring first aid
3	Moderate – Up to three days absence
4	Major – More than seven days absence
5	Catastrophic - Death

Action level table

Risk rating:	Action:	Action description
20-25	STOP	Stop activity and take immediate action
15-16	URGENT ACTION	Take immediate action and stop activity if necessary, maintain existing controls rigorously
8-12	ACTION	Improve within specified timescales
3-6	MONITOR	Look to improve at the next review or if there is a significant change
1-2	NO ACTION	No further action but ensure controls are maintained and reviewed

Nviro Risk Assessment – 06 Damp Dusting and Polishing

Name of person completing the risk assessment:	Safety Manager	Date completed:	September 2021
Task being assessed:	Damp Dusting and Polishing of Multi Surfaces		

What is the hazard?	Who might be harmed?	How might they be harmed?	Existing risk controls measures:	Current risk rating			Additional control measures:	New risk rating			Action / monitored by whom?	Action / monitored by when?
				L	C	R		L	C	R		
Splashes from damp cloths or over spray of polish onto floors	Nviro employees and other building users	Slips/trip/ falls	Appropriate footwear worn (good grip on soles) Immediately wipe away splashes on floor. Spray from an aerosol/hand spray onto a cloth avoiding over spray onto hard surfaces.	2	3	6	Nviro staff to be vigilant to contaminates which are substances such as water, oil and dust that cause a floor surface to become slippery especially in known hazard areas (i.e. kitchens, canteens/dining areas, changing rooms and washrooms).	1	3	3	Operative/ Site Supervisor/ Frontline Manager/ Service Manager	Before start of task

What is the hazard?	Who might be harmed?	How might they be harmed?	Existing risk controls measures:	Current risk rating			Additional control measures:	New risk rating			Action / monitored by whom?	Action / monitored by when?
				L	C	R		L	C	R		
Manual handling (movement of general office equipment)	Nviro employees	Strains/ Sprains to back, legs, arms and fingers	Clear desk policy, no Nviro employee will remove items around/from desks, window ledges or cabinet tops.	2	3	6	Specific manual handling training on kinetic lifting for all employees.	1	3	3	Operative/ Site Supervisor/ Frontline Manager/ Service Manager	Before start of task
Contact with cleaning chemical	Nviro employees and other building users	Irritation of skin and respiratory problems	Natural ventilation to be used prior to work commencing. Instructions and training in the safe use of chemicals; follow COSHH risk assessment on safe use of chemicals and appropriate PPE worn. First aid facilities to be known in case of emergency.	3	3	9	Continuation of identifying safest agents that can be used to reduce long term occupational safety to a minimum. No agents used recorded under the EH 40 list (work place exposure limits)	2	3	6	Operative/ Site Supervisor/ Frontline Manager/ Service Manager	Before start of task

What is the hazard?	Who might be harmed?	How might they be harmed?	Existing risk controls measures:	Current risk rating			Additional control measures:	New risk rating			Action / monitored by whom?	Action / monitored by when?
				L	C	R		L	C	R		

Review date:	September 2022	Signature of person completing the risk assessment:	

Risk rating calculator

Likelihood that the hazardous event will occur:	
1	Very unlikely
2	Unlikely
3	Fairly likely
4	Likely
5	Very likely

Consequence of the hazardous event should it occur:	
1	Insignificant – no injury
2	Minor – Minor injuries requiring first aid
3	Moderate – Up to three days absence
4	Major – More than seven days absence
5	Catastrophic - Death

Action level table

Risk rating:	Action:	Action description
20-25	STOP	Stop activity and take immediate action
15-16	URGENT ACTION	Take immediate action and stop activity if necessary, maintain existing controls rigorously
8-12	ACTION	Improve within specified timescales
3-6	MONITOR	Look to improve at the next review or if there is a significant change
1-2	NO ACTION	No further action but ensure controls are maintained and reviewed

Nviro Risk Assessment – 07 Staircase Cleaning

Name of person completing the risk assessment:	Safety Manager	Date completed:	September 2021
Task being assessed:	Cleaning of Staircases		

What is the hazard?	Who might be harmed?	How might they be harmed?	Existing risk controls measures:	Current risk rating			Additional control measures:	New risk rating			Action / monitored by whom?	Action / monitored by when?
				L	C	R		L	C	R		
Uneven floors (Steps at different heights)	Nviro employees and other building users	Slip/trip/falls	Warning signs to be placed before work commences. Warning signs displayed in a suitable position to give other users sufficient time to absorb the information before entering hazard area (at the top, bottom and entrances to staircase). Signage displayed until floor dry and/or completed. Appropriate footwear to be worn (good grip on soles).	3	4	12	Nviro staff to be vigilant to contaminates which are substances such as water, oil and dust that cause a floor surface to become slippery especially in known hazard areas (i.e. kitchens, canteens/dining areas, changing rooms and washrooms). Carry out work when least amount of personnel around.	2	4	8	Operative/ Site Supervisor/ Frontline Manager/ Service Manager	Before start of task

What is the hazard?	Who might be harmed?	How might they be harmed?	Existing risk controls measures:	Current risk rating			Additional control measures:	New risk rating			Action / monitored by whom?	Action / monitored by when?
				L	C	R		L	C	R		
Trailing cables	Nviro operatives and other building users	Slip/trip/falls	Warning signs to be placed before work commences. Warning signs displayed in a suitable position to give other users sufficient time to absorb the information before entering hazard area. Keep vacuum 3 stairs down at all times.	2	4	8	Warning sign placed over cable between machine and socket. Carry out work when least amount of personnel around.	1	3	3	Operative/ Site Supervisor/ Frontline Manager/ Service Manager	Before start of task.
Wet floors	Nviro employees and other building users	Slip/trip/falls	Keep bucket on each landing/ staircase along wall behind the line of work. Avoid using excess water, rinse out mop regularly. When working in a public area only mop half the staircase at a time to keep clear an obvious	3	4	12	Carry out work when least amount of personnel around.	2	4	8	Operative/ Site Supervisor/ Frontline Manager/ Service Manager	Before start of task

What is the hazard?	Who might be harmed?	How might they be harmed?	Existing risk controls measures:	Current risk rating			Additional control measures:	New risk rating			Action / monitored by whom?	Action / monitored by when?
				L	C	R		L	C	R		
			walkway. Removal of floor signs will only take place once staircase is completely dry.									
Contact with cleaning chemical	Nviro employees and other building users	Spills/ splashes causing irritation of skin and respiratory problems	Natural ventilation to be used prior to work commencing. Instructions and training in the safe use of chemicals; follow COSHH risk assessment on safe use of chemicals and appropriate PPE worn. First aid facilities to be known in case of emergency.	3	3	9	Continuation of identifying safest agents that can be used to reduce long term occupational safety to a minimum. No agents used recorded under the EH 40 list (work place exposure limits).	2	3	6	Operative/ Site Supervisor/ Frontline Manager/ Service Manager	Before start of task

What is the hazard?	Who might be harmed?	How might they be harmed?	Existing risk controls measures:	Current risk rating			Additional control measures:	New risk rating			Action / monitored by whom?	Action / monitored by when?
				L	C	R		L	C	R		
Faulty cables/ equipment	Nviro operatives and other building users	Electrocution, electrical fires	Visual user check on equipment prior to use (sockets, plug, cables). Extension lead RCD tested prior to use. Any faults found reported immediately to the supervisor to attach Red Tag to prevent use. No stretching of cable.	2	4	8	Annual PA testing of all electrical appliances.	1	4	4	Operative/ Site Supervisor/ Frontline Manager/ Service Manager	Before each use.
Manual handling of machines and loads	Nviro operatives	Strains/ Sprains to back, legs, arms and fingers.	All machinery/ attachments/ chemical containers weigh below 25 Kilos. Specific Manual Handling training on kinetic lifting for all employees.	2	4	8	Use of Back-Pac vacuum where situation requires it.	1	4	4	Operative/ Site Supervisor/ Frontline Manager/ Service Manager	Before start of task.

Review date:	September 2022	Signature of person completing the risk assessment:	

Risk rating calculator

Likelihood that the hazardous event will occur:	
1	Very unlikely
2	Unlikely
3	Fairly likely
4	Likely
5	Very likely

Consequence of the hazardous event should it occur:	
1	Insignificant – no injury
2	Minor – Minor injuries requiring first aid
3	Moderate – Up to three days absence
4	Major – More than seven days absence
5	Catastrophic - Death

Action level table

Risk rating:	Action:	Action description
20-25	STOP	Stop activity and take immediate action
15-16	URGENT ACTION	Take immediate action and stop activity if necessary, maintain existing controls rigorously
8-12	ACTION	Improve within specified timescales
3-6	MONITOR	Look to improve at the next review or if there is a significant change
1-2	NO ACTION	No further action but ensure controls are maintained and reviewed

Nviro Risk Assessment – 08 Rotary Machine Use

Name of person completing the risk assessment:	Safety Manager	Date completed:	September 2021
Task being assessed:	Buffing Flooring by use of a Rotary Machine		

What is the hazard?	Who might be harmed?	How might they be harmed?	Existing risk controls measures:	Current risk rating			Additional control measures:	New risk rating			Action / monitored by whom?	Action / monitored by when?
				L	C	R		L	C	R		
Faulty cables/equipment	Nviro employees and other building users	Electrocution, electrical fires	Visual user check on equipment prior to use (sockets, plug, cables). Any faults found reported immediately to the supervisor and not used. Extension lead RCD tested prior to use; no stretching of cable.	2	4	8	Annual PA testing of all electrical appliances.	1	4	4	Operative/ Site Supervisor/ Frontline Manager/ Service Manager	Before each use.

What is the hazard?	Who might be harmed?	How might they be harmed?	Existing risk controls measures:	Current risk rating			Additional control measures:	New risk rating			Action / monitored by whom?	Action / monitored by when?
				L	C	R		L	C	R		
Uneven/ Wet floors/	Nviro employees and other building users	Slip/trip/falls	Warning signs to be placed before work commences in a suitable position to give other users sufficient time to absorb the information before entering hazard area Signage displayed until floor dry and/or completed. Appropriate footwear to be worn (good grip on soles). All employees trained in safety procedure (cleaning from rear to front of the area with back to door). Nviro staff to be vigilant to contaminates such as water, oil and dust that cause a floor surface to	3	3	9	Carry out work when least amount of personnel around.	2	3	6	Operative/ Site Supervisor/ Frontline Manager/ Service Manager	Before start of task

What is the hazard?	Who might be harmed?	How might they be harmed?	Existing risk controls measures:	Current risk rating			Additional control measures:	New risk rating			Action / monitored by whom?	Action / monitored by when?
				L	C	R		L	C	R		
			become slippery especially in known hazard areas (i.e. kitchens, canteens/dining areas, changing rooms and washrooms).									
Contact with cleaning chemical	Nviro employees and other building users	Spills/ splashes causing irritation of skin and respiratory problems	Natural ventilation to be used prior to work commencing. Instructions and training in the safe use of chemicals; follow COSHH risk assessment on safe use of chemicals and appropriate PPE worn. First aid facilities to be known in case of emergency.	3	3	9	Continuation of identifying safest agents that can be used to reduce long term occupational safety to a minimum, No agents used recorded under the EH 40 list (Work place exposure limits)	2	3	6	Operative/ Site Supervisor/ Frontline Manager/ Service Manager	Before start of task

What is the hazard?	Who might be harmed?	How might they be harmed?	Existing risk controls measures:	Current risk rating			Additional control measures:	New risk rating			Action / monitored by whom?	Action / monitored by when?
				L	C	R		L	C	R		
Manual handling of machines and loads	Nviro employees	Strains/ Sprains to back, legs, arms and fingers	All machinery/ attachments/ chemical containers weigh below 25 Kilos. Specific Manual Handling training on kinetic lifting for all employees.	2	4	8					Operative/ Site Supervisor/ Frontline Manager/ Service Manager	Before start of task.
Trailing cables	Nviro operatives and other building users	Slip/trip/falls	Warning signs to be placed before work commences. Warning signs displayed in a suitable position to give other users sufficient time to absorb the information before entering hazard area.	2	4	8	Warning sign placed over cable between machine and socket. Carry out work when least amount of personnel around.	1	3	3	Operative/ Site Supervisor/ Frontline Manager/ Service Manager	Before start of task.

Review date:	September 2022	Signature of person completing the risk assessment:	

Risk rating calculator

Likelihood that the hazardous event will occur:	
1	Very unlikely
2	Unlikely
3	Fairly likely
4	Likely
5	Very likely

Consequence of the hazardous event should it occur:	
1	Insignificant – no injury
2	Minor – Minor injuries requiring first aid
3	Moderate – Up to three days absence
4	Major – More than seven days absence
5	Catastrophic - Death

Action level table

Risk rating:	Action:	Action description
20-25	STOP	Stop activity and take immediate action
15-16	URGENT ACTION	Take immediate action and stop activity if necessary, maintain existing controls rigorously
8-12	ACTION	Improve within specified timescales
3-6	MONITOR	Look to improve at the next review or if there is a significant change
1-2	NO ACTION	No further action but ensure controls are maintained and reviewed

Nviro Risk Assessment – 09 High Level Cleaning/Dusting

Name of person completing the risk assessment:	Safety Manager	Date completed:	September 2021
Task being assessed:	High Level Cleaning		

What is the hazard?	Who might be harmed?	How might they be harmed?	Existing risk controls measures:	Current risk rating			Additional control measures:	New risk rating			Action / monitored by whom?	Action / monitored by when?
				L	C	R		L	C	R		
Over reaching causing Musculo-skeletal disorders	Nviro employees	Sprains/ strains to upper limbs	Mechanise the operation using extension pole for the higher areas. Specific manual handling training on kinetic lifting for all employees. No standing on furniture.	2	4	8	Appropriate footwear to be worn (good grip on soles). Restriction in duration of using extension pole at any given time (max 15 minutes). Rotation of jobs.	1	4	4	Operative/ Site Supervisor/ Frontline Manager/ Service Manager	Before start of task
Dust and liquids entering electrical sockets	Nviro employees and other building users	Electrical fires	Covering of surfaces beneath area being cleaned with dust covers/masking tape to protect electrical sockets.	2	4	8	No overuse of water (Do not over wet the walls). Clear away excess water immediately.	1	4	4	Operative/ Site Supervisor/ Frontline Manager/ Service Manager	Before start of task

What is the hazard?	Who might be harmed?	How might they be harmed?	Existing risk controls measures:	Current risk rating			Additional control measures:	New risk rating			Action / monitored by whom?	Action / monitored by when?
				L	C	R		L	C	R		
Contact with cleaning chemical	Nviro employees and other building users	Irritation of skin and respiratory problems	Natural ventilation to be used prior to work commencing. Instructions and training in the safe use of chemicals; follow COSHH risk assessment on safe use of chemicals and appropriate PPE worn. First aid facilities to be known in case of emergency.	3	3	9	Continuation of identifying safest agents that can be used to reduce long term occupational safety to a minimum. No agents used recorded under the EH 40 list (work place exposure limits)	2	3	6	Operative/ Site Supervisor/ Frontline Manager/ Service Manager	Before start of task

Review date:	September 2022	Signature of person completing the risk assessment:	

Risk rating calculator

Likelihood that the hazardous event will occur:	
1	Very unlikely
2	Unlikely
3	Fairly likely
4	Likely
5	Very likely

Consequence of the hazardous event should it occur:	
1	Insignificant – no injury
2	Minor – Minor injuries requiring first aid
3	Moderate – Up to three days absence
4	Major – More than seven days absence
5	Catastrophic - Death

Action level table

Risk rating:	Action:	Action description
20-25	STOP	Stop activity and take immediate action
15-16	URGENT ACTION	Take immediate action and stop activity if necessary, maintain existing controls rigorously
8-12	ACTION	Improve within specified timescales
3-6	MONITOR	Look to improve at the next review or if there is a significant change
1-2	NO ACTION	No further action but ensure controls are maintained and reviewed

Nviro Risk Assessment – 10 Refuse Collection and Emptying Bins - Inside Buildings

Name of person completing the risk assessment:	Safety Manager	Date completed:	September 2021
Task being assessed:	Refuse Collection and Emptying Bins - Inside Buildings		

What is the hazard?	Who might be harmed?	How might they be harmed?	Existing risk controls measures:	Current risk rating			Additional control measures:	New risk rating			Action / monitored by whom?	Action / monitored by when?
				L	C	R		L	C	R		
Manual handling of refuse sacks	Nviro employees	Strains/ Sprains to back, legs, arms and fingers	Following manual handling training as per health and safety induction training. Assistance will be obtained if items are heavy or awkward. Regular emptying eliminating over filling of refuse sacks reducing overall weight.	2	3	6	Mechanised operations as much as is reasonable.	1	3	3	Operative/ Site Supervisor/ Frontline Manager/ Service Manager	Before start of task

What is the hazard?	Who might be harmed?	How might they be harmed?	Existing risk controls measures:	Current risk rating			Additional control measures:	New risk rating			Action / monitored by whom?	Action / monitored by when?
				L	C	R		L	C	R		
Contact with foreign objects such as glass, sharps(metal) etc	Nviro employees	Cuts, Infection (Hepatitis)	Wearing of rubber gloves. Hold/carry bags away from legs/torso. Use of clear refuse sacks so waste items are visible. Look for any protruding items.	2	3	6	Specific training on Nviro sharps/needle procedure. Report finding immediately to supervisor.	1	3	3	Operative/ Site Supervisor/ Frontline Manager/ Service Manager	Before start of task

Review date:	September 2022	Signature of person completing the risk assessment:	

Risk rating calculator

Likelihood that the hazardous event will occur:	
1	Very unlikely
2	Unlikely
3	Fairly likely
4	Likely
5	Very likely

Consequence of the hazardous event should it occur:	
1	Insignificant – no injury
2	Minor – Minor injuries requiring first aid
3	Moderate – Up to three days absence
4	Major – More than seven days absence
5	Catastrophic - Death

Action level table

Risk rating:	Action:	Action description
20-25	STOP	Stop activity and take immediate action
15-16	URGENT ACTION	Take immediate action and stop activity if necessary, maintain existing controls rigorously
8-12	ACTION	Improve within specified timescales
3-6	MONITOR	Look to improve at the next review or if there is a significant change
1-2	NO ACTION	No further action but ensure controls are maintained and reviewed

Nviro Risk Assessment – 11 External Waste Disposal

Name of person completing the risk assessment:	Safety Manager	Date completed:	September 2021
Task being assessed:	Refuse Collection and Emptying Bins - Outside Buildings		

What is the hazard?	Who might be harmed?	How might they be harmed?	Existing risk controls measures:	Current risk rating			Additional control measures:	New risk rating			Action / monitored by whom?	Action / monitored by when?
				L	C	R		L	C	R		
Manual handling of refuse sacks	Nviro employees	Strains/ Sprains to back, legs, arms and fingers	Following manual handling training as per health and safety induction training. Assistance will be obtained if items are heavy or awkward. Regular emptying eliminating over filling of refuse sacks reducing overall weight.	2	3	6	Mechanised operations as much as is reasonable.	1	3	3	Operative/ Site Supervisor/ Frontline Manager/ Service Manager	Before start of task

What is the hazard?	Who might be harmed?	How might they be harmed?	Existing risk controls measures:	Current risk rating			Additional control measures:	New risk rating			Action / monitored by whom?	Action / monitored by when?
				L	C	R		L	C	R		
Contact with foreign objects such as glass, sharps(metal) etc	Nviro employees	Cuts, Infection (Hepatitis)	Wearing of rubber gloves. Hold/carry bags away from legs/torso. Use of clear refuse sacks so waste items are visible. Look for any protruding items.	2	3	6	Specific training on Nviro sharps/needle procedure. Report finding immediately to supervisor.	1	3	3	Operative/ Site Supervisor/ Frontline Manager/ Service Manager	Before start of task

What is the hazard?	Who might be harmed?	How might they be harmed?	Existing risk controls measures:	Current risk rating			Additional control measures:	New risk rating			Action / monitored by whom?	Action / monitored by when?
				L	C	R		L	C	R		
Exposed to outside weather conditions	Nviro employees	Hypothermia/ Heatstroke/ Dehydration/ Cold weather injuries	Mandatory wearing of appropriate personnel protective equipment (wet weather gear, thermal clothing High Vis Jacket).	2	4	8	Operatives to be regularly monitored during extreme weather conditions	1	4	4	Operative/ Site Supervisor/ Frontline Manager/ Service Manager	Before start of task
Collision with other personnel and/or vehicle movement	Nviro employees	Struck by vehicles moving around site	Nviro employees to be aware of traffic routes.	1	4	4					Operative/ Site Supervisor/ Frontline Manager/ Service Manager	Before start of task

Review date:	September 2022	Signature of person completing the risk assessment:	

Risk rating calculator

Likelihood that the hazardous event will occur:	
1	Very unlikely
2	Unlikely
3	Fairly likely
4	Likely
5	Very likely

Consequence of the hazardous event should it occur:	
1	Insignificant – no injury
2	Minor – Minor injuries requiring first aid
3	Moderate – Up to three days absence
4	Major – More than seven days absence
5	Catastrophic - Death

Action level table

Risk rating:	Action:	Action description
20-25	STOP	Stop activity and take immediate action
15-16	URGENT ACTION	Take immediate action and stop activity if necessary, maintain existing controls rigorously
8-12	ACTION	Improve within specified timescales
3-6	MONITOR	Look to improve at the next review or if there is a significant change
1-2	NO ACTION	No further action but ensure controls are maintained and reviewed

Nviro Risk Assessment – 12 Litter Picking

Name of person completing the risk assessment:	Safety Manager	Date completed:	September 2021
Task being assessed:	Litter Picking		

What is the hazard?	Who might be harmed?	How might they be harmed?	Existing risk controls measures:	Current risk rating			Additional control measures:	New risk rating			Action / monitored by whom?	Action / monitored by when?
				L	C	R		L	C	R		
Contact with foreign objects such as glass, sharps etc	Nviro employees	Cuts, Biohazard, Infection	Mandatory wearing of Rigger Gloves. Mandatory use of picker tweezers and/or clapper boards. Carry away from legs/torso. Visual check for sharps and needles. Specific training on Nviro sharps/needle procedure. Report finding immediately to supervisor.	2	4	8	In the event of an injury, employee to undergo health surveillance.	1	4	4	Operative/ Site Supervisor/ Frontline Manager/ Service Manager	Before start of task

What is the hazard?	Who might be harmed?	How might they be harmed?	Existing risk controls measures:	Current risk rating			Additional control measures:	New risk rating			Action / monitored by whom?	Action / monitored by when?
				L	C	R		L	C	R		
Manual handling of litter	Nviro employees	Strains/Sprains to back, legs, arms, and fingers	Following Manual handling training as per health and safety induction training. Mandatory use of picker tweezers. Assistance will be obtained if items are heavy or awkward. Regular emptying eliminating over filling reducing overall weight. Use of carrying equipment (trolleys etc).	2	4	8	Mechanised operations as much as is reasonable.	1	4	4	Operative/ Site Supervisor/ Frontline Manager/ Service Manager	Before start of task

What is the hazard?	Who might be harmed?	How might they be harmed?	Existing risk controls measures:	Current risk rating			Additional control measures:	New risk rating			Action / monitored by whom?	Action / monitored by when?
				L	C	R		L	C	R		
Exposed to outside weather conditions	Nviro employees	Hypothermia/ Heatstroke/ Dehydration/ Cold weather injuries	Mandatory wearing of appropriate personnel protective equipment (wet weather gear, thermal clothing High Vis Jacket).	2	4	8	Operatives to be regularly monitored during extreme weather conditions	1	4	4	Operative/ Site Supervisor/ Frontline Manager/ Service Manager	Before start of task
Collision with other personnel and/or vehicle movement	Nviro employees	Struck by vehicles moving around site	Nviro employees to be aware of traffic routes.	1	4	4					Operative/ Site Supervisor/ Frontline Manager/ Service Manager	Before start of task

Review date:	September 2022	Signature of person completing the risk assessment:	

Risk rating calculator

Likelihood that the hazardous event will occur:	
1	Very unlikely
2	Unlikely
3	Fairly likely
4	Likely
5	Very likely

Consequence of the hazardous event should it occur:	
1	Insignificant – no injury
2	Minor – Minor injuries requiring first aid
3	Moderate – Up to three days absence
4	Major – More than seven days absence
5	Catastrophic - Death

Action level table

Risk rating:	Action:	Action description
20-25	STOP	Stop activity and take immediate action
15-16	URGENT ACTION	Take immediate action and stop activity if necessary, maintain existing controls rigorously
8-12	ACTION	Improve within specified timescales
3-6	MONITOR	Look to improve at the next review or if there is a significant change
1-2	NO ACTION	No further action but ensure controls are maintained and reviewed

Nviro Risk Assessment – 13 Sharps and Needle Stick Removal

Name of person completing the risk assessment:	Safety Manager	Date completed:	November 2021
Task being assessed:	Sharps and Needle Stick		

What is the hazard?	Who might be harmed?	How might they be harmed?	Existing risk controls measures:	Current risk rating			Additional control measures:	New risk rating			Action / monitored by whom?	Action / monitored by when?
				L	C	R		L	C	R		
Cross contamination. Contact with sharp, needle stick.	Nviro employees	Biohazard possible infections such as HIV/Hepatitis	All Nviro employees informed during Induction training to be vigilant and visually check area prior to commence of cleaning, particular care taken in areas of low light. If needle stick injury occurs allow puncture to bleed, wash area with warm water and attend the nearest A&E department at hospital. ALL Nviro employees not	2	4	8	In the event of an injury, employee to undergo health surveillance.	1	4	4	Operative/ Site Supervisor/ Frontline Manager/ Service Manager	Before start of task

What is the hazard?	Who might be harmed?	How might they be harmed?	Existing risk controls measures:	Current risk rating			Additional control measures:	New risk rating			Action / monitored by whom?	Action / monitored by when?
				L	C	R		L	C	R		
			trained in the safe handling of sharp/needles to report finding direct to their immediate line manager or client contact.									
Cross contamination. Contact with sharp, needle prick.	Nviro employees, other building users and the environment	Biohazard possible infections such as HIV/Hepatitis	Yellow sharp boxes to be used only and disposed of through appropriate waste streams complying with local and national guidelines. When using a sharps box the box must not be filled above the 'fill line' displayed on the container (¾ full). Close	1	4	4					Operative/ Site Supervisor/ Frontline Manager/ Service Manager	Before start of task

What is the hazard?	Who might be harmed?	How might they be harmed?	Existing risk controls measures:	Current risk rating			Additional control measures:	New risk rating			Action / monitored by whom?	Action / monitored by when?
				L	C	R		L	C	R		
			lid after every use.									
Removal of sharps, needle sticks. Contact with sharp, needle prick.	Nviro employees	Biohazard possible infections such as HIV/Hepatitis	Only appropriate trained personnel to remove sharps/needles. Warning signs to be placed before work commences. One handed collection technique to be used at all times with the container placed on the floor and other arm behind your back. Non-physical contact with items by	2	4	8					Operative/ Site Supervisor/ Frontline Manager/ Service Manager	Before start of task

What is the hazard?	Who might be harmed?	How might they be harmed?	Existing risk controls measures:	Current risk rating			Additional control measures:	New risk rating			Action / monitored by whom?	Action / monitored by when?
				L	C	R		L	C	R		
			using picker tweezers or needle picker. Nviro to inform premise owner of location/ number of sharps, needles etc). All equipment to be stowed away safely.									

Review date:	November 2022	Signature of person completing the risk assessment:	

Risk rating calculator

Likelihood that the hazardous event will occur:	
1	Very unlikely
2	Unlikely
3	Fairly likely
4	Likely
5	Very likely

Consequence of the hazardous event should it occur:	
1	Insignificant – no injury
2	Minor – Minor injuries requiring first aid
3	Moderate – Up to three days absence
4	Major – More than seven days absence
5	Catastrophic - Death

Action level table

Risk rating:	Action:	Action description
20-25	STOP	Stop activity and take immediate action
15-16	URGENT ACTION	Take immediate action and stop activity if necessary, maintain existing controls rigorously
8-12	ACTION	Improve within specified timescales
3-6	MONITOR	Look to improve at the next review or if there is a significant change
1-2	NO ACTION	No further action but ensure controls are maintained and reviewed

Nviro Risk Assessment –14 Use of a Petrol or Electric Pressure Washer/Jet Washer/Propane

Name of person completing the risk assessment:	Safety Manager	Date completed:	November 2021
Task being assessed:	Use of a Petrol or Electric Pressure Washer/Jet Washer/Propane		

What is the hazard?	Who might be harmed?	How might they be harmed?	Existing risk controls measures:	Current risk rating			Additional control measures:	New risk rating			Action / monitored by whom?	Action / monitored by when?
				L	C	R		L	C	R		
Faulty cables/ equipment	Nviro operatives and other building users	Electrocution, electrical fires	Visual user check on equipment prior to use (sockets, plug and entire cable). Extension lead RCD tested prior to use. Any faults found reported immediately to the supervisor to attach Red Tag to prevent use. No stretching of cable.	2	4	8	Annual PA testing of all electrical appliances.	1	4	4	Operative/ Site Supervisor/ Frontline Manager/ Service Manager	Before each use.

What is the hazard?	Who might be harmed?	How might they be harmed?	Existing risk controls measures:	Current risk rating			Additional control measures:	New risk rating			Action / monitored by whom?	Action / monitored by when?
				L	C	R		L	C	R		
Water egress onto electrics	Nviro employees	Electrocution	Ensure that the water jet is not in contact with any electrical equipment. Any exposed plug sockets must be covered to prevent water penetrating. Residual current device to be used.	2	4	8					Operative/ Site Supervisor/ Frontline Manager/ Service Manager	Before each use.
Manual handling of machines and use of wand musculoskeletal disorders	Nviro employees	Strains/ Sprains to back, legs, arms and fingers	All machinery/ attachments/ chemical containers weigh below 25 Kilos Specific Manual Handling training on Kinetic Lifting for all employees who use. Ensure suitable grip is engaged on wand in order that it does not slip	2	4	8	Rotation of jobs to ensure suitable rest periods.	1	4	4	Operative/ Site Supervisor/ Frontline Manager/ Service Manager	Before each use.

What is the hazard?	Who might be harmed?	How might they be harmed?	Existing risk controls measures:	Current risk rating			Additional control measures:	New risk rating			Action / monitored by whom?	Action / monitored by when?
				L	C	R		L	C	R		
			out of hand whilst in use.									
Un even/Wet floors Slipping on pockets of water, Tripping over jet hose	Nviro employees	Slip/trip / falls	Cordoned off area, warning signs to be placed before work commences, warning signs displayed in a suitable position to give other users sufficient time to absorb the information before entering hazard area. Signage displayed until floor dry and/or completed.	2	4	8	Carry out work when least amount of personnel around	1	4	4	Operative/ Site Supervisor/ Frontline Manager/ Service Manager	Before each use.

What is the hazard?	Who might be harmed?	How might they be harmed?	Existing risk controls measures:	Current risk rating			Additional control measures:	New risk rating			Action / monitored by whom?	Action / monitored by when?
				L	C	R		L	C	R		
			Leads to be placed behind line of work. Keep trailing cables to a minimum. Appropriate footwear to be worn (good grip on soles) All employees trained in safety procedure. Ensure that the jet washer wand is not pointed towards any person or persons.									
Electrical fire whilst re fuelling	Nviro employees	Burns	Fill fuel tank to the maximum level before starting work. Use funnel to re fill fuel tank, never overfill, allow unit to cool down and clear spillages immediately.	1	4	4					Operative/ Site Supervisor/ Frontline Manager/ Service Manager	Before each use.

What is the hazard?	Who might be harmed?	How might they be harmed?	Existing risk controls measures:	Current risk rating			Additional control measures:	New risk rating			Action / monitored by whom?	Action / monitored by when?
				L	C	R		L	C	R		
Propane fire/explosion whilst exchanging bottle	Nviro employees	Rapid combustion of pressurised container	Only to be exchanged by trained operatives. Operative to tighten connection using tool provided. Only bottles delivered by authorised suppliers to be used	1	5	5					Operative/ Site Supervisor/ Frontline Manager/ Service Manager	Before each use.
Contact with water jet	Nviro employees	Injuries due to high pressure water contact	Mandatory wearing of appropriate personnel protective equipment (protective coveralls, suitable footwear, safety goggles.) Ensure that the jet washer wand is not pointed towards any person or persons.	1	4	4					Operative/ Site Supervisor/ Frontline Manager/ Service Manager	Before each use.

What is the hazard?	Who might be harmed?	How might they be harmed?	Existing risk controls measures:	Current risk rating			Additional control measures:	New risk rating			Action / monitored by whom?	Action / monitored by when?
				L	C	R		L	C	R		
Collision with other personnel and/or vehicle movement	Nviro employees	Struck by vehicles moving around site	Nviro employees to be aware of traffic routes.	1	4	4					Operative/ Site Supervisor/ Frontline Manager/ Service Manager	Before start of task
Exposed to outside weather conditions	Nviro employees	Hypothermia/ Heatstroke/ Dehydration/ Cold weather injuries	Mandatory wearing of appropriate personnel protective equipment (wet weather gear, thermal clothing High Vis Jacket).	2	4	8	Operatives to be regularly monitored during extreme weather conditions	1	3	3	Operative/ Site Supervisor/ Frontline Manager/ Service Manager	Before start of task

Review date:	November 2022	Signature of person completing the risk assessment:	

Risk rating calculator

Likelihood that the hazardous event will occur:	
1	Very unlikely
2	Unlikely
3	Fairly likely
4	Likely
5	Very likely

Consequence of the hazardous event should it occur:	
1	Insignificant – no injury
2	Minor – Minor injuries requiring first aid
3	Moderate – Up to three days absence
4	Major – More than seven days absence
5	Catastrophic - Death

Action level table

Risk rating:	Action:	Action description
20-25	STOP	Stop activity and take immediate action
15-16	URGENT ACTION	Take immediate action and stop activity if necessary, maintain existing controls rigorously
8-12	ACTION	Improve within specified timescales
3-6	MONITOR	Look to improve at the next review or if there is a significant change
1-2	NO ACTION	No further action but ensure controls are maintained and reviewed

Nviro Risk Assessment – 15 FLOOR SEALING, STRIP, DRY AND RE-APPLY POLISH

Name of person completing the risk assessment:	Safety Manager	Date completed:	November 2021
Task being assessed:	Floor Sealing, Strip, Dry and reapply polish		

What is the hazard?	Who might be harmed?	How might they be harmed?	Existing risk controls measures:	Current risk rating			Additional control measures:	New risk rating			Action / monitored by whom?	Action / monitored by when?
				L	C	R		L	C	R		
Uneven/ Wet floors/	Nviro employees and other building users	Slip/trip/falls	Warning signs to be placed before work commences in a suitable position to give other users sufficient time to absorb the information before entering hazard area Signage displayed until floor dry and/or completed. Appropriate footwear to be worn (good grip on soles). All employees trained in safety	3	3	9	Carry out work when least amount of personnel around.	2	3	6	Operative/ Site Supervisor/ Frontline Manager/ Service Manager	Before start of task

What is the hazard?	Who might be harmed?	How might they be harmed?	Existing risk controls measures:	Current risk rating			Additional control measures:	New risk rating			Action / monitored by whom?	Action / monitored by when?
				L	C	R		L	C	R		
			procedure (cleaning from rear to front of the area with back to door). Nviro staff to be vigilant to contaminates such as water, oil and dust that cause a floor surface to become slippery especially in known hazard areas (i.e. kitchens, canteens/ dining areas, changing rooms and washrooms).									

What is the hazard?	Who might be harmed?	How might they be harmed?	Existing risk controls measures:	Current risk rating			Additional control measures:	New risk rating			Action / monitored by whom?	Action / monitored by when?
				L	C	R		L	C	R		
Use of machinery, vibration, noise. manual handling, Awkward posture (reaching, bending, twisting) Musculo-skeletal disorders	Nviro employees	Strains/ Sprains to back, legs, arms, neck and fingers	All machinery/ attachments/ chemical containers to weigh below 25 Kilos. Specific Manual Handling training on Kinetic Lifting for all employees. Rotation of jobs (moving in various directions to spread out the workload to various muscles; use a light grip; maintain neutral postures.	2	3	6	It is important to continue to plan how and when work is conducted, e.g. shorter periods of stripping and sealing are preferred; intersperse tasks to provide for task variety and a change in posture and muscular effort if available.	1	3	3	Operative/ Site Supervisor/ Frontline Manager/ Service Manager	Before each use.

What is the hazard?	Who might be harmed?	How might they be harmed?	Existing risk controls measures:	Current risk rating			Additional control measures:	New risk rating			Action / monitored by whom?	Action / monitored by when?
				L	C	R		L	C	R		
Faulty cables/ equipment	Nviro employees and other building users	Electrocution, electrical fires	Visual user check on equipment prior to use (sockets, plug and entire cable). Extension lead RCD tested prior to use Any faults found reported immediately to the supervisor to attach Red Tag to prevent use. No stretching of cable.	2	4	8	Annual PA testing of all electrical appliances.	1	4	4	Operative/ Site Supervisor/ Frontline Manager/ Service Manager	Before each use.
Contact with dust particles when replacing or checking filters	Nviro employees and other building users	Inhalation of dust particles	Clean/Replace filters in a well-ventilated area. Dust mask to be worn if employee wishes. Disposal of filters and bags in correct disposal container.	2	4	8	Carry out work when least amount of personnel around.	1	4	4	Operative/ Site Supervisor/ Frontline Manager/ Service Manager	Before start of task.

What is the hazard?	Who might be harmed?	How might they be harmed?	Existing risk controls measures:	Current risk rating			Additional control measures:	New risk rating			Action / monitored by whom?	Action / monitored by when?
				L	C	R		L	C	R		
Contact with waxes/ chemical via spills/splashes	Nviro employees and other building users	Irritation of skin and respiratory problems	Natural ventilation to be used prior to work commencing, instructions and training in the safe use of chemicals, follow COSHH risk assessment on safe use of waxes/ chemicals, appropriate PPE worn, first aid facilities to be known in case of emergency	2	3	6	Continuation of identifying safest agents that can be used to reduce long term occupational safety to a minimum, No agents used recorded under the EH 40 list (Work place exposure limits)	1	3	3	Operative/ Site Supervisor/ Frontline Manager/ Service Manager	Before start of task.
Trailing cables	Nviro operatives and other building users	Slip/trip/falls	Warning signs to be placed before work commences. Warning signs displayed in a suitable position to give other users sufficient time to absorb the information	2	4	8	Warning sign placed over cable between machine and socket. Carry out work when least amount of personnel around.	1	3	3	Operative/ Site Supervisor/ Frontline Manager/ Service Manager	Before start of task.

What is the hazard?	Who might be harmed?	How might they be harmed?	Existing risk controls measures:	Current risk rating			Additional control measures:	New risk rating			Action / monitored by whom?	Action / monitored by when?
				L	C	R		L	C	R		
			before entering hazard area.									

Review date:	November 2022	Signature of person completing the risk assessment:	

Risk rating calculator

Likelihood that the hazardous event will occur:	
1	Very unlikely
2	Unlikely
3	Fairly likely
4	Likely
5	Very likely

Consequence of the hazardous event should it occur:	
1	Insignificant – no injury
2	Minor – Minor injuries requiring first aid
3	Moderate – Up to three days absence
4	Major – More than seven days absence
5	Catastrophic - Death

Action level table

Risk rating:	Action:	Action description
20-25	STOP	Stop activity and take immediate action
15-16	URGENT ACTION	Take immediate action and stop activity if necessary, maintain existing controls rigorously
8-12	ACTION	Improve within specified timescales
3-6	MONITOR	Look to improve at the next review or if there is a significant change
1-2	NO ACTION	No further action but ensure controls are maintained and reviewed

Nviro Risk Assessment – 16 Cleaning Personal Computers & Telephones

Name of person completing the risk assessment:	Safety Manager	Date completed:	November 2021
Task being assessed:	Cleaning Personal Computers & Telephones		

What is the hazard?	Who might be harmed?	How might they be harmed?	Existing risk controls measures:	Current risk rating			Additional control measures:	New risk rating			Action / monitored by whom?	Action / monitored by when?
				L	C	R		L	C	R		
Brush movement causing musculo-skeletal disorders	Nviro employees	Sprains/ strains to upper limbs	Specific Manual Handling training on Kinetic Lifting for all employees. Rotation of job if carrying out specific task for a period longer than one hour.	2	4	8					Operative/ Site Supervisor/ Frontline Manager/ Service Manager	Before start of task

What is the hazard?	Who might be harmed?	How might they be harmed?	Existing risk controls measures:	Current risk rating			Additional control measures:	New risk rating			Action / monitored by whom?	Action / monitored by when?
				L	C	R		L	C	R		
Manual handling	Nviro employees	Movement of office equipment Strains or Sprains to back, legs, arms and fingers	Specific Manual Handling training on Kinetic Lifting for all employees	2	4	8					Operative/ Site Supervisor/ Frontline Manager/ Service Manager	Before start of task
Egress of liquid polish into electrical components	Nviro employees	Electro-cution, electrical fires	Use of soft brush only. Ensure electrical equipment is turned off before cleaning starts. Visual user check on equipment prior to clean,any faults found are reported immediately to the supervisor and cleaning suspended until fixed.	2	5	10					Operative/ Site Supervisor/ Frontline Manager/ Service Manager	Before start of task

What is the hazard?	Who might be harmed?	How might they be harmed?	Existing risk controls measures:	Current risk rating			Additional control measures:	New risk rating			Action / monitored by whom?	Action / monitored by when?
				L	C	R		L	C	R		
Splashes from damp cloths or over spray of polish onto floors	Nviro employees and other building users	Slip/trip/ falls	Appropriate footwear worn (good grip on soles) Immediately wipe away splashes on floor. Spray from an aerosol/hand spray onto a cloth avoiding over spray onto hard surfaces.	2	3	6	Nviro staff to be vigilant to contaminates which are substances such as water, oil and dust that cause a floor surface to become slippery especially in known hazard areas (i.e. kitchens, canteens/dining areas, changing rooms and washrooms).	1	3	3	Operative/ Site Supervisor/ Frontline Manager/ Service Manager	Before start of task

Review date:	November 2022	Signature of person completing the risk assessment:	

Risk rating calculator

Likelihood that the hazardous event will occur:	
1	Very unlikely
2	Unlikely
3	Fairly likely
4	Likely
5	Very likely

Consequence of the hazardous event should it occur:	
1	Insignificant – no injury
2	Minor – Minor injuries requiring first aid
3	Moderate – Up to three days absence
4	Major – More than seven days absence
5	Catastrophic - Death

Action level table

Risk rating:	Action:	Action description
20-25	STOP	Stop activity and take immediate action
15-16	URGENT ACTION	Take immediate action and stop activity if necessary, maintain existing controls rigorously
8-12	ACTION	Improve within specified timescales
3-6	MONITOR	Look to improve at the next review or if there is a significant change
1-2	NO ACTION	No further action but ensure controls are maintained and reviewed

Nviro Risk Assessment – 17 Brushwashing of Footpaths or Roadways

Name of person completing the risk assessment:	Safety Manager	Date completed:	November 2021
Task being assessed:	Brushwashing of Footpaths or Roadways		

What is the hazard?	Who might be harmed?	How might they be harmed?	Existing risk controls measures:	Current risk rating			Additional control measures:	New risk rating			Action / monitored by whom?	Action / monitored by when?
				L	C	R		L	C	R		
Brush movement causing Musculo-skeletal disorders	Nviro employees	Sprains/ strains to Upper limbs	Specific Manual Handling training on Kinetic Lifting for all employees. Restriction in duration of using brush at any given time. Rotation of jobs.	2	4	8	Mechanise the operation with the use of a mobile sweeper.	1	4	4	Operative/ Site Supervisor/ Frontline Manager/ Service Manager	Before start of task

What is the hazard?	Who might be harmed?	How might they be harmed?	Existing risk controls measures:	Current risk rating			Additional control measures:	New risk rating			Action / monitored by whom?	Action / monitored by when?
				L	C	R		L	C	R		
Exposed to outside weather conditions	Nviro employees	Hypothermia/ Heat Stroke/ Dehydration/ Cold weather injuries	Mandatory wearing of appropriate personnel protective equipment (wet weather gear, thermal clothing High Vis Jacket).	2	4	8	Operatives to be regularly monitored during extreme weather conditions	1	4	4	Operative/ Site Supervisor/ Frontline Manager/ Service Manager	Before start of task
Collision with other personnel and/or vehicle movement	Nviro employees	Struck by vehicles moving around site	Nviro employees to be aware of traffic routes.	1	4	4					Operative/ Site Supervisor/ Frontline Manager/ Service Manager	Before start of task

Review date:	November 2022	Signature of person completing the risk assessment:	

Risk rating calculator

Likelihood that the hazardous event will occur:	
1	Very unlikely
2	Unlikely
3	Fairly likely
4	Likely
5	Very likely

Consequence of the hazardous event should it occur:	
1	Insignificant – no injury
2	Minor – Minor injuries requiring first aid
3	Moderate – Up to three days absence
4	Major – More than seven days absence
5	Catastrophic - Death

Action level table

Risk rating:	Action:	Action description
20-25	STOP	Stop activity and take immediate action
15-16	URGENT ACTION	Take immediate action and stop activity if necessary, maintain existing controls rigorously
8-12	ACTION	Improve within specified timescales
3-6	MONITOR	Look to improve at the next review or if there is a significant change
1-2	NO ACTION	No further action but ensure controls are maintained and reviewed

Nviro Risk Assessment – 18 Use of a Roadsweeper(Ride on)

Name of person completing the risk assessment:	Safety Manager	Date completed:	November 2021
Task being assessed:	Use of a Roadsweeper (Ride on)		

What is the hazard?	Who might be harmed?	How might they be harmed?	Existing risk controls measures:	Current risk rating			Additional control measures:	New risk rating			Action / monitored by whom?	Action / monitored by when?
				L	C	R		L	C	R		
Equipment Use machinery hazards	Nviro employees	Entrapment, injection, shear point, pinch point etc, vibration, noise.	Visual user check prior to work commence check that all guarding are in place. Mandatory checking of lights, indicators, horn, brakes. Use of lap belt and ear defenders when in use. Vehicle fitted with shock and vibration absorbent seats.	2	4	8	Full machinery assessment to be completed. Pre-Planned Maintenance regime as per manufacturer requirement.	1	4	4	Operative/ Site Supervisor/ Frontline Manager/ Service Manager	Before start of task

What is the hazard?	Who might be harmed?	How might they be harmed?	Existing risk controls measures:	Current risk rating			Additional control measures:	New risk rating			Action / monitored by whom?	Action / monitored by when?
				L	C	R		L	C	R		
Collision with other personnel and / or vehicle movement	Nviro employees	Impact from road sweeper vehicle.	Clear coloured conspicuous work wear with reflective strips to be provided. Clear coloured rainwear with reflective strips to be provided. Nviro employees to be aware of traffic routes Additional mirrors to the truck so that the driver has no blind spots.	2	5	10	Orange flashing beacons to be placed on the truck (ideally front and rear).	1	5	5	Operative/ Site Supervisor/ Frontline Manager/ Service Manager	Before start of task

What is the hazard?	Who might be harmed?	How might they be harmed?	Existing risk controls measures:	Current risk rating			Additional control measures:	New risk rating			Action / monitored by whom?	Action / monitored by when?
				L	C	R		L	C	R		
Awkward posture (reaching, bending, twisting) Musculo-skeletal disorders	Nviro employees	Strains/ Sprains to back, legs , arms, neck and fingers	Rotation of positions (Neck flexion may be static for viewing road area. Counter with stretching in opposite direction). Mechanise operated unloading so far as is reasonable. Containers requiring to be lifted to have handles fitted. Specific manual handling training on Kinetic Lifting for all employees.	3	4	12	Use sweeper with a low-capacity container.	2	4	8	Operative/ Site Supervisor/ Frontline Manager/ Service Manager	Before start of task

What is the hazard?	Who might be harmed?	How might they be harmed?	Existing risk controls measures:	Current risk rating			Additional control measures:	New risk rating			Action / monitored by whom?	Action / monitored by when?
				L	C	R		L	C	R		
Exposed to outside weather conditions	Nviro employees	Hypothermia/ Heat Stroke/ Dehydration/ Cold weather injuries	Mandatory wearing of appropriate personnel protective equipment (wet weather gear, thermal clothing High Vis Jacket).	2	4	8	Operatives to be regularly monitored during extreme weather conditions	1	4	4	Operative/ Site Supervisor/ Frontline Manager/ Service Manager	Before start of task

Review date:	November 2022	Signature of person completing the risk assessment:	

Risk rating calculator

Likelihood that the hazardous event will occur:	
1	Very unlikely
2	Unlikely
3	Fairly likely
4	Likely
5	Very likely

Consequence of the hazardous event should it occur:	
1	Insignificant – no injury
2	Minor – Minor injuries requiring first aid
3	Moderate – Up to three days absence
4	Major – More than seven days absence
5	Catastrophic - Death

Action level table

Risk rating:	Action:	Action description
20-25	STOP	Stop activity and take immediate action
15-16	URGENT ACTION	Take immediate action and stop activity if necessary, maintain existing controls rigorously
8-12	ACTION	Improve within specified timescales
3-6	MONITOR	Look to improve at the next review or if there is a significant change
1-2	NO ACTION	No further action but ensure controls are maintained and reviewed

Nviro Risk Assessment – 19 Window cleaning by water fed pole

Name of person completing the risk assessment:	Safety Manager	Date completed:	November 2021
Task being assessed:	Window Cleaning by Water fed Pole		

What is the hazard?	Who might be harmed?	How might they be harmed?	Existing risk controls measures:	Current risk rating			Additional control measures:	New risk rating			Action / monitored by whom?	Action / monitored by when?
				L	C	R		L	C	R		
Manual handling of Water Fed Pole	Nviro employees	Strains/Sprains to back, legs, arms and fingers	Following Manual handling training as per health and safety induction training. Follow supplier's & industry guidelines when lifting and lowering poles.	2	4	8	Use of carbon fibre light weight poles. Do not use longer poles than necessary.	1	4	4	Operative/ Site Supervisor/ Frontline Manager/ Service Manager	Before start of task

What is the hazard?	Who might be harmed?	How might they be harmed?	Existing risk controls measures:	Current risk rating			Additional control measures:	New risk rating			Action / monitored by whom?	Action / monitored by when?
				L	C	R		L	C	R		
Exposed to outside weather conditions	Nviro employees	Hypothermia/ Heat Stroke/ Dehydration/ Cold weather injuries	Mandatory wearing of appropriate personnel protective equipment (wet weather gear, thermal clothing High Vis Jacket).	2	4	8	Operatives to be regularly monitored during extreme weather conditions	1	4	4	Operative/ Site Supervisor/ Frontline Manager/ Service Manager	Before start of task
Collision with other personnel and/or vehicle movement	Nviro employees and others	Exposed on or near roadways	Nviro employees to be aware of traffic routes. High Visibility signs to be always used before work commences, positioned so information can easily be understood in advance of approaching the working area Mandatory wearing of appropriate PPE (wet weather gear, High Vis Jacket)	1	5	5					Operative/ Site Supervisor/ Frontline Manager/ Service Manager	Before start of task

Review date:	November 2022	Signature of person completing the risk assessment:	

Risk rating calculator

Likelihood that the hazardous event will occur:	
1	Very unlikely
2	Unlikely
3	Fairly likely
4	Likely
5	Very likely

Consequence of the hazardous event should it occur:	
1	Insignificant – no injury
2	Minor – Minor injuries requiring first aid
3	Moderate – Up to three days absence
4	Major – More than seven days absence
5	Catastrophic - Death

Action level table

Risk rating:	Action:	Action description
20-25	STOP	Stop activity and take immediate action
15-16	URGENT ACTION	Take immediate action and stop activity if necessary, maintain existing controls rigorously
8-12	ACTION	Improve within specified timescales
3-6	MONITOR	Look to improve at the next review or if there is a significant change
1-2	NO ACTION	No further action but ensure controls are maintained and reviewed

Nviro Risk Assessment – 20 Damp Mopping

Name of person completing the risk assessment:	Safety Manager	Date completed:	November 2021
Task being assessed:	Damp Mopping		

What is the hazard?	Who might be harmed?	How might they be harmed?	Existing risk controls measures:	Current risk rating			Additional control measures:	New risk rating			Action / monitored by whom?	Action / monitored by when?
				L	C	R		L	C	R		
Un-even/Wet floors	Nviro employees and other building users	Slips/ trips / falls	Warning signs to be placed before work commences. Warning signs displayed in a suitable position to give other users sufficient time to absorb the information before entering hazard area. Signage displayed until floor dry and/or task completed. Mop to be thoroughly wrung out. Appropriate footwear to be worn (good grip on soles). All	3	4	12	Carry out work when least amount of personnel around.	2	4	8	Operatives/ Site Supervisors/ Front Line Managers/ Service Mangers	Before start of task

What is the hazard?	Who might be harmed?	How might they be harmed?	Existing risk controls measures:	Current risk rating			Additional control measures:	New risk rating			Action / monitored by whom?	Action / monitored by when?
				L	C	R		L	C	R		
			employees trained in safety procedure. Always mop up any laying pools of water as the work commences, never leave any pools of water on completion of work area									
Manual handling, Awkward posture (reaching, bending, twisting) Musculo-skeletal disorders	Nviro employees	Strains/ Sprains to back, legs, arms, neck and fingers	Specific Manual Handling training on Kinetic Lifting for all employees. Rotation of jobs (moving in various directions to spread out the workload to various muscles; use a light grip; maintain neutral postures;	2	4	8	Neck flexion may be static for viewing flooring area. Counter with stretching in opposite direction).	1	4	4	Operatives/ Site Supervisors/ Front Line Managers/ Service Mangers	Before start of task

What is the hazard?	Who might be harmed?	How might they be harmed?	Existing risk controls measures:	Current risk rating			Additional control measures:	New risk rating			Action / monitored by whom?	Action / monitored by when?
				L	C	R		L	C	R		
Contact with cleaning chemical	Nviro employees and other building users	Irritation of skin and respiratory problems	Natural ventilation to be used prior to work commencing. Instructions and training in the safe use of chemicals; follow COSHH risk assessment on safe use of chemicals and appropriate PPE worn. First aid facilities to be known in case of emergency.	3	3	9	Continuation of identifying safest agents that can be used to reduce long term occupational safety to a minimum. No agents used recorded under the EH 40 list 2007 (workplace exposure limits)	2	3	6	Operative/ Site Supervisor/ Frontline Manager/ Service Manager	Before start of task
Failure to adhere to Colour Coding	Nviro employees and other building users	Cross contamination	Employees to use the correct colour coding for materials used in the area to carry out the task. ID Lanyards have colour coding info for reference	2	4	8					Operative/ Site Supervisor/ Frontline Manager/ Service Manager	Before start of task

Review date:	November 2022	Signature of person completing the risk assessment:	

Risk rating calculator

Likelihood that the hazardous event will occur:	
1	Very unlikely
2	Unlikely
3	Fairly likely
4	Likely
5	Very likely

Consequence of the hazardous event should it occur:	
1	Insignificant – no injury
2	Minor – Minor injuries requiring first aid
3	Moderate – Up to three days absence
4	Major – More than seven days absence
5	Catastrophic - Death

Action level table

Risk rating:	Action:	Action description
20-25	STOP	Stop activity and take immediate action
15-16	URGENT ACTION	Take immediate action and stop activity if necessary, maintain existing controls rigorously
8-12	ACTION	Improve within specified timescales
3-6	MONITOR	Look to improve at the next review or if there is a significant change
1-2	NO ACTION	No further action but ensure controls are maintained and reviewed

Nviro Risk Assessment – 21 Road Sweeper 400 Series Green Machine

Name of person completing the risk assessment:	Safety Manager	Date completed:	November 2021
Task being assessed:	Use of 400 Series Green Machine (road sweeper 'sit on')		

What is the hazard?	Who might be harmed?	How might they be harmed?	Existing risk controls measures:	Current risk rating			Additional control measures:	New risk rating			Action / monitored by whom?	Action / monitored by when?
				L	C	R		L	C	R		
Collision with other personnel and or vehicle movement	Nviro employees and others	Impact from road sweeper vehicle	Mandatory wearing of appropriate personnel protective equipment (Wet weather gear, thermal clothing High Vis Jacket) Use of wing mirrors Orange flashing beacon and beeper when ignition switch is turned on Use of horn when manoeuvring around blind corners Nviro employees to be aware of traffic routes	2	5	10					Operative/ Site Supervisor/ Frontline Manager/ Service Manager	Before start of task

What is the hazard?	Who might be harmed?	How might they be harmed?	Existing risk controls measures:	Current risk rating			Additional control measures:	New risk rating			Action / monitored by whom?	Action / monitored by when?
				L	C	R		L	C	R		
Exposure to moving parts	Nviro employees	Drawing in, shear point, impact and ejection hazard	Always switch the engine OFF and remove keys before removing any outside covers Never put hands, fingers or loose clothing near moving parts	2	5	10					Operative/ Site Supervisor/ Frontline Manager/ Service Manager	Before start of task
Re-fuelling	Nviro employees	Fire, exposure to hot surfaces	Fill fuel tank before starting work Always switch the engine OFF and remove keys before re-fuelling Allow engine to cool down before re fuelling avoid spillages, use of a funnel, clear any spillages immediately and never over fill the fuel tank (easy to see diesel level as fuel tank is clear in colour)	2	4	8					Operative/ Site Supervisor/ Frontline Manager/ Service Manager	Before start of task

What is the hazard?	Who might be harmed?	How might they be harmed?	Existing risk controls measures:	Current risk rating			Additional control measures:	New risk rating			Action / monitored by whom?	Action / monitored by when?
				L	C	R		L	C	R		
Exposure to Noise 110db A rated	Nviro employees	Loss of hearing temporary "tinnitus" or permanent	Mandatory wearing of ear defenders when operating machine Rotation of jobs Planned maintenance on machine	2	3	6					Operative/ Site Supervisor/ Frontline Manager/ Service Manager	Before start of task
Emptying bag exposure to foreign objects	Nviro employees	Dust, cigarette ends etc.	Always switch the engine OFF and remove keys before removing any outside cover, replace bag in a well-ventilated area only (outside) Wear suitable gloves	1	4	4					Operative/ Site Supervisor/ Frontline Manager/ Service Manager	Before start of task

What is the hazard?	Who might be harmed?	How might they be harmed?	Existing risk controls measures:	Current risk rating			Additional control measures:	New risk rating			Action / monitored by whom?	Action / monitored by when?
				L	C	R		L	C	R		
Exposed to outside weather conditions	Nviro employees	Hypothermia/ Heat Stroke/ Dehydration/ Cold weather injuries	Mandatory wearing of appropriate personnel protective equipment (wet weather gear, thermal clothing High Vis Jacket).	2	4	8	Operatives to be regularly monitored during extreme weather conditions	1	4	4	Operative/ Site Supervisor/ Frontline Manager/ Service Manager	Before start of task

Review date:	November 2022	Signature of person completing the risk assessment:	

Risk rating calculator

Likelihood that the hazardous event will occur:	
1	Very unlikely
2	Unlikely
3	Fairly likely
4	Likely
5	Very likely

Consequence of the hazardous event should it occur:	
1	Insignificant – no injury
2	Minor – Minor injuries requiring first aid
3	Moderate – Up to three days absence
4	Major – More than seven days absence
5	Catastrophic - Death

Action level table

Risk rating:	Action:	Action description
20-25	STOP	Stop activity and take immediate action
15-16	URGENT ACTION	Take immediate action and stop activity if necessary, maintain existing controls rigorously
8-12	ACTION	Improve within specified timescales
3-6	MONITOR	Look to improve at the next review or if there is a significant change
1-2	NO ACTION	No further action but ensure controls are maintained and reviewed

Nviro Risk Assessment – 22 Bonnet Mopping

Name of person completing the risk assessment:	Safety Manager	Date completed:	November 2021
Task being assessed:	Bonnet Mopping		

What is the hazard?	Who might be harmed?	How might they be harmed?	Existing risk controls measures:	Current risk rating			Additional control measures:	New risk rating			Action / monitored by whom?	Action / monitored by when?
				L	C	R		L	C	R		
Uneven / wet floors	Nviro employees and other building users	Slips trips or falls	Warning signs to be placed before work commences. Warning signs displayed in a suitable position to give other users sufficient time to absorb the information before entering hazardous area. Signage displayed until floor dry and / or completed. Appropriate footwear to be worn (good grip on soles). All employees trained in safety procedure.	3	4	12	Carry out work when least amount of personnel around	2	4	8	Operative/ Site Supervisor/ Frontline Manager/ Service Manager	Before start of task

What is the hazard?	Who might be harmed?	How might they be harmed?	Existing risk controls measures:	Current risk rating			Additional control measures:	New risk rating			Action / monitored by whom?	Action / monitored by when?
				L	C	R		L	C	R		
Trailing cables	Nviro employees and other building users	Slip/trip/falls	Warning signs to be placed before work commences. Warning signs displayed in a suitable position to give other users sufficient time to absorb the information before entering hazard area.	2	4	8	Warning sign placed over cable between machine and socket. Carry out work when least amount of personnel around.	1	3	3	Operative/ Site Supervisor/ Frontline Manager/ Service Manager	Before start of task.
Manual handling of machines/loads and reparative strain injuries.	Nviro employees	Strains/ sprains to back, legs, arms and fingers	All machinery/ attachments/ chemical containers weigh below 25 Kilos. Rotation of jobs (frequent breaks in pattern of work.) Specific Manual Handling training on Kinetic Lifting for all employees.	2	4	8					Operative/ Site Supervisor/ Frontline Manager/ Service Manager	Before start of task.

What is the hazard?	Who might be harmed?	How might they be harmed?	Existing risk controls measures:	Current risk rating			Additional control measures:	New risk rating			Action / monitored by whom?	Action / monitored by when?
				L	C	R		L	C	R		
Faulty cables/ equipment	Nviro employees and other building users	Electrocution, electrical fires	Visual user check on equipment prior to use (sockets, plug and entire cable). RCD protection on fixed wall sockets. Any faults found reported immediately to the supervisor to attach Red Tag to prevent use. No stretching of cable.	2	4	8	Annual PA testing of all electrical appliances.	1	4	4	Operative/ Site Supervisor/ Frontline Manager/ Service Manager	Before each use.
Vibration	Nviro employees	Damage to hands, wrists and arms	Check the handle prior to use, ensure it's insulated, and if not then wear thick suitable gloves for duration of task. Rotation of jobs (frequent breaks in pattern of work.)	2	4	8					Operative/ Site Supervisor/ Frontline Manager/ Service Manager	Before each use.

What is the hazard?	Who might be harmed?	How might they be harmed?	Existing risk controls measures:	Current risk rating			Additional control measures:	New risk rating			Action / monitored by whom?	Action / monitored by when?
				L	C	R		L	C	R		
Contact with cleaning chemical	Nviro employees and other building users	Spills/ splashes causing irritation of skin and respiratory problems	Natural ventilation to be used prior to work commencing. Instructions and training in the safe use of chemicals; follow COSHH risk assessment on safe use of chemicals and appropriate PPE worn. First aid facilities to be known in case of emergency.	3	3	9	Continuation of identifying safest agents that can be used to reduce long term occupational safety to a minimum, No agents used recorded under the EH 40 list 2007 (Work place exposure limits)	2	3	6	Operative/ Site Supervisor/ Frontline Manager/ Service Manager	Before start of task

Review date:	November 2022	Signature of person completing the risk assessment:	

Risk rating calculator

Likelihood that the hazardous event will occur:	
1	Very unlikely
2	Unlikely
3	Fairly likely
4	Likely
5	Very likely

Consequence of the hazardous event should it occur:	
1	Insignificant – no injury
2	Minor – Minor injuries requiring first aid
3	Moderate – Up to three days absence
4	Major – More than seven days absence
5	Catastrophic - Death

Action level table

Risk rating:	Action:	Action description
20-25	STOP	Stop activity and take immediate action
15-16	URGENT ACTION	Take immediate action and stop activity if necessary, maintain existing controls rigorously
8-12	ACTION	Improve within specified timescales
3-6	MONITOR	Look to improve at the next review or if there is a significant change
1-2	NO ACTION	No further action but ensure controls are maintained and reviewed

Nviro Risk Assessment – 23 Oiling Floors

Name of person completing the risk assessment:	Safety Manager	Date completed:	November 2021
Task being assessed:	Oiling Floors		

What is the hazard?	Who might be harmed?	How might they be harmed?	Existing risk controls measures:	Current risk rating			Additional control measures:	New risk rating			Action / monitored by whom?	Action / monitored by when?
				L	C	R		L	C	R		
Manual handling of furniture	Nviro employees	Musculo-skeletal disorder sprains, strains	Specific Manual Handling training on Kinetic Lifting for all employees. Only move furniture that you are comfortable and able to move safely.	2	4	8	Mechanise with the use of lifting equipment as much as is reasonably practicable. 2 person lifting for anything over 25 kg	1	4	4	Operative/ Site Supervisor/ Frontline Manager/ Service Manager	Before start of task

What is the hazard?	Who might be harmed?	How might they be harmed?	Existing risk controls measures:	Current risk rating			Additional control measures:	New risk rating			Action / monitored by whom?	Action / monitored by when?
				L	C	R		L	C	R		
Faulty cables/ equipment	Nviro employees and other building users	Electrocution, electrical fires	Visual user check on equipment prior to use (sockets, plug, cables, equipment), any faults found is reported immediately to the supervisor and not used. RCD tested prior to use, no stretching of cable Annual PA testing (PAT) of all electrical appliances.	2	4	8					Operative/ Site Supervisor/ Frontline Manager/ Service Manager	Before start of task
Use of vacuum, vibration, noise. Manual handling, Awkward posture (reaching, bending, twisting) Musculo-skeletal disorders	Nviro employees	Strains/ Sprains to back, legs, arms, neck and fingers	All machinery/attachments/chemical containers weigh below 25 Kilos. Specific Manual Handling training on Kinetic Lifting for all employees. Rotation of jobs: moving in	2	4	8	Investigation into lightweight machines, making it easier to move and pull over to change pads, adjustability in handle heights, machines with low noise emissions and lower	1	4	4	Operative/ Site Supervisor/ Frontline Manager/ Service Manager	Before start of task

What is the hazard?	Who might be harmed?	How might they be harmed?	Existing risk controls measures:	Current risk rating			Additional control measures:	New risk rating			Action / monitored by whom?	Action / monitored by when?
				L	C	R		L	C	R		
			various directions to spread out the workload to various muscles; use a light grip; maintain neutral postures. Neck flexion may be static for viewing flooring area. Counter with stretching in opposite direction).				vibration ratings.					
Contact with oil via spills/splashes	Nviro employees and other building users	Irritation of skin	Gloves to be worn. Natural ventilation to be used prior to work commencing, Instructions and training in the safe use of chemicals, follow COSHH risk assessment on safe use of oil.	1	4	4					Operative/ Site Supervisor/ Frontline Manager/ Service Manager	Before start of task

What is the hazard?	Who might be harmed?	How might they be harmed?	Existing risk controls measures:	Current risk rating			Additional control measures:	New risk rating			Action / monitored by whom?	Action / monitored by when?
				L	C	R		L	C	R		
			When tipping oil into mop bucket, pour slowly and avoid stooping over the mop bucket. First aid facilities to be known in case of emergency.									
Contact with dust particles when replacing or checking filters	Nviro employees	Respiratory problems	Clean/Replace filters in a well-ventilated area. Dust mask to be worn. Disposal of filters and bags in correct disposal container.	1	4	4					Operative/ Site Supervisor/ Frontline Manager/ Service Manager	Before start of task

What is the hazard?	Who might be harmed?	How might they be harmed?	Existing risk controls measures:	Current risk rating			Additional control measures:	New risk rating			Action / monitored by whom?	Action / monitored by when?
				L	C	R		L	C	R		
Tripping over power leads and oil,	Nviro employees	Slip/trip/ falls	Ensure area being oiled is cordoned off in agreement with the client. Warning signs to be placed before work commences. Signage displayed until floor dry and/or completed. Leads to be placed behind line of work. Keep trailing cables to a minimum. Appropriate footwear to be worn (good grip on soles).	2	4	8					Operative/ Site Supervisor/ Frontline Manager/ Service Manager	Before start of task

Review date:	November 2022	Signature of person completing the risk assessment:	

Risk rating calculator

Likelihood that the hazardous event will occur:	
1	Very unlikely
2	Unlikely
3	Fairly likely
4	Likely
5	Very likely

Consequence of the hazardous event should it occur:	
1	Insignificant – no injury
2	Minor – Minor injuries requiring first aid
3	Moderate – Up to three days absence
4	Major – More than seven days absence
5	Catastrophic - Death

Action level table

Risk rating:	Action:	Action description
20-25	STOP	Stop activity and take immediate action
15-16	URGENT ACTION	Take immediate action and stop activity if necessary, maintain existing controls rigorously
8-12	ACTION	Improve within specified timescales
3-6	MONITOR	Look to improve at the next review or if there is a significant change
1-2	NO ACTION	No further action but ensure controls are maintained and reviewed

Nviro Risk Assessment – 25b Use of I-Gum Machine

Name of person completing the risk assessment:	Safety Manager	Date completed:	December 2021
Task being assessed:	Use of I-Gum Machine		

What is the hazard?	Who might be harmed?	How might they be harmed?	Existing risk controls measures:	Current risk rating			Additional control measures:	New risk rating			Action / monitored by whom?	Action / monitored by when?
				L	C	R		L	C	R		
Hot Lance end	Nviro employees	Burns to legs, arms, hands from Lance	Correct training in use of I-Gum. Trained operatives only to use I-Gum. Do not touch Lance below blue strip. At least Cut resistant L3 gloves to be worn.	2	4	8					Operative/ Site Supervisor/ Frontline Manager/ Service Manager	Before start of task
Boiling water from Lance	Nviro employees and other building users	Steam Burns/ Scalding to legs, arms, hands from Lance	Correct training in the use of I-Gum. Trained operatives only to use I-Gum. Ensure that the lance is never allowed to lay flat, is kept upright during use, and is not pointed towards	2	4	8					Operative/ Site Supervisor/ Frontline Manager/ Service Manager	Before start of task

What is the hazard?	Who might be harmed?	How might they be harmed?	Existing risk controls measures:	Current risk rating			Additional control measures:	New risk rating			Action / monitored by whom?	Action / monitored by when?
				L	C	R		L	C	R		
			any person or persons. At least Cut resistant L3 gloves to be worn.									
Manual handling of equipment and use of lance	Nviro employees	Musculo-skeletal disorders (Strains/Sprains to back, legs, arms and fingers)	Backpack fittings to be removed and I-Gum used as trolley only. Ensure suitable grip is engaged on lance when in use. Use both hands to support lance, hold lance across the body. Keeping tip of lance close by (avoid reaching). Rotate jobs and/or include micro breaks.	2	3	6					Operative/ Site Supervisor/ Frontline Manager/ Service Manager	Before start of task

What is the hazard?	Who might be harmed?	How might they be harmed?	Existing risk controls measures:	Current risk rating			Additional control measures:	New risk rating			Action / monitored by whom?	Action / monitored by when?
				L	C	R		L	C	R		
Exposed to outside weather conditions	Nviro employees	Hypothermia/ Heat Stroke/ Dehydration/ Cold weather injuries	Mandatory wearing of appropriate personnel protective equipment (wet weather gear, thermal clothing High Vis Jacket).	2	4	8	Operatives to be regularly monitored during extreme weather conditions	1	4	4	Operative/ Site Supervisor/ Frontline Manager/ Service Manager	Before start of task
Collision with other personnel and/or vehicle movement	Nviro employees and others	Exposed on or near roadways	Nviro employees to be aware of traffic routes. High Visibility signs to be always used before work commences, positioned so information can easily be understood in advance of approaching the working area Mandatory wearing of appropriate PPE (wet weather gear, High Vis Jacket)	1	5	5					Operative/ Site Supervisor/ Frontline Manager/ Service Manager	Before start of task

What is the hazard?	Who might be harmed?	How might they be harmed?	Existing risk controls measures:	Current risk rating			Additional control measures:	New risk rating			Action / monitored by whom?	Action / monitored by when?
				L	C	R		L	C	R		
Contact with cleaning chemical	Nviro employees and other building users	Irritation of skin, eyes and respiratory problems	Natural ventilation to be used prior to work commencing. Safety Glasses to be worn. First aid facilities to be known in case of emergency.	3	3	9	Continuation of identifying safest agents that can be used to reduce long term occupational safety to a minimum. No agents used recorded under the EH 40 list (work place exposure limits)	2	3	6	Operative/ Site Supervisor/ Frontline Manager/ Service Manager	Before start of task

Review date:	December 2022	Signature of person completing the risk assessment:	

Risk rating calculator

Likelihood that the hazardous event will occur:	
1	Very unlikely
2	Unlikely
3	Fairly likely
4	Likely
5	Very likely

Consequence of the hazardous event should it occur:	
1	Insignificant – no injury
2	Minor – Minor injuries requiring first aid
3	Moderate – Up to three days absence
4	Major – More than seven days absence
5	Catastrophic - Death

Action level table

Risk rating:	Action:	Action description
20-25	STOP	Stop activity and take immediate action
15-16	URGENT ACTION	Take immediate action and stop activity if necessary, maintain existing controls rigorously
8-12	ACTION	Improve within specified timescales
3-6	MONITOR	Look to improve at the next review or if there is a significant change
1-2	NO ACTION	No further action but ensure controls are maintained and reviewed

Nviro Risk Assessment – 27 Use of Step Ladders

Name of person completing the risk assessment:	Safety Manager	Date completed:	November 2021
Task being assessed:	Use of Step Ladders		

What is the hazard?	Who might be harmed?	How might they be harmed?	Existing risk controls measures:	Current risk rating			Additional control measures:	New risk rating			Action / monitored by whom?	Action / monitored by when?
				L	C	R		L	C	R		
Injuries caused by use of step ladders in populated areas	Nviro employees and others	Falls from height, fatalities , broken bones, bruising.	Cordon off area in which the step ladder is being used. Warning signs to be placed before work commences. Training in correct use of ladder / step ladder and working at height	3	5	15	Undertake the tasks involved in using step ladders when least amount of personnel are around.	2	5	10	Operative/ Site Supervisor/ Frontline Manager/ Service Manager	Before start of task

What is the hazard?	Who might be harmed?	How might they be harmed?	Existing risk controls measures:	Current risk rating			Additional control measures:	New risk rating			Action / monitored by whom?	Action / monitored by when?
				L	C	R		L	C	R		
Falls from stepladders	Nviro employees	Falls from height, fatalities, broken bones, bruising.	Training in correct use of ladder / step ladder and working at height. Check step ladder thoroughly before use. Spread the step ladder to its fullest extent, Ensure that all four stiles are on firm, level ground. Must have a secure handhold not less than 1.06m above the highest level reached by your feet.	2	5	10					Operative/ Site Supervisor/ Frontline Manager/ Service Manager	Before start of task

What is the hazard?	Who might be harmed?	How might they be harmed?	Existing risk controls measures:	Current risk rating			Additional control measures:	New risk rating			Action / monitored by whom?	Action / monitored by when?
				L	C	R		L	C	R		
Manual handling of Step Ladder	Nviro employees	Strains/Sprains to back, legs, arms, and fingers	Following Manual handling training as per health and safety induction training. 2 person carry from storage to work area	2	4	8					Operative/ Site Supervisor/ Frontline Manager/ Service Manager	Before start of task

Review date:	November 2022	Signature of person completing the risk assessment:	

Risk rating calculator

Likelihood that the hazardous event will occur:	
1	Very unlikely
2	Unlikely
3	Fairly likely
4	Likely
5	Very likely

Consequence of the hazardous event should it occur:	
1	Insignificant – no injury
2	Minor – Minor injuries requiring first aid
3	Moderate – Up to three days absence
4	Major – More than seven days absence
5	Catastrophic - Death

Action level table

Risk rating:	Action:	Action description
20-25	STOP	Stop activity and take immediate action
15-16	URGENT ACTION	Take immediate action and stop activity if necessary, maintain existing controls rigorously
8-12	ACTION	Improve within specified timescales
3-6	MONITOR	Look to improve at the next review or if there is a significant change
1-2	NO ACTION	No further action but ensure controls are maintained and reviewed

Nviro Risk Assessment – 28 Cell Cleaning /Custody Areas

Name of person completing the risk assessment:	Safety Manager	Date completed:	November 2021
Task being assessed:	Cell Cleaning Custody Areas		

What is the hazard?	Who might be harmed?	How might they be harmed?	Existing risk controls measures:	Current risk rating			Additional control measures:	New risk rating			Action / monitored by whom?	Action / monitored by when?
				L	C	R		L	C	R		
Wet Floors caused by damp mopping	Nviro employees and other building users	Slips/ trips/ falls	Appropriate footwear required (good grip on soles – flat, closed in footwear) Warning signs to be placed before work commences Warning signs displayed in a suitable position to give other users sufficient time to absorb the information before entering hazardous area Signage displayed until surface of the floor is dry.	2	4	8					Operatives/ Site Supervisors/ Front Line Managers/ Service Mangers	Before start of task

What is the hazard?	Who might be harmed?	How might they be harmed?	Existing risk controls measures:	Current risk rating			Additional control measures:	New risk rating			Action / monitored by whom?	Action / monitored by when?
				L	C	R		L	C	R		
Contact with chemical via spills/splashes	Nviro employees	Irritation of skin and respiratory problems	Natural ventilation to be used prior to work commencing (keeping the door open). Instructions and training in the safe use of chemicals Follow COSHH risk assessment on safe use of chemicals. Appropriate PPE worn, Overalls, disposable FF2 mask and glasses/goggles as per method statement/clea ning procedure.	2	4	8					Operatives/ Site Supervisors/ Front Line Managers/ Service Mangers	Before start of task

What is the hazard?	Who might be harmed?	How might they be harmed?	Existing risk controls measures:	Current risk rating			Additional control measures:	New risk rating			Action / monitored by whom?	Action / monitored by when?
				L	C	R		L	C	R		
Contact with sharps, razors causing puncture wound	Nviro employees	Biohazard possible infections such as HIV/Hepatitis	Visually check area prior to commence of cleaning, particular care taken in areas of low light, non-physical contact with items by using picker tweezers Place in UN approved Sharps container, inform Custody Suite office/officer If needle stick injury occurs allow puncture to bleed, wash area with warm water and attend the nearest A&E department at hospital.	2	4	8	In the event of an injury, employee to undergo health surveillance.	1	4	4	Operatives/ Site Supervisors/ Front Line Managers/ Service Mangers	Before start of task

What is the hazard?	Who might be harmed?	How might they be harmed?	Existing risk controls measures:	Current risk rating			Additional control measures:	New risk rating			Action / monitored by whom?	Action / monitored by when?
				L	C	R		L	C	R		
Brush, wiping movement causing Musculo-skeletal disorders	Nviro employees	Sprains/ strains to upper limbs	Restriction in duration at any given time (max 15 minutes.) Rotation of jobs as much as possible within the restraints of method statement/pro cedure	2	4	8	Intersperse tasks to provide variety and a change in posture and muscular effort if available	1	4	4	Operatives/ Site Supervisors/ Front Line Managers/ Service Mangers	Before start of task

Review date:	November 2022	Signature of person completing the risk assessment:	

Risk rating calculator

Likelihood that the hazardous event will occur:	
1	Very unlikely
2	Unlikely
3	Fairly likely
4	Likely
5	Very likely

Consequence of the hazardous event should it occur:	
1	Insignificant – no injury
2	Minor – Minor injuries requiring first aid
3	Moderate – Up to three days absence
4	Major – More than seven days absence
5	Catastrophic - Death

Action level table

Risk rating:	Action:	Action description
20-25	STOP	Stop activity and take immediate action
15-16	URGENT ACTION	Take immediate action and stop activity if necessary, maintain existing controls rigorously
8-12	ACTION	Improve within specified timescales
3-6	MONITOR	Look to improve at the next review or if there is a significant change
1-2	NO ACTION	No further action but ensure controls are maintained and reviewed

RISK ASSESSMENT RECORD SHEET NUMBER 29

Activity Being Assessed: Scenes of Crime (SOC) Laboratory- Monthly Forensic Cleaning Procedure

Date of Assessment: 11/11/2012

Name of Risk Assessor: Health and Safety Consultant

To ensure a forensically clean environment all operatives will read, familiarise themselves and follow the attached method statement/cleaning procedure for "Scenes of Crime (SOC) Laboratory- Monthly Forensic Cleaning Procedures"

Hazard Identified	Person/ Groups Affected	Existing Control Measures in Place	Existing Risk Rating	Recommendations/Measures to Reduce Risks Identified	Final Risk Rating
Manual handling (movement of general items) causing sprains/strains	Nviro employees	Specific Manual Handling training on Kinetic Lifting for all employees Only move items that you are comfortable and able to move safely Break down loads for ease of movement were applicable	Medium		
Brush, wiping movement causing musculoskeletal disorders (sprains/strains to upper limbs)	Nviro employees	Restriction in duration at any given time (max 15 minutes). Rotation of jobs as much as possible within the restraints of method statement/procedure	Low	It is important to continue to plan how and when work is conducted E.g. shorter periods are preferred. Intersperse tasks to provide variety and a change in posture and muscular effort if available	

Contact with sharp, needle prick causing puncture wound cross contamination of infections such as Hepatitis B, Hepatitis C and HIV	Nviro employees	Staff to be vigilant and visually check area. Prior to closing the sharps container using the attached closure device that the container isn't overfilled. There is a horizontal line that indicates when the container is ¾ full with the words **"Warning" – Do not fill above the line** When handling/carrying sharps container gloves must be worn at all times due to potential of contaminate being on the outside of the container. To carry sharps container safely either use carry handle(s), which are not part of the closure device or support the base with your hands/fingers keeping them away from the sharps container opening When carrying sharps box keep away from torso If needle stick injury occurs allow puncture to bleed, wash area with warm water and attend the nearest hospital with A/E department?	Medium		
Faulty cables/ equipment causing electrocution, electrical fires	Nviro employees	Visual user check on equipment prior to use (Sockets, plug, cables, and equipment) any faults found to be reported immediately to the supervisor and not used. No stretching of cable. Annual PA testing (PAT) of all electrical appliances	Medium		

Wet Floors Trailing cables causing slip/trip/falls	Appropriate footwear required (Good grip on soles – flat, closed in footwear) Warning signs to be placed before work commences Warning signs displayed in a suitable position to give other users sufficient time to absorb the information before entering hazardous area Signage displayed until surface of the floor is dry or lock door when finished Store signage away safely when completed Leads to be placed behind line of work. Keep trailing cables to a minimum	Medium		
Contact with chemical via spills/splashes. Direct/indirect contact causing irritation of skin and respiratory problems	Natural ventilation to be used prior to work commencing (keeping the door open) Instructions and training in the safe use of chemical Follow COSHH risk assessment on safe use of chemicals Appropriate PPE worn " Soft face mask and goggles" when using air spray as per method statement/cleaning procedure	Medium		
Falls of persons from step ladders Objects dropped by step ladder user	All staff to undertake Nviro use of step ladder training prior to use. Cordon off area in which the step ladder is being used, warning signs to be placed before work commences ,warning signs displayed in a suitable position to give other users sufficient time to absorb the information before entering hazard area	Medium		

	Step ladder to be secured away when not in use Check anti-spread device (cords, clips brackets etc Check folding mechanism (hinges, pin, rivets, etc). Spread the step ladder to its fullest extent, so that it can't suddenly jerk while you are on it. Ensure that all four stiles are on firm, level ground. Must have a secure handhold not less than 1.06m above the highest level reached by your feet. Cannot stand on the top steps unless there is some other handhold e.g. an extension integral to the step ladder. Place the ladder at right angles to the work so that twisting the body is not necessary. Do not over reach and keep your shoulder blades within the style of the step ladder. Wear appropriate footwear (rubber soles – flat, closed in footwear) Keep step ladders clean Step ladder to be secured away when not in use Report any defective steps immediately and prevent its use			

RISK ASSESSMENT RECORD SHEET NUMBER 30

Activity Being Assessed: Forensic Cleaning Sexual Health Referral Centre and Vulnerable Witnesses **Date of Assessment:** 11/11/2012
Name of Risk Assessor: Health and Safety Consultant

To ensure a forensically clean environment all operatives will read, familiarise themselves and follow the attached Method Statement/ cleaning procedure for "Forensic Cleaning Sexual Assault Referral Centre and Vulnerable Witness Interview Suites Medical Rooms"

Hazard Identified	Person/ Groups Affected	Existing Control Measures in Place	Existing Risk Rating	Recommendations/Measures to Reduce Risks Identified	Final Risk Rating
Manual handling (movement of general items) sprains, strains	Nviro employees	Specific Manual Handling training on Kinetic Lifting for all employees Only move items that you are comfortable and able to move safely Break down loads for ease of movement were applicable	Medium		
Brush, wiping movement causing musculoskeletal disorders (sprains/strains to Upper limbs)	Nviro employees	Restriction in duration at any given time (max 15 minutes) Rotation of jobs as much as possible within the restraints of method statement/procedure	Low	It is important to continue to plan how and when work is conducted E.g. shorter periods are preferred. Intersperse tasks to provide variety and a change in posture and muscular effort if available	

Washing floors causing slip/trip/falls	Nviro employees and other building users	Appropriate footwear required (good grip on soles – flat, closed in footwear). Start at the back of the room and move backwards working your way to the doorway avoiding standing on wet floors	Medium		
Contact with sharp, needle prick causing puncture wound cross contamination of infections such as Hepatitis B, Hepatitis C and HIV	Nviro employees	Staff to be vigilant and visually check area. Prior to closing the sharps container using the attached closure device that the container isn't overfilled. There is a horizontal line that indicates when the container is ¾ full with the words **"Warning" – Do not fill above the line** When handling/carrying sharps container gloves must be worn at all times due to potential of contaminate being on the outside of the container. To carry sharps container safely either use carry handle(s), which are not part of the closure device or support the base with your hands/fingers keeping them away from the sharps container opening When carrying sharps box keep away from torso If needle stick injury occurs allow puncture to bleed, wash area with warm water and attend the nearest hospital with A/E department?	Medium		

Contact with chemical via spills/splashes. Direct/indirect contact causing irritation of skin and respiratory problems	Nviro employees	Natural ventilation to be used prior to work commencing (keeping the door open) Instructions and training in the safe use of chemicals, Follow COSHH risk assessment on safe use of chemicals Appropriate PPE worn " Soft face mask and goggles" when using air spray as per method statement/cleaning procedure	Medium		
Egress of cleaning agent into electrical components (medical examination lamp, light switches etc.) causing electrocution, electrical fire	Nviro employees	Ensure electrical equipment is turn off before cleaning starts Use of cloth with cleaning agent sprayed onto cloth NEVER directly onto electrical equipment Visual user check on equipment prior to clean (exposed electrical circuits/wiring, body of equipment intact). Any faults found to be reported immediately to the Constabulary or Supervisor and cleaning suspended until fixed.	Medium	Use of soft brush only	Low

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Nviro Risk Assessment – 32 Carpet Extraction Cleaning

Name of person completing the risk assessment:	Safety Manager	Date completed:	December 2021
Task being assessed:	Carpet Extraction Cleaning		

What is the hazard?	Who might be harmed?	How might they be harmed?	Existing risk controls measures:	Current risk rating			Additional control measures:	New risk rating			Action / monitored by whom?	Action / monitored by when?
				L	C	R		L	C	R		
Uneven/Wet floors, Slipping on wet carpets, tripping over jet hose	Nviro employees and other building users	Slip/trip/falls	Cordon off the area, warning signs to be placed before work commences, warning signs displayed in a suitable position Signage displayed until floor dry and/or completed. Leads to be placed behind line of work. Appropriate footwear to be worn (good grip on soles). All employees trained in safety procedure.	3	4	12	Carry out work when least amount of personnel around	2	4	8	Operative/ Site Supervisor/ Frontline Manager/ Service Manager	Before start of task

What is the hazard?	Who might be harmed?	How might they be harmed?	Existing risk controls measures:	Current risk rating			Additional control measures:	New risk rating			Action / monitored by whom?	Action / monitored by when?
				L	C	R		L	C	R		
Faulty cables/equipment	Nviro employees and other building users	Electrocution, electrical fires	Visual user check on equipment prior to use (sockets, plug, cables). Any faults found reported immediately to the supervisor and not used. RCD tested prior to use; no stretching of cable.	2	4	8	Annual PA testing of all electrical appliances.	1	4	4	Operative/ Site Supervisor/ Frontline Manager/ Service Manager	Before each use.
Manual handling of machines and loads	Nviro employees	Strains/ Sprains to back, legs, arms and fingers	All machinery/ attachments/ chemical containers weigh below 25 Kilos. Specific Manual Handling training on kinetic lifting for all employees.	2	4	8					Operative/ Site Supervisor/ Frontline Manager/ Service Manager	Before start of task.

What is the hazard?	Who might be harmed?	How might they be harmed?	Existing risk controls measures:	Current risk rating			Additional control measures:	New risk rating			Action / monitored by whom?	Action / monitored by when?
				L	C	R		L	C	R		
Contact with cleaning chemical	Nviro employees and other building users	Spills/ splashes causing irritation of skin and respiratory problems	Natural ventilation to be used prior to work commencing. Instructions and training in the safe use of chemicals; follow COSHH risk assessment on safe use of waxes/ chemicals and appropriate PPE worn. First aid facilities to be known in case of emergency.	3	3	9	Continuation of identifying safest agents that can be used to reduce long term occupational safety to a minimum, No agents used recorded under the EH 40 list 2007 (Work place exposure limits)	2	3	6	Operative/ Site Supervisor/ Frontline Manager/ Service Manager	Before start of task

Review date:	December 2022	Signature of person completing the risk assessment:	

Risk rating calculator

Likelihood that the hazardous event will occur:	
1	Very unlikely
2	Unlikely
3	Fairly likely
4	Likely
5	Very likely

Consequence of the hazardous event should it occur:	
1	Insignificant – no injury
2	Minor – Minor injuries requiring first aid
3	Moderate – Up to three days absence
4	Major – More than seven days absence
5	Catastrophic - Death

Action level table

Risk rating:	Action:	Action description
20-25	STOP	Stop activity and take immediate action
15-16	URGENT ACTION	Take immediate action and stop activity if necessary, maintain existing controls rigorously
8-12	ACTION	Improve within specified timescales
3-6	MONITOR	Look to improve at the next review or if there is a significant change
1-2	NO ACTION	No further action but ensure controls are maintained and reviewed

Nviro Risk Assessment – 33 Use of Hand Tools

Name of person completing the risk assessment:	Safety Manager	Date completed:	December 2021
Task being assessed:	Use of Hand Tools		

What is the hazard?	Who might be harmed?	How might they be harmed?	Existing risk controls measures:	Current risk rating			Additional control measures:	New risk rating			Action / monitored by whom?	Action / monitored by when?
				L	C	R		L	C	R		
Manual handling (movement of general items) causing Musculo-skeletal disorders	Nviro employees	Sprains/ strains to upper limbs	Specific Manual Handling training on Kinetic Lifting for all employees Only move items that you are comfortable and able to move safely. Break downloads for ease of movement were applicable	2	3	6					Operative/ Site Supervisor/ Frontline Manager/ Service Manager	Before start of task

What is the hazard?	Who might be harmed?	How might they be harmed?	Existing risk controls measures:	Current risk rating			Additional control measures:	New risk rating			Action / monitored by whom?	Action / monitored by when?
				L	C	R		L	C	R		
Use of hand tools – saw/drill/ screwdriver/ hammer etc causing	Nviro employees	Impalement, Impact injury. Cuts to hands/arms.	Select the correct hand tool for the task. Tools to be suitably maintained and visually check equipment for signs of damage before operation and after use. Allow drill bit to cool down prior to handling. Beware of blades/drill bits which can catch causing them to kick violently (adjust torque according to the density of the surfaces) Do not operate equipment out of its design parameters. Ensure enough room in all directions to swing tool (i.e. hammer) and	3	4	12					Operative/ Site Supervisor/ Frontline Manager/ Service Manager	Before start of task

What is the hazard?	Who might be harmed?	How might they be harmed?	Existing risk controls measures:	Current risk rating			Additional control measures:	New risk rating			Action / monitored by whom?	Action / monitored by when?
				L	C	R		L	C	R		
			that no one is in the vicinity of the swing arc. Eye wash bottle to be available on site. Operative to be trained and competent, ensure all guards and handles are in correct positions, loose clothing to be tucked in, long hair tied back, and gloves to be worn.									
Asbestos exposure when using drill	Nviro employees	Asbestosis	Site asbestos register should be consulted before drilling internal walls of buildings. Dust mask to be worn when drilling at all times.	2	5	10					Operative/ Site Supervisor/ Frontline Manager/ Service Manager	Before start of task

What is the hazard?	Who might be harmed?	How might they be harmed?	Existing risk controls measures:	Current risk rating			Additional control measures:	New risk rating			Action / monitored by whom?	Action / monitored by when?
				L	C	R		L	C	R		
Use of Stanley knife	Nviro employees	Cuts/ Lacerations to body, arms and face	Segregate the area from the public, Cut resistant L5 gloves to be worn, operative to position his/her work in a safe manner. Cuts are to be kept away from the operative. Operatives to be trained and competent.	2	3	6					Operative/ Site Supervisor/ Frontline Manager/ Service Manager	Before start of task
Repetitive cutting movement and awkward working position (kneeling/bending over)	Nviro employees	Repetitive Strain Injury (RSI) sprains/ strains to upper limbs	Restriction in duration at any given time (max 15 minutes.) Rotation of jobs as much as possible within the restraints of method statement/ procedure.	2	3	6	It is important to continue to plan how and when work is conducted. Shorter periods are preferred. Intersperse tasks to provide variety and a change in posture and muscular effort if available.	1	3	3	Operative/ Site Supervisor/ Frontline Manager/ Service Manager	Before start of task

Review date:	December 2022	Signature of person completing the risk assessment:	

Risk rating calculator

Likelihood that the hazardous event will occur:	
1	Very unlikely
2	Unlikely
3	Fairly likely
4	Likely
5	Very likely

Consequence of the hazardous event should it occur:	
1	Insignificant – no injury
2	Minor – Minor injuries requiring first aid
3	Moderate – Up to three days absence
4	Major – More than seven days absence
5	Catastrophic - Death

Action level table

Risk rating:	Action:	Action description
20-25	STOP	Stop activity and take immediate action
15-16	URGENT ACTION	Take immediate action and stop activity if necessary, maintain existing controls rigorously
8-12	ACTION	Improve within specified timescales
3-6	MONITOR	Look to improve at the next review or if there is a significant change
1-2	NO ACTION	No further action but ensure controls are maintained and reviewed

RISK ASSESSMENT RECORD SHEET NUMBER 34

Activity Being Assessed: Forensic Pop-Up Tent

Date of Assessment: 19/07/13

Name of Risk Assessor: Training and SHEQ Manager

To ensure a forensically clean environment all operatives will read, familiarise themselves and follow the method statement/cleaning procedure for "Cleaning Forensic Pop-Up Tent"

Hazard Identified	Person/ Groups Affected	Existing Control Measures in Place	Existing Risk Rating	Recommendations/Measures to Reduce Risks Identified	Final Risk Rating
Manual handling (movement of general items) causing sprains, strains	Nviro employees	Specific Manual Handling training on Kinetic Lifting for all employees Only move items that you are comfortable and able to move safely Break down loads for ease of movement were applicable Use two people when folding or moving the tent	Medium		
Brush, wiping movement causing musculoskeletal disorders (sprains/ strains to upper limbs)	Nviro employees	Restriction in duration at any given time (max 15 minutes.) Rotation of jobs as much as possible within the restraints of method statement/procedure	Low	It is important to continue to plan how and when work is conducted E.g. shorter periods are preferred. Intersperse tasks to provide variety and a change in posture and muscular effort if available	

Wet Floors (damp mopping) causing slip/ trip/ falls	Nviro employees and other building users	Appropriate footwear required (good grip on soles – flat, closed in footwear) Warning signs to be placed before work commences Warning signs displayed in a suitable position to give other users sufficient time to absorb the information before entering hazardous area Signage displayed until surface of the floor is dry Store signage away safely when completed If required to wear disposable overshoes – be aware of the increased risk.	Medium	If wearing overshoes, work methodically into the area to avoid cross contamination and to decrease the risk of slipping over and walking over wet/damp floors.	
Contact with chemical via spills/splashes; direct/indirect contact causing irritation of skin and respiratory problems	Nviro employees	Natural ventilation to be used prior to work commencing (keeping the door open) Instructions and training in the safe use of chemicals Follow COSHH risk assessment on safe use of chemicals Appropriate PPE worn "Soft face mask and goggles" when using air spray as per method statement/cleaning procedure	Medium		

Exposure to outside weather conditions. Effects of heat/cold/wet weather	Nviro employees	Mandatory wearing of appropriate personal protective equipment such as thermal clothing/high vis vest dependant on weather conditions. Carry out the cleaning in dry weather conditions.	Low		
Collision with other personnel and /or vehicle movement causing cuts, abrasions, fracture	Nviro employees	As Above Nviro employees to be aware of traffic routes.	Low		

RISK ASSESSMENT RECORD SHEET NUMBER 35

Activity Being Assessed: Sanitising and cleaning a contaminated vehicle

Date of Assessment: 19/07/13

Name of Risk Assessor: Training and SHEQ Manager

To ensure a forensically clean environment all operatives will read, familiarise themselves and follow the method statement/cleaning procedure.

Hazard Identified	Person/ Groups Affected	Existing Control Measures in Place	Existing Risk Rating	Recommendations/Measures to Reduce Risks Identified	Final Risk Rating
Manual handling (movement of general items) causing Musculoskeletal disorders (sprains/ strains to upper limbs)	Nviro employees	Specific Manual Handling training on Kinetic Lifting for all employees Only move items that you are comfortable and able to move safely Break down loads for ease of movement were applicable	Medium		
Brush, wiping movement causing Musculoskeletal disorders (sprains/ strains to upper limbs)	Nviro employees	Restriction in duration at any given time (max 15 minutes.) Rotation of jobs as much as possible within the restraints of method statement/procedure	Low	It is important to continue to plan how and when work is conducted E.g. shorter periods are preferred. Intersperse tasks to provide variety and a change in posture and muscular effort if available	

Wet Floors (damp mopping)	Slip/ trip/ falls	Nviro employees and other building users	Appropriate footwear required (good grip on soles – flat, closed in footwear) Warning signs to be placed before work commences Warning signs displayed in a suitable position to give other users sufficient time to absorb the information before entering hazardous area Signage displayed until surface of the floor is dry Store signage away safely when completed Only wear overshoes if the area is heavily soiled. Methodical working should negate the need to wear these as standard.	Medium	If wearing overshoes, work methodically into the area to avoid cross contamination and to decrease the risk of slipping over and walking over wet/damp floors.	
Contact with sharps, razors	Puncture wound cross contamination of infections such as Hepatitis B, Hepatitis C and HIV	Nviro employees	Be vigilant and visually check area prior to commence of cleaning, particular care taken in areas of low light, non physical contact with items by using picker tweezers Place in UN approved Sharps container, inform client/officer If needle stick injury occurs allow puncture to bleed, wash area with warm water and attend the nearest A&E department at hospital.	Medium		

Contact with chemical via spills/splashes; direct/indirect contact	Irritation of skin and respiratory problems	Nviro employees and other building users	Natural ventilation to be used prior to work commencing (keeping the door open) Instructions and training in the safe use of chemicals Follow COSHH risk assessment on safe use of chemicals Appropriate PPE worn "Soft face mask and goggles" when using air spray as per method statement/cleaning procedure.	Medium		
Cross contamination /Exposure to Blood Borne Pathogens	Spread of infections such as Hepatitis B, Hepatitis C and HIV	Nviro employees and other building users	All employees carrying out the work should be trained to do so. Staff should be issued with the correct PPE for the situation so they can select and wear items as required. Suitable chemicals for eliminating the virus/bacteria should be provided. The correct method statement should be adhered to and staff should work methodically into the area so they are in contact with 'clean' space and reduce the risk of cross contamination and exposure.	Low		
Contact with members of the public	Potential violence/ emotional family members	Nviro employees	Employees are advised of the area they are working in and the potential dangers and hazards. Staff are advised not to put themselves in unnecessary danger and to remove themselves from any situation where they feel uncomfortable. Employees are briefed on empathising with distressed family members and being respectful at all scenes.	Medium		

Contact with hand tools	Musculoskeletal disorders, cuts	Nviro employees	All employees carrying out the work should be trained to do so. Staff should wear the correct PPE for the task as required. The correct method statement should be adhered to. All equipment should be checked before and after use.	Low		
Physiological impact of the scene	Emotional distress/ affected psychologically	Nviro employees	Employees are advised of the situations they will encounter and the possible distressing nature. Jobs are attended in pairs and employees are advised to discuss any concerns with their colleague and remove themselves from any situation where they feel uncomfortable. Staff are encouraged to discuss any concerns with their line manager.	Medium	Employees who are psychologically affected by the work undertaken will have access to counselling.	Medium
Use of electrical equipment/ machinery	Electrocution, mechanical/moving parts/muscular skeletal etc.	Nviro employees and other building users	Please refer to the specific risk assessment and method statement for the piece of equipment or machinery that is being used (vacuum cleaner/carpet extraction machine). Only trained personnel to use each piece of equipment.	Low		
Working in a restricted area	Musculoskeletal disorders, cuts, limited ventilation	Nviro employees	Staff should not over-stretch or force their way into restricted areas. Area should be ventilated as much as possible through opening doors. Chemicals should be used as required with due care to the surroundings and COSHH information.			

Exposed to outside weather conditions	Effects of heat/cold weather	Nviro employees	Mandatory wearing of appropriate personal protective equipment such as thermal clothing/high vis vest dependant on weather conditions.	Low	Work to be carried out in dry conditions where possible or under cover if wet.	
Collision with other personnel and /or vehicle movement	Cuts, abrasions, fracture	Nviro employees	As Above Nviro employees to be aware of traffic routes.	Low		

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RISK ASSESSMENT RECORD SHEET NUMBER 36

Activity Being Assessed: Infestation Removal

Date of Assessment: 19/07/13

Name of Risk Assessor: Training and SHEQ Manager

To ensure a forensically clean environment all operatives will read, familiarise themselves and follow the method statement/cleaning procedure.

Hazard Identified	Person/ Groups Affected	Existing Control Measures in Place	Existing Risk Rating	Recommendations/Measures to Reduce Risks Identified	Final Risk Rating
Manual handling (movement of general items) causing Musculoskeletal disorders (sprains/ strains to upper limbs)	Nviro employees	Specific Manual Handling training on Kinetic Lifting for all employees Only move items that you are comfortable and able to move safely Break down loads for ease of movement were applicable	Medium		
Brush, wiping movement causing Musculoskeletal disorders (sprains/ strains to upper limbs)	Nviro employees	Restriction in duration at any given time (max 15 minutes.) Rotation of jobs as much as possible within the restraints of method statement/procedure	Low	It is important to continue to plan how and when work is conducted E.g. shorter periods are preferred. Intersperse tasks to provide variety and a change in posture and muscular effort if available	

Wet Floors (damp mopping) causing slip/ trip/ falls	Nviro employees and other building users	Appropriate footwear required (good grip on soles – flat, closed in footwear) Warning signs to be placed before work commences Warning signs displayed in a suitable position to give other users sufficient time to absorb the information before entering hazardous area Signage displayed until surface of the floor is dry Store signage away safely when completed If required to wear disposable overshoes – be aware of the increased risk.	Medium	If wearing overshoes, work methodically into the area to avoid cross contamination and to decrease the risk of slipping over and walking over wet/damp floors.	
Contact with sharps, razors causing puncture wound cross contamination of infections such as Hepatitis B, Hepatitis C and HIV	Nviro employees	Be vigilant and visually check area prior to commence of cleaning, particular care taken in areas of low light, non physical contact with items by using picker tweezers Place in UN approved Sharps container, inform client/officer If needle stick injury occurs allow puncture to bleed, wash area with warm water and attend the nearest A&E department at hospital.	Medium		

Contact with chemical via spills/splashes; direct/indirect contact causing irritation of skin and respiratory problems	Nviro employees and other building users	Natural ventilation to be used prior to work commencing (keeping the door open) Instructions and training in the safe use of chemicals Follow COSHH risk assessment on safe use of chemicals Appropriate PPE worn "Soft face mask and goggles" when using air spray as per method statement/cleaning procedure.	Medium		
Cross contamination/Exposure to Blood Borne Pathogens causing spread of infections such as Hepatitis B, Hepatitis C and HIV	Nviro employees and other building users	All employees carrying out the work should be trained to do so. Staff should be issued with the correct PPE for the situation so they can select and wear items as required. Suitable chemicals for eliminating the virus/bacteria should be provided. The correct method statement should be adhered to and staff should work methodically into the area so they are in contact with 'clean' space and reduce the risk of cross contamination and exposure.	Low		
Contact with members of the public leading to potential violence/ emotional family members	Nviro employees	Employees are advised of the area they are working in and the potential dangers and hazards. Staff are advised not to put themselves in unnecessary danger and to remove themselves from any situation where they feel uncomfortable. Employees are briefed on empathising with distressed family members and being respectful at all scenes.	Medium		

Contact with hand tools leading to musculoskeletal disorders, cuts	Nviro employees	All employees carrying out the work should be trained to do so. Staff should wear the correct PPE for the task as required. The correct method statement should be adhered to. All equipment should be checked before and after use.	Low		
Physiological impact of the scene causing emotional distress/ affected psychologically	Nviro employees	Employees are advised of the situations they will encounter and the possible distressing nature. Jobs are attended in pairs and employees are advised to discuss any concerns with their colleague and remove themselves from any situation where they feel uncomfortable. Staff are encouraged to discuss any concerns with their line manager.	Medium	Employees who are psychologically affected by the work undertaken will have access to counselling.	Medium
Use of electrical equipment/ machinery causing electrocution, mechanical/moving parts/muscular skeletal etc.	Nviro employees and other building users	Please refer to the specific risk assessment and method statement for the piece of equipment or machinery that is being used (vacuum cleaner/carpet extraction machine). Only trained personnel to use each piece of equipment.	Low		
Working in a restricted area (vehicle) causing Musculoskeletal disorders, cuts, limited ventilation	Nviro employees	Staff should not over-stretch or force their way into restricted areas. Area should be ventilated as much as possible through opening doors. Chemicals should be used as required with due care to the surroundings and COSHH information.	Low		
Contact with Infestation causing bites from fleas and spread of infection	Nviro employees	Training to be given on types of infestation (most likely fleas, scabies or body lice) and effects and disposal of contaminated items. Refer to appropriate method statement.	Low		

nviro

Cleaning with a conscience

RISK ASSESSMENT RECORD SHEET NUMBER 37

Activity Being Assessed: Fatality and Crime Scene Cleaning

Date of Assessment: 19/07/13

Name of Risk Assessor: Training and SHEQ Manager

To ensure a forensically clean environment all operatives will read, familiarise themselves and follow the method statement/cleaning procedure.

Hazard Identified	Person/ Groups Affected	Existing Control Measures in Place	Existing Risk Rating	Recommendations/Measures to Reduce Risks Identified	Final Risk Rating
Manual handling (movement of general items) causing musculoskeletal disorders (sprains/ strains to upper limbs)	Nviro employees	Specific Manual Handling training on Kinetic Lifting for all employees Only move items that you are comfortable and able to move safely Break down loads for ease of movement were applicable	Medium		
Brush, wiping movement causing Musculoskeletal disorders (sprains/ strains to upper limbs)	Nviro employees	Restriction in duration at any given time (max 15 minutes.) Rotation of jobs as much as possible within the restraints of method statement/procedure	Low	It is important to continue to plan how and when work is conducted E.g. shorter periods are preferred. Intersperse tasks to provide variety and a change in posture and muscular effort if available	

Wet Floors (damp mopping) causing slip/ trip/ falls	Nviro employees and other building users	Appropriate footwear required (good grip on soles – flat, closed in footwear) Warning signs to be placed before work commences Warning signs displayed in a suitable position to give other users sufficient time to absorb the information before entering hazardous area Signage displayed until surface of the floor is dry Store signage away safely when completed If required to wear disposable overshoes – be aware of the increased risk.	Medium	If wearing overshoes, work methodically into the area to avoid cross contamination and to decrease the risk of slipping over and walking over wet/damp floors.	
Contact with sharps, razors causing puncture wound cross contamination of infections such as Hepatitis B, Hepatitis C and HIV	Nviro employees	Be vigilant and visually check area prior to commence of cleaning, particular care taken in areas of low light, non physical contact with items by using picker tweezers Place in UN approved Sharps container, inform client/officer If needle stick injury occurs allow puncture to bleed, wash area with warm water and attend the nearest A&E department at hospital.	Medium		

Contact with chemical via spills/splashes; direct/indirect contact causing irritation of skin and respiratory problems	Nviro employees and other building users	Natural ventilation to be used prior to work commencing (keeping the door open) Instructions and training in the safe use of chemicals Follow COSHH risk assessment on safe use of chemicals Appropriate PPE worn "Soft face mask and goggles" when using air spray as per method statement/cleaning procedure.	Medium		
Cross contamination /Exposure to Blood Borne Pathogens causing spread of infections such as Hepatitis B, Hepatitis C and HIV	Nviro employees and other building users	All employees carrying out the work should be trained to do so. Staff should be issued with the correct PPE for the situation so they can select and wear items as required. Suitable chemicals for eliminating the virus/bacteria should be provided. The correct method statement should be adhered to and staff should work methodically into the area so they are in contact with 'clean' space and reduce the risk of cross contamination and exposure.	Low		
Contact with members of the public causing potential violence/ emotional family members	Nviro employees	Employees are advised of the area they are working in and the potential dangers and hazards. Staff are advised not to put themselves in unnecessary danger and to remove themselves from any situation where they feel uncomfortable. Employees are briefed on empathising with distressed family members and being respectful at all scenes.	Medium		

Contact with hand tools causing Musculoskeletal disorders, cuts	Nviro employees	All employees carrying out the work should be trained to do so. Staff should wear the correct PPE for the task as required. The correct method statement should be adhered to. All equipment should be checked before and after use.	Low		
Physiological impact of the scene causing emotional distress/ affected psychologically	Nviro employees	Employees are advised of the situations they will encounter and the possible distressing nature. Jobs are attended in pairs and employees are advised to discuss any concerns with their colleague and remove themselves from any situation where they feel uncomfortable. Staff are encouraged to discuss any concerns with their line manager.	Medium	Employees who are psychologically affected by the work undertaken will have access to counselling.	Medium
Use of electrical equipment/ machinery causing electrocution, mechanical/ moving parts / muscular skeletal etc.	Nviro employees and other building users	Please refer to the specific risk assessment and method statement for the piece of equipment or machinery that is being used (vacuum cleaner/carpet extraction machine). Only trained personnel to use each piece of equipment.	Low		

RISK ASSESSMENT RECORD SHEET NUMBER 38

Activity Being Assessed: Body Fluid Spillages and Contaminated Items

Date of Assessment: 19/07/13

Name of Risk Assessor: Training and SHEQ Manager

To ensure a clean environment all operatives will read, familiarise themselves and follow the method statement/cleaning procedure.

Hazard Identified	Person/ Groups Affected	Existing Control Measures in Place	Existing Risk Rating	Recommendations/Measures to Reduce Risks Identified	Final Risk Rating
Manual handling (movement of general items) causing musculoskeletal disorders (sprains/ strains to upper limbs)	Nviro employees	Specific Manual Handling training on Kinetic Lifting for all employees Only move items that you are comfortable and able to move safely Break down loads for ease of movement were applicable	Medium		
Brush, wiping movement causing Musculoskeletal disorders (sprains/ strains to upper limbs)	Nviro employees	Restriction in duration at any given time (max 15 minutes.) Rotation of jobs as much as possible within the restraints of method statement/procedure	Low	It is important to continue to plan how and when work is conducted E.g. shorter periods are preferred. Intersperse tasks to provide variety and a change in posture and muscular effort if available	

Wet Floors (damp mopping) causing slip/ trip/ falls	Nviro employees and other building users	Appropriate footwear required (good grip on soles – flat, closed in footwear) Warning signs to be placed before work commences Warning signs displayed in a suitable position to give other users sufficient time to absorb the information before entering hazardous area Signage displayed until surface of the floor is dry Store signage away safely when completed If required to wear disposable overshoes – be aware of the increased risk.	Medium	If wearing overshoes, work methodically into the area to avoid cross contamination and to decrease the risk of slipping over and walking over wet/damp floors.	
Contact with sharps, razors causing puncture wound cross contamination of infections such as Hepatitis B, Hepatitis C and HIV	Nviro employees	Be vigilant and visually check area prior to commence of cleaning, particular care taken in areas of low light, non physical contact with items by using picker tweezers Place in UN approved Sharps container, inform client/officer If needle stick injury occurs allow puncture to bleed, wash area with warm water and attend the nearest A&E department at hospital.	Medium		

Contact with chemical via spills/splashes; direct/indirect contact causing irritation of skin and respiratory problems	Nviro employees and other building users	Natural ventilation to be used prior to work commencing (keeping the door open) Instructions and training in the safe use of chemicals Follow COSHH risk assessment on safe use of chemicals Appropriate PPE worn "Soft face mask and goggles" when using air spray as per method statement/cleaning procedure.	Medium		
Cross contamination/Exposure to Blood Borne Pathogens causing spread of infections such as Hepatitis B, Hepatitis C and HIV	Nviro employees and other building users	All employees carrying out the work should be trained to do so. Staff should be issued with the correct PPE for the situation so they can select and wear items as required. Suitable chemicals for eliminating the virus/bacteria should be provided. The correct method statement should be adhered to and staff should work methodically into the area so they are in contact with 'clean' space and reduce the risk of cross contamination and exposure.	Low		
Use of electrical equipment/ machinery causing electrocution, mechanical / moving parts / muscular skeletal etc.	Nviro employees and other building users	Please refer to the specific risk assessment and method statement for the piece of equipment or machinery that is being used (vacuum cleaner/carpet extraction machine). Only trained personnel to use each piece of equipment.	Low		

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RISK ASSESSMENT RECORD SHEET NUMBER A39

Activity Being Assessed: Multi Wash **Date of Assessment:** 21/02/13
Name of Risk Assessor: Training and SHEQ Manager

Hazard Identified	Person/Groups Affected	Existing Control Measures in Place	Existing Risk Rating	Recommendations/Measures to Reduce Risks Identified	Final Risk Rating
Faulty cables/ equipment (Electrocution, electrical fires)	Nviro employees	Visual user check on equipment prior to use (sockets, plug, cables, equipment), any faults found is reported immediately to the supervisor and not used. RCD tested prior to use, no stretching of cable. Annual PA testing of all electrical appliances.	Medium		
Manual handling of machine musculoskeletal disorders (Strains/Sprains to back, legs, arms and fingers)	Nviro employees	All machinery/attachments/chemical containers weigh below 25 Kilos. Specific Manual Handling training on Kinetic Lifting for all employees. Ensure suitable grip is engaged on equipment in order that it does not slip out of hand whilst in use.	Low		

Uneven/Wet floors, Slipping on wet carpets, tripping over jet hose (Slip/trip/falls)	Nviro employees and third parties	Cordoned off area, warning signs to be placed before work commences, warning signs displayed in a suitable position to give other users sufficient time to absorb the information before entering hazard area. Signage displayed until floor dry and/or completed. Store signage away safely when completed. Leads to be placed behind line of work. Keep trailing cables to a minimum. Appropriate footwear to be worn (good grip on soles). All employees trained in safety procedure.	Medium	Carry out work when least amount of personnel around	Low
Contact with chemical via spills/splashes causing (irritation of skin and respiratory problems)	Nviro employees and third parties	Natural ventilation to be used prior to work commencing, instructions and training in the safe use of chemicals. Follow COSHH risk assessment on safe use of waxes/chemicals, appropriate PPE to be worn. First aid facilities to be known in case of emergency.	Low	Continuation of identifying safest agents that can be used to reduce long term occupational safety to a minimum. No agents used recorded under the EH 40 list 2007 (workplace exposure limits)	

RISK ASSESSMENT RECORD SHEET NUMBER 40

Activity Being Assessed: Lift Cleaning **Date of Assessment:** 14/02/14

Name of Risk Assessor: Training and SHEQ Manager

Hazard Identified	Person/Groups Affected	Existing Control Measures in Place	Existing Risk Rating	Recommendations/Measures to Reduce Risks Identified	Final Risk Rating
Manual handling, Awkward posture (reaching, bending, twisting) causing Musculoskeletal disorders (Strains/ Sprains to back, legs, arms, neck and fingers)	Nviro employees	Specific Manual Handling training on Kinetic Lifting for all employees. Rotation of jobs (moving in various directions to spread out the workload to various muscles; use a light grip; maintain neutral postures; Neck flexion may be static for viewing flooring area. Counter with stretching in opposite direction).	Medium		
Contact with chemical via spills/splashes causing irritation of skin and respiratory problems	Nviro employees and other building users	Natural ventilation to be used prior to work commencing, instructions and training in the safe use of chemicals. Follow COSHH risk assessment on safe use of chemicals, appropriate PPE worn. First aid facilities to be known in case of emergency.	Low	Continuation of identifying safest agents that can be used to reduce long term occupational safety to a minimum. No agents used recorded under the EH 40 list 2007 (Work place exposure limits).	

Colour Coding/ Cross contamination	Nviro Employees	Employees to use the correct colour coding for materials used in the area to carry out the task.	Low		Low
Un-even/Wet floors causing slips/ trips / falls	Nviro employees and other building users	Warning signs to be placed before work commences. Warning signs displayed in a suitable position to give other users sufficient time to absorb the information before entering hazard area. Signage displayed until floor dry and/or task completed. Mop to be thoroughly wrung out. Store signage away safely when completed. Appropriate footwear to be worn (good grip on soles). All employees trained in safety procedure. Always mop up any laying pools of water as the work commences, never leave any pools of water on completion of work area	Medium	Carry out work when least amount of personnel around.	Low

Faulty cables/ equipment causing electrocution, electrical fires	Nviro employees	Visual user check on equipment prior to use (sockets, plug, cables, equipment), any faults found is reported immediately to the supervisor and not used. RCD tested prior to use, no stretching of cable. Annual PA testing of all electrical appliances.	Medium		
Impact from Lift Door Closing causing Cuts, bruises and abrasions	Nviro Employees	Lift to be isolated when cleaning is taking place. This is to be carried out using a lift key only.	Low		

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RISK ASSESSMENT RECORD SHEET NUMBER 41

Activity Being Assessed: Infection Control and Decontamination Cleaning

Date of Assessment: 14/02/14

Name of Risk Assessor: Training and SHEQ Manager

To ensure a clean environment all operatives will read, familiarise themselves and follow the method statement/cleaning procedure.

Hazard Identified	Person/ Groups Affected	Existing Control Measures in Place	Existing Risk Rating	Recommendations/Measures to Reduce Risks Identified	Final Risk Rating
Manual handling (movement of general items) causing musculoskeletal disorders (sprains/ strains to upper limbs)	Nviro employees	Specific Manual Handling training on Kinetic Lifting for all employees Only move items that you are comfortable and able to move safely Break down loads for ease of movement were applicable	Medium		
Brush, wiping movement causing Musculoskeletal disorders (sprains/ strains to upper limbs)	Nviro employees	Restriction in duration at any given time (max 15 minutes.) Rotation of jobs as much as possible within the restraints of method statement/procedure	Low	It is important to continue to plan how and when work is conducted E.g. shorter periods are preferred. Intersperse tasks to provide variety and a change in posture and muscular effort if available	

Wet Floors (damp mopping) causing Slip/ trip/ falls	Nviro employees and other building users	Appropriate footwear required (good grip on soles – flat, closed in footwear) Warning signs to be placed before work commences Warning signs displayed in a suitable position to give other users sufficient time to absorb the information before entering hazardous area Signage displayed until surface of the floor is dry Store signage away safely when completed If required to wear disposable overshoes – be aware of the increased risk.	Medium	Carry out work when least amount of personnel around. If wearing overshoes, work methodically into the area to avoid cross contamination and to decrease the risk of slipping over and walking over wet/damp floors.	Low
Contact with sharps, razors causing Puncture wound cross contamination of infections such as Hepatitis B, Hepatitis C and HIV	Nviro employees	Be vigilant and visually check area prior to commence of cleaning, particular care taken in areas of low light, non physical contact with items by using picker tweezers Place in UN approved Sharps container, inform client/officer If needle stick injury occurs allow puncture to bleed, wash area with warm water and attend the nearest A&E department at hospital.	Medium		

Contact with chemical via spills/splashes; direct/indirect contact causing irritation of skin and respiratory problems	Nviro employees and other building users	Natural ventilation to be used prior to work commencing (keeping the door open) Instructions and training in the safe use of chemicals Follow COSHH risk assessment on safe use of chemicals Appropriate PPE worn "Soft face mask and goggles" when using air spray as per method statement/cleaning procedure.	Low	Continuation of identifying safest agents that can be used to reduce long term occupational safety to a minimum. No agents used recorded under the EH 40 list 2007 (workplace exposure limits).	Low
Cross contamination/Exposure to Blood Borne Pathogens causing spread of infections such as Hepatitis B, Hepatitis C and HIV	Nviro employees and other building users	All employees carrying out the work should be trained to do so. Staff should be issued with the correct PPE for the situation so they can select and wear items as required. Suitable chemicals for eliminating the virus/bacteria should be provided. The correct method statement should be adhered to and staff should work methodically into the area so they are in contact with 'clean' space and reduce the risk of cross contamination and exposure.	Low		
Use of electrical equipment/ machinery causing Electrocution, mechanical / moving parts / muscular skeletal etc.	Nviro employees and other building users	Please refer to the specific risk assessment and method statement for the piece of equipment or machinery that is being used (vacuum cleaner/carpet extraction machine). Only trained personnel to use each piece of equipment.	Low		

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RISK ASSESSMENT RECORD SHEET NUMBER A42

Activity Being Assessed: Graffiti Removal **Date of Assessment:** 14/02/14

Name of Risk Assessor: Training and SHEQ Manager

Hazard Identified	Person/Groups Affected	Existing Control Measures in Place	Existing Risk Rating	Recommendations/Measures to Reduce Risks Identified	Final Risk Rating
Wet/Uneven floors causing slip/trip/falls	Nviro employees and other building users	Warning signs to be placed before work commences. Warning signs displayed in a suitable position to give other users sufficient time to absorb the information before entering hazard area Signage displayed until floor dry and/or completed. Store signage away safely when completed Appropriate footwear to be worn (good grip on soles). All employees trained in safety procedure (cleaning from rear to front of the area with back to door). Nviro staff to be vigilant to contaminates which are substances such as water, oil and dust that cause a floor	Medium	Carry out work when least amount of personnel around.	Low

		surface to become slippery especially in known hazard areas (i.e. kitchens, canteens/dining areas, changing rooms and washrooms).			
Contact with cleaning chemical causing spills/splashes causing irritation of skin and respiratory problems	Nviro employees and other building users	Natural ventilation to be used prior to work commencing. Instructions and training in the safe use of chemicals; follow COSHH risk assessment on safe use of chemicals and appropriate PPE worn (rubber gloves/eye protection). First aid facilities to be known in case of emergency. No mixing of chemicals, equipment/chemicals never left un attended.	Medium	Continuation of identifying safest agents that can be used to reduce long term occupational safety to a minimum. No agents used recorded under the EH 40 list 2007 (Work place exposure limits).	Low
Manual handling of equipment and loads causing strains/Sprains to back, legs, arms and fingers	Nviro employees	All machinery/ attachments/ chemical containers weigh below 25 Kilos Mechanised operations as much as is reasonable.	Medium	Specific manual handling training on kinetic lifting for all employees.	Low
Colour Coding/ Cross Contamination	Nviro Employees	Employees to use the correct colour coding for materials used in the area to carry out the task.	Low		Low

Brush, wiping movement causing musculoskeletal disorders (sprains/ strains to upper limbs)	Nviro employees	Restriction in duration at any given time (max 15 minutes.) Rotation of jobs as much as possible within the restraints of method statement/procedure	Low	It is important to continue to plan how and when work is conducted E.g. shorter periods are preferred. Intersperse tasks to provide variety and a change in posture and muscular effort if available	
Exposure to outside weather conditions effects of heat/cold weather	Nviro employees	Mandatory wearing of appropriate personal protective equipment such as thermal clothing/high vis vest dependant on weather conditions.	Low	Work to be carried out in dry conditions where possible or under cover if wet.	
Collision with other personnel and /or vehicle movement causing cuts, abrasions, fracture	Nviro employees	As Above - Warning signs to be placed before work commences to cordon off the working area. Warning signs displayed in a suitable position to give third parties sufficient time to absorb the information Signage displayed until task completed. Store signage away safely when completed. Nviro employees to be aware of traffic routes.	Low		

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RISK ASSESSMENT RECORD SHEET NUMBER 43

Activity Being Assessed: Stain removal – various types (including chewing gum) **Date of Assessment:** 14/02/14

Name of Risk Assessor: Training and SHEQ Manager

Hazard Identified	Person/Groups Affected	Existing Control Measures in Place	Existing Risk Rating	Recommendations/Measures to Reduce Risks Identified	Final Risk Rating
Wet/Uneven floors causing slip/trip/falls	Nviro employees and other building users	Warning signs to be placed before work commences. Warning signs displayed in a suitable position to give other users sufficient time to absorb the information before entering hazard area Signage displayed until floor dry and/or completed. Store signage away safely when completed Appropriate footwear to be worn (good grip on soles). All employees trained in safety procedure (cleaning from rear to front of the area with back to door). Nviro staff to be vigilant to contaminates which are substances such as water, oil and dust that cause a floor surface to become slippery especially in known hazard areas (i.e. kitchens, canteens/dining areas, changing rooms and washrooms).	Medium	Carry out work when least amount of personnel around.	Low

Contact with cleaning chemical causing spills/splashes causing irritation of skin and respiratory problems	Nviro employees and other building users	Natural ventilation to be used prior to work commencing. Instructions and training in the safe use of chemicals; follow COSHH risk assessment on safe use of chemicals and appropriate PPE worn (rubber gloves/eye protection). First aid facilities to be known in case of emergency. No mixing of chemicals, equipment/chemicals never left un attended.	Medium	Continuation of identifying safest agents that can be used to reduce long term occupational safety to a minimum. No agents used recorded under the EH 40 list 2007 (Work place exposure limits).	Low
Manual handling of equipment and loads causing strains/Sprains to back, legs, arms and fingers	Nviro employees	All machinery/ attachments/ chemical containers weigh below 25 Kilos Mechanised operations as much as is reasonable.	Medium	Specific manual handling training on kinetic lifting for all employees.	Low
Colour Coding/ Cross Contamination	Nviro employees	Employees to use the correct colour coding for materials used in the area to carry out the task.	Low		Low
Brush, wiping movement causing Musculoskeletal disorders (sprains/ strains to upper limbs)	Nviro employees	Restriction in duration at any given time (max 15 minutes.) Rotation of jobs as much as possible within the restraints of method statement/procedure	Low	It is important to continue to plan how and when work is conducted E.g. shorter periods are preferred. Intersperse tasks to provide variety and a change in posture and muscular effort if available	

RISK ASSESSMENT RECORD SHEET NUMBER A44

Activity Being Assessed: Wet Pick Up Machine **Date of Assessment:** 14/02/14
Name of Risk Assessor: Training and SHEQ Manager

Hazard Identified	Person/Groups Affected	Existing Control Measures in Place	Existing Risk Rating	Recommendations/Measures to Reduce Risks Identified	Final Risk Rating
Faulty cables/ equipment causing electrocution, electrical fires	Nviro employees	Visual user check on equipment prior to use (sockets, plug, cables, equipment), any faults found is reported immediately to the supervisor and not used. RCD tested prior to use, no stretching of cable. Annual PA testing of all electrical appliances. Additional care to be taken as machine will be used with spillages.	Medium		
Manual handling of machine musculoskeletal disorders causing strains/sprains to back, legs, arms and fingers	Nviro employees	All machinery/attachments/chemical containers weigh below 25 Kilos. Specific Manual Handling training on Kinetic Lifting for all employees. Ensure suitable grip is engaged on equipment in order that it does not slip out of hand whilst in use.	Low		

Uneven/Wet floors/Trailing Cables causing slip/trip/falls	Nviro employees and third parties	Cordoned off area, warning signs to be placed before work commences, warning signs displayed in a suitable position to give other users sufficient time to absorb the information before entering hazard area. Signage displayed until floor dry and/or work completed. Store signage away safely when completed. Leads to be placed behind line of work. Keep trailing cables to a minimum. Appropriate footwear to be worn (good grip on soles). All employees trained in safety procedure.	Medium	Carry out work when least amount of personnel around	Low
Contact with chemical via spills/splashes causing	Nviro employees and third parties	Natural ventilation to be used prior to work commencing, instructions and training in the safe use of chemicals. Follow COSHH risk assessment on safe use of waxes/chemicals, appropriate PPE to be worn. First aid facilities to be known in case of emergency.	Low	Continuation of identifying safest agents that can be used to reduce long term occupational safety to a minimum. No agents used recorded under the EH 40 list 2007 (workplace exposure limits)	

RISK ASSESSMENT RECORD SHEET NUMBER 45

Activity Being Assessed: Upholstery Cleaning **Date of Assessment:** 14/02/14
Name of Risk Assessor: Training and SHEQ Manager

Hazard Identified	Person/Groups Affected	Existing Control Measures in Place	Existing Risk Rating	Recommendations/Measures to Reduce Risks Identified	Final Risk Rating
Faulty cables/ equipment causing electrocution, electrical fires	Nviro employees	Visual user check on equipment prior to use (sockets, plug, cables, equipment), any faults found is reported immediately to the supervisor and not used. RCD tested prior to use, no stretching of cable. Annual PA testing of all electrical appliances.	Medium		
Manual handling of machine musculoskeletal disorders causing Strains/Sprains to back, legs, arms and fingers	Nviro employees	All machinery/attachments/chemical containers weigh below 25 Kilos. Specific Manual Handling training on Kinetic Lifting for all employees. Ensure suitable grip is engaged on equipment in order that it does not slip out of hand whilst in use.	Low		

Uneven/Wet floors, Slipping on wet carpets, tripping over jet hose causing slip/trip/falls	Nviro employees and third parties	Cordoned off area, warning signs to be placed before work commences, warning signs displayed in a suitable position to give other users sufficient time to absorb the information before entering hazard area. Signage displayed until floor dry and/or completed. Store signage away safely when completed. Leads to be placed behind line of work. Keep trailing cables to a minimum. Appropriate footwear to be worn (good grip on soles). All employees trained in safety procedure.	Medium	Carry out work when least amount of personnel around	Low
Contact with chemical via spills/splashes causing irritation of skin and respiratory problems	Nviro employees and third parties	Natural ventilation to be used prior to work commencing, instructions and training in the safe use of chemicals. Follow COSHH risk assessment on safe use of waxes/chemicals, appropriate PPE to be worn. First aid facilities to be known in case of emergency.	Low	Continuation of identifying safest agents that can be used to reduce long term occupational safety to a minimum. No agents used recorded under the EH 40 list 2007 (workplace exposure limits)	

RISK ASSESSMENT RECORD SHEET NUMBER A46

Activity Being Assessed: Dust Mop Sweeping

Date of Assessment: 14/02/14

Name of Risk Assessor: Training and SHEQ Manager

To ensure a clean environment all operatives will read, familiarise themselves and follow the method statement/cleaning procedure.

Hazard Identified	Person/ Groups Affected	Existing Control Measures in Place	Existing Risk Rating	Recommendations/Measures to Reduce Risks Identified	Final Risk Rating
Manual handling (movement of general items) causing musculoskeletal disorders (sprains/ strains to upper limbs)	Nviro employees	Specific Manual Handling training on Kinetic Lifting for all employees Only move items that you are comfortable and able to move safely Break down loads for ease of movement were applicable	Medium		
Brush, wiping movement causing musculoskeletal disorders (sprains/ strains to upper limbs)	Nviro employees	Restriction in duration at any given time (max 15 minutes.) Rotation of jobs as much as possible within the restraints of method statement/procedure	Low	It is important to continue to plan how and when work is conducted E.g. shorter periods are preferred. Intersperse tasks to provide variety and a change in posture and muscular effort if available	

Uneven/ Slippery Floors	Slips, trips and falls	Nviro employees and other building users	Warning signs to be placed before work commences. Warning signs displayed in a suitable position to give other users sufficient time to absorb the information before entering hazard area. Signage displayed until floor dry and/or task completed. Mop to be thoroughly wrung out. Store signage away safely when completed. Appropriate footwear to be worn (good grip on soles). All employees trained in safety procedure. Always mop up any laying pools of water as the work commences, never leave any pools of water on completion of work area	Medium	Carry out task when least amount of personnel are on site.	Low
Colour Coding	Cross contamination	Nviro employees and other building users	Employees to use the correct colour coding for materials used in the area to carry out the task.	Low		

RISK ASSESSMENT RECORD SHEET Number 47

Activity Being Assessed: Use of a Petrol or Electric Leaf Blower / Vacuum **Date of Assessment:** December 2014
Name of Risk Assessor: Manager Responsible for Health and Safety

Hazard Identified	Person/Groups Affected	Existing Control Measures in Place	Existing Risk Rating	Recommendations/Measures to Reduce Risks Identified	Final Risk Rating
Faulty cables / equipment (Electrocution, electrical fires))	Nviro employees	Visual user check on equipment prior to use (sockets, plug, cables, Equipment), any faults found is reported immediately to the supervisor and not used. RCD tested prior to use, no stretching of cable Annual PAT testing of all electrical appliances.	Medium		
Water egress onto electrics (Electrocution)	Nviro employees	Any exposed plug sockets must be covered in order to prevent water penetrating. Residual circuit breaker to be used.	Medium		
Electrical / Fuel fire whilst re fuelling (Burns)	Nviro employees	Fill fuel tank to the maximum level before starting work. Use funnel to re fill fuel tank, never overfill, allow unit to cool down and clear spillages immediately. Fuel to be stored in dedicated fuel container away from any potential source of ignition	Low		

Manual handling of machines. (Strains/ Sprains to back , legs , arms and fingers,)	Nviro employees	All machinery/attachments/chemical containers weigh below 25 Kilos Specific Manual Handling training on Kinetic Lifting for all employees who use. Ensure grip is in correct position and is held in correct way	Medium	Empty refuse sack on regular basis to reduce overall weight	Low
Contact with flying loose debris and particulates	Nviro employees and third parties	Mandatory wearing of appropriate personnel protective equipment (protective coveralls, Wellington boots, safety goggles and)	Low	Carry out work when least amount of personnel around	Low
Un even surfaces, Tripping over leads or straps (Slip/ trip / falls)	Nviro employees and third parties	Cordoned off area, warning signs to be placed before work commences, warning signs displayed in a suitable position to give other users sufficient time to absorb the information before entering hazard area. Signage displayed until works completed. Store signage away safely when completed Leads to be placed behind line of work. Keep trailing cables to a minimum. Appropriate footwear to be worn (good grip on soles) All employees trained in safety procedure. Ensure that unit is not pointed towards any person or persons.	Medium	Carry out work when least amount of personnel around	Low

Collision with other personnel and / or vehicle movement	Nviro employees and others	AS ABOVE Nviro employees to be aware of traffic routes.	Medium	Carry out work when least amount of personnel around, High visibility to be worn during operation.	Low
Exposed to outside weather conditions	Nviro employees	Mandatory wearing of appropriate personal protective equipment (wet weather clothing, thermal clothing High Vis Jacket as required.)	Low		
Exposure to excessive noise over prolonged periods	Nviro Employees	Mandatory wearing of protective headphones during operation	Low		

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RISK ASSESSMENT RECORD SHEET Number 49

Activity Being Assessed: Use of a Portable Petrol Generator **Date of Assessment:** 10/8/2016
Name of Risk Assessor: Health and Safety Manager

Hazard Identified	Person/Groups Affected	Existing Control Measures in Place	Existing Risk Rating	Recommendations/Measures to Reduce Risks Identified	Final Risk Rating
Manual handling of machines leading to musculoskeletal disorders (Strains/ Sprains to back , legs , arms and fingers)	Nviro employee	All machinery/attachments/chemical containers weigh below 25 Kilos Specific Manual Handling training on Kinetic Lifting for all employees who use. Ensure suitable grip is engaged on wand in order that it does not slip out of hand whilst in use.	Medium	Unit ONLY to be lifted by two people. Manual handling training to be observed. Unit NOT to be lifted over waste height.	Low
Faulty cables / equipment (Electrocution, electrical fires)	Nviro employees and others	Visual user check on equipment prior to use (sockets, plug, cables, Equipment), any faults found is reported immediately to the supervisor and not used. Oil level to be checked prior to every use RCD tested prior to use, no stretching of cable Annual PAT testing of all electrical appliances.	Medium	Only approved supplied 3 pin lead to be used with machine. Only one electrical appliance should be powered by the generator at any one time	Low

Water egress onto electrics (Electrocution)	Nviro employees and others	Ensure that the water jet is not in contact with any electrical equipment. Any exposed plug sockets must be covered in order to prevent water penetrating. Residual circuit breaker to be used.	Medium	Only the supplied outdoor specification lead should be used with the generator Area to be sectioned off within barriers preventing public access removing risk to others. All activity to take place within barrier area	Low
Electrical fire whilst re fuelling (Burns)	Nviro employees	Fill fuel tank to the maximum level before starting work. Use funnel to re fill fuel tank, never overfill, allow unit to cool down and clear spillages immediately. Never attempt to refuel whilst unit is running Always refuel from authorised container	Low	No more than 5 litters of fuel should be stored in the container away from generator inside of sealed box	

Chemical burns	Nviro employees	Use funnel to re fill fuel tank, never overfill, allow unit to cool down and clear spillages immediately using appropriate spill kit. Always refuel from authorised container	Med	No more than 5 litters of fuel should be stored in the container away from generator inside of sealed box Correct PPE should be worn whilst carrying out works. These should be protective against heat and fuel	Low
Contact hot part (burns)	Nviro employees and third parties	Mandatory wearing of appropriate personnel protective equipment (protective coveralls, Gloves and safety goggles.) Ensure adequate training is given for awareness of hot parts (exhaust)	Med		Med
Un even/Wet floors Slipping on pockets of water, Tripping over leads (Slip/ trip / falls)	Nviro employees and third parties	Barrier off area, warning signs to be placed before work commences, warning signs displayed in a suitable position to give other users sufficient time to absorb the information before entering hazard area. Signage displayed until floor dry and/or completed. Store signage away safely when completed Leads to be placed behind line of work. Keep trailing cables to a minimum. Appropriate footwear to be worn (good grip on soles) All employees trained in safety procedure.	Low	Carry out work when least amount of personnel around	Low

Exposed to outside weather conditions	Nviro employees	Mandatory wearing of appropriate personal protective equipment (wet weather clothing, thermal clothing High Vis Jacket as required.)	Low		
Exhaust fumes (Poisoning by carbon monoxide)	Employees and those in vicinity	Generator should never be used in confined or indoor areas. It should not be located directly outside of a doorway to an indoor area where work is taking place. The barriers should be placed to prevent other user access		**Never attempt to use generator inside a building or in confined areas**	LOW

RISK ASSESSMENT RECORD SHEET Number 50

Activity Being Assessed: SKY VAC High Level Cleaning **Date of Assessment:** 30/5/17

Name of Risk Assessor: Regional Directors, Service/Site Managers and Health and Safety Consultant

Please note this equipment may be powered with a Generator. Please see separate RAM's for use of this item. Specialist training must be given and signed off prior to use. This equipment is for the use of trained personnel only

Hazard Identified	Person/Groups Affected	Existing Control Measures in Place	Existing Risk Rating	Recommendations/Measures to Reduce Risks Identified	Final Risk Rating
Over reaching causing musculoskeletal disorders (sprains/strains to upper limbs)	Nviro employees	Employees should work in Pairs. Area should be assessed using the high level camera prior to works being completed to ensure items are suitable for removal/cleaning The machine itself should be loaded/unloaded and emptied by two people to minimise manual handling risks Only the Carbon poles and tools supplied should be used Suction should be adjusted to the	Low		Low

		requirement to ensure free movement of tools The correct tools for the job should be selected. Indoor and outdoor tools should always be used in appropriate situations Poles should be extended to allow free movement from height level with midriff The weight of poles should be rested on the object being cleaned or within guttering during the clean. Large detritus should be broken up using the breaking tool before it is lifted from location Operations should always be conducted from ground level Not to be operated in inclement weather			
Contact with items falling from height (dust, detritus, Loose tools)	Nviro Employees and Public	Area should be safely cordoned off before operation commences preventing anyone but the operators from entering the area. Operations should be carried out in such a way that the operatives are not stranding directly under the immediate cleaning area The high level camera should be used by a second operative to indicate progress at all times	MED	Hard hats, goggles, Safety shoes and dust masks should be worn at all times. High visibility clothing must be worn 2nd operative to check tools and camera are secure before each extension and prior to any changing of duties	Low

Possible slips trips and falls caused by uneven surfaces, equipment, cables or machinery in the area of work or wet/dusty/contaminated surfaces	Nviro Employees and Public	Work should be carried out when least amount of personnel around. Machinery and cables should be behind the operative but within a cordoned off area. All tools not in use should be contained within the appropriate bag and stores safely behind the work area Slippery or wet floors should be dried before operation continues. Where detritus or objects are removed and do not enter the Vac, these should be removed and placed in an appropriate disposal bag behind the working area but within the cordon Safety footwear should be worn at all times	MED	Areas should be assessed and a walk through completed prior to operation. Areas should be closed off in maximum of 10 meters squared to assist with controlling access	Low
Burns and associated injuries with electrocution vis contact with exposed cables, faulty machinery or overloading of equipment	Nviro Employees and Public	The machine should be thoroughly inspected prior to use, checking it and its cables for damage. It should not be used if any damage is visible. Must be used at all times with circuit breaker provided and 110v step down provided Public must not have access to any of the	LOW	Must only be used with the appropriate generator (see separate RAMS) of 6KvA load capacity for outdoor work	LOW

		area where cables are laid, the area of use or the area where the generator is placed Motors should be activated in order of manufacturers instruction to avoid over load and over heating Equipment should be thoroughly cleaned prior to and after use. Including the filters to prevent overeating / damage			

RISK ASSESSMENT RECORD SHEET No 51

Activity Being Assessed: Use of small ride on site collection vehicles and tugs **Date of Assessment: 17/10/2017**
Name of Risk Assessor: Safety Manager

Hazard Identified	Person/Groups Affected	Existing Control Measures in Place	Existing Risk Rating	Recommendations/Measures to Reduce Risks Identified	Final Risk Rating
Equipment Use machinery hazards (entrapment, injection, shear point, pinch point etc), vibration, noise. Awkward posture (reaching, bending, twisting) musculoskeletal disorders (Strains/ Sprains to back , legs , arms, neck and fingers)	Nviro employees	Visual user check prior to work commencing checking that all guarding are in place. Mandatory checking of lights, indicators, horn, brakes. (individual to machine) Use of lap belt where supplied Vehicle fitted with padded/shock resistant seats All Nviro employees are trained in the safe operation of vehicle	Medium	Full machinery assessment to be completed. Pre-Planned Maintenance regime as per manufacturer's requirement. Equipment and machine acquired after 1-1-1995 should be provided with a CE label.	Low

Waste unloading	Nviro employees	Switch off machine and ensure brake is located in park position before waste unloading starts. Containers requiring to be lifted to have handles fitted. Specific manual handling training on Kinetic Lifting for all employees.	Medium	Waste should be transported in small package format Lifting of heavy items should be mechanised where possible Where mechanisation is not possible the unloading should be completed by two persons	Low
Exposed to outside weather conditions	Nviro employees	Mandatory wearing of appropriate personnel protective equipment (wet weather gear, thermal clothing High Vis Jacket as required.)	Low		

Collision with other personnel and / or vehicle movement	Nviro employees and others	AS ABOVE Clear coloured conspicuous work wear with reflective strips to be provided. Clear coloured rainwear with reflective strips to be provided. Nviro employees to be aware of traffic routes Additional mirrors to the truck so that the driver has no blind spots. Horn to be provided for warning Site speed limits, warnings, signals and roadway restrictions must be adhered to Where possible movements should take place at times where there are the least number of site users present Vehicle must never be parked on an incline	Medium	Orange flashing beacons to be placed on the truck (ideally front and rear).	Low
Impact with stationary objects and or tipping of vehicle	Nviro employees and others	Ride-on vehicles can only be used for the number of occupants it was designed to carry and by those authorised to do so. There must be a maximum of 2 occupants at all times and ABSOLUTELY no standing on the back or in loading parts of vehicle Always consider the terrain, existing vehicular and pedestrian traffic conditions, as well as environmental factors that may affect	Medium		Medium

		your ability to operate the vehicle safely Drive the vehicle only as fast as the terrain and safety considerations allow To avoid tipping over, drive straight up and down slopes Slow down before corners. All turns must be executes at reduced speeds Avoid sudden stops or change of direction that may result in loss of control Vehicles must never be driven in inclement weather including; Snow/Ice/Frost, excessive Surface water/Waterlogging/Heavy rain or where conditions have created unsuitable or uneven ground Driver must stick to designated roadways			

Towing	Nviro employees and others	Where a vehicle is being used as a tug for towing the weight restrictions should never be exceeded All safety coupling should be checked prior to start Attached trailers / bins should be at a maximum length where the operative is able to visibly monitor the load safety Corners should be taken at a wider width into account in order the tracking load avoiding collisions. Towing operations should always take place at lower speeds	Medium		Medium
Risk through unauthorised use	Nviro employees and others	Keys should never be left in the vehicle Vehicle should be parked in secure area Vehicle should never be left unattended in public area Any additional locks provided (for example doors) should be used The parking brake must always be applied when stationary	Low		Low

RISK ASSESSMENT RECORD SHEET - NUMBER 52

Activity Being Assessed: Use of an Electrostatic Sprayer **Date of Assessment:** March 2021

Name of Risk Assessor: Health and Safety Consultant & Safety Manager

Hazard Identified	Person/Groups Affected	Existing Control Measures in Place	Existing Risk Rating	Recommendations/Measures to Reduce Risks Identified	Final Risk Rating
Faulty cables (Inc. ext. cable) / equipment (Electrocution, electrical fires)	Nviro employees	Low voltage charging unit, Machine runs on batteries. Double insulated cables. Visual user check prior to recharging and/ or use of equipment (sockets, plug, cables, equipment), any faults found are reported immediately to the supervisor and item is not used. Residual Current Device tested prior to use, no stretching of cable, Annual PA testing of all electrical appliances.	Low		Low
Water / Mist egress onto electrics (Electrocution)	Nviro employees	Ensure that the nozzle is pointed away from any electrical equipment. Sprayer machine double insulated.	Low		Low

Manual handling of machines and use of wand/nozzle - musculoskeletal disorders (Strains/ Sprains to back, legs, arms, and fingers)	Nviro employees	All machinery/attachments/chemical containers weigh below 25 kg (2kgs only). Regular breaks to be taken.	Low		Low
Contact with Chemical	Nviro employees	Mandatory wearing of appropriate personal protective equipment including safety goggles to EN166:2001, FFP3 level masks to be worn, Latex free gloves. To reduce risk of chemical splash concentrated chemical is poured into the unit with water added afterwards.	Low		Low
Contact with aerosol chemical	Nviro employees and third parties	Ensure that the sprayer is not pointed towards any person or persons. Trigger lock should be on when not in use. Mandatory wearing of appropriate personal protective equipment including safety goggles to EN166:2001, FFP3 masks to be worn, Latex free gloves. The sprayer should be held away from body and operative should not walk forward into spray until it has bonded with a surface.	Low		Low

		Where rooms are in 24/7 operation, there is to be no electrostatic spraying, only touchpoint cleaning. Cordon off area, warning signs to be placed before work commences, any non-operational staff will be removed from the area prior to work commencing. Signage displayed until surfaces are dry.			
Un even/Wet floors Slipping on pockets of water, Tripping over cable (Slip/ trip / falls)	Nviro employees	Warning signs displayed in a suitable position to give other users sufficient time to absorb the information and prevent entry into hazardous area by non-authorised personnel. Signage displayed until surfaces are dry (around 10-20 minutes) Store signage away safely when task completed and area dry. Leads to be placed behind line of work. Keep trailing cables to a minimum. Appropriate footwear to be worn (good grip on soles). All employees trained in safety procedure.	Medium	Sprayer set to finest mist to avoid over wetting areas	Low

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RISK ASSESSMENT RECORD SHEET Number 53

Activity Being Assessed: Manual Handling General **Date of Assessment:** 01/06/18

Name of Risk Assessor: Regional Directors, Service/Site Managers and Health and Safety Consultant

Hazard Identified	Person/Groups Affected	Existing Control Measures in Place	Existing Risk Rating	Recommendations/Measures to Reduce Risks Identified	Final Risk Rating
Potential muscular skeletal injuries due task intensity, movement types and duration	Employees and other building users in the area	All employees given training on manual handling at induction stage. Employees given TBT on Dynamic risk assessment, self-assessing the task prior to undertaking it No machinery/ items over 20kgs is to be moved by an individual Client items such as furniture are not to be moved unless specifically authorised as a task Where task involves prolonged manual handling regular breaks should be taken every 20 minutes Ramps provided to vans	Med	Employees should inform line manager who will review task and labour support where required Tool box talks scheduled alongside employee visits to include manual handling instruction at identified key times	Med

		Trollies / tugs provided where regular tasks involve movement of loads over longer distances. Powered tugs provided where appropriate Specific items PPE or additional lifting items such as harness support suits are detailed for use in individual risk assessments			
Potential crushing, slip, impact or muscular skeletal injuries due to the task being unsuitable for the individual	Employees and other building users in the area	Manual handling training is given to every individual All employees given training on manual handling at induction stage. Employees given TBT on Dynamic risk assessment, self-assessing the task prior to undertaking it Individuals are requested to disclose any medical condition which may affect their ability manual handling. Reasonable adjustments are recorded and implemented Vulnerable persons such as lone workers, new and expectant mothers and young persons are assessed. Reasonable adjustments are recorded and implemented	Med		Med

Potential crushing, impact, slip, or muscular skeletal injuries due to the load being unstable, too heavy, too bulky, hot cold, unbalanced or having a rough and/or sharp surfaces and / or Potential chemical burns or poisoning from spills accessing the body through inhalation, absorption, skin contact or eye contact	Employees and other building users in the area	All employees given training on manual handling at induction stage. Employees given TBT on Dynamic risk assessment, self-assessing the task prior to undertaking it No machinery/ items over 20kgs is to be moved by an individual Items over 20kgs are moved using additional labour and/or mechanical assistance. Appropriate additional documented training given for use of additional lifting / moving equipment Check that containers are suitable, have no leaks and that lids and tops are securely fastened prior to handling Loads should be secured and balanced on tug and trollies. Equipment should not be loaded over recommended load limits Suitable PPE such as gauntlet gloves and safety shoes and high visibility vests to be issued and worn as per individual task method and risk assessment Appropriate warning signs should be placed indicating where activity is taking place	Med	Manual handling/movements of loads should take place when the least amount of people are around.	Med

		All ride on equipment to be fitted with Buzzers and warning lights.			
Potential crushing, slip, impact or muscular skeletal injuries due to unsuitable environment for manual handling		All employees given training on manual handling at induction stage. Employees given TBT on Dynamic risk assessment, self-assessing the task prior to undertaking. Planning the route and lift, adhering to warning signage Manual handling not to take place in poor light conditions. Any defects in lighting to be reported to supervisor who will inform the client/ building owner Hazard surveys identify areas of the building Nviro should not access Outdoor Manual handling not to take place in poor weather conditions such as snow, ice heavy rain or high winds Lifts to be utilised for moving equipment where ever possible Additional equipment to be supplied where lifts are unavailable	Low		Low

nviro

Cleaning with a conscience

RISK ASSESSMENT RECORD SHEET NUMBER 54

Activity Being Assessed: Bains Marie Cleaning **Date of Assessment:** 06/06/2018
Name of Risk Assessor: Health and Safety Manager

Hazard Identified	Person/Groups Affected	Existing Control Measures in Place	Existing Risk Rating	Recommendations/Measures to Reduce Risks Identified	Final Risk Rating
Use of cleaning equipment. Awkward posture (reaching, bending, twisting) musculoskeletal disorders (strains/sprains to back, legs, arms, neck and fingers)	Nviro employees	Specific Manual Handling training on Kinetic Lifting for all employees. Rotation of jobs: moving in various directions to spread out the workload to various muscles; use a light grip; maintain neutral postures. Neck flexion may be static for viewing counter with stretching in opposite direction.	Medium	Items should be cleaned in position where possible	
Vibration from equipment (damage to hands, wrists and arms)	Nviro employees	Check the handle prior to use, ensure insulated, and if not then wear thick suitable gloves for duration of task. Rotation of jobs (frequent breaks in pattern of work).	Low		
Faulty cables/equipment (electrocution, electrical fires)	Nviro employees	Visual user check on equipment prior to use (sockets, plug, cables, Equipment), any faults found is reported immediately to the supervisor and not used. Any RCD used to be tested prior to use, no stretching of cable. Annual PA testing of all electrical appliances.	Medium	Bains Marie should be isolated prior to commencement of cleaning	Low

Cleaning Bains Marie using chemicals Contact with chemical via spills/splashes causing irritation of skin and respiratory problems.	Nviro employees	Only use approved chemicals. Refer to and follow COSHH risk assessment on safe use of chemicals which Nviro have produced. When using Descailer ensure that natural ventilation is used prior to work commencing with the opening of windows and/or use of extractor system. Limit the time using chemical Mandatory wearing of gloves 'Rubber or Neoprene'. If there is insufficient ventilation wear suitable respiratory equipment for the chemical in use. Refer to COSHH assessment Natural ventilation to be used prior to work commencing. Instructions and training in the safe use of chemicals. Follow COSHH risk assessment on safe use of chemicals. Appropriate PPE to be worn, first aid facilities to be known in case of emergency.	Medium Low	Continuation of identifying safest agents that can be used to reduce long term occupational safety to a minimum, No agents used recorded under the EH 40 list 2007 (Work place exposure limits)	

Wet floors (Slip/trip/falls)	Nviro employees	Warning signs to be placed before work commences. Warning signs displayed in a suitable position to give other users sufficient time to absorb the information before entering hazard area Signage displayed until floor dry and/or completed. Store signage away safely when completed Appropriate footwear to be worn (good grip on soles). All employees trained in safety procedure. Always mob up any lying pools of water as the work commences, never leave any pools of water on completion of work area.	Medium	Carry out work when least amount of personnel around.	Low
Trailing cables (Slip/trip/falls)	Nviro employees	As Above. Leads to be placed behind line of work. Keep trailing cables to a minimum.	Medium	Battery operated equipment should be used where available	Low
Manual handling of machines/loads and reparative strain injuries. (strains/sprains to back, legs, arms and fingers)	Nviro employees	All machinery/attachments/chemical containers weigh below 25 Kilos. Rotation of jobs (frequent breaks in pattern of work). Specific Manual Handling training on Kinetic Lifting for all employees.	Medium		
Colour Coding	Nviro Employees	Employees to use the correct colour coding for materials used in the area to carry out the task.	Low		Low

RISK ASSESSMENT RECORD SHEET Number 55

Activity Being Assessed: Canopies, Hoods and Filter Cleaning **Date of Assessment: 06/06/18**

Name of Risk Assessor: Health and Safety Manager

Hazard Identified	Person/Groups Affected	Existing Control Measures in Place	Existing Risk Rating	Recommendations/Measures to Reduce Risks Identified	Final Risk Rating
Over reaching causing musculoskeletal disorders (sprains/strains to upper limbs)	Nviro employees	Mechanise the operation by the use of extension pole for the higher areas. Specific manual handling training on kinetic lifting for all employees. Warning signs to be placed before work commences. Warning signs displayed in a suitable position to give other users sufficient time to absorb the information before entering hazard area. Store signage away safely when completed. Appropriate footwear to be worn (good grip on soles). Mandatory wearing of goggles. Restriction in duration of using extension pole at any given time (max 15 minutes). Rotation of jobs.	Low		Low

Contact with cleaning chemical (spills/splashes causing irritation of skin and respiratory problems)	Nviro employees and other building users	Natural ventilation to be used prior to work commencing. Instructions and training in the safe use of chemicals; follow COSHH risk assessment on safe use of chemicals and appropriate PPE worn. First aid facilities to be known in case of emergency.	Medium	Continuation of identifying safest agents that can be used to reduce long term occupational safety to a minimum. No agents used recorded under the EH 40 list 2007 (work place exposure limits).	Low
Dust and liquids entering electrical sockets (Electrical fires)	Nviro employees and other building users	Covering of surfaces beneath area being cleaned with dust covers to protect electrical sockets. No over use of water (Do not over wet the walls). Clear away excess water immediately.	Low		Low
Contact burns with hot parts of system	Nviro Employees	System to isolated and cooled for at least 30 minutes prior to commencement of clean	Medium		
Contact with sharp objects or moving parts of the system	Nviro Employees	Correct PPE to be worn. Thick cut resistant rubber cloves gloves. Unit isolated	Low		
Wet /Greasy floors (Slip/trip/falls)	Nviro employees	Warning signs to be placed before work commences. Warning signs displayed in a suitable position to give other users sufficient time to absorb the information before entering hazard area Signage displayed until floor dry and/or completed. Store signage away safely when completed Appropriate footwear to be worn (good grip on soles). All employees trained in safety procedure. Always mop up any lying pools of grease or	Medium	Carry out work when least amount of personnel around.	Low

		water as the work commences, never leave any pools of water on completion of work area.			
Trailing cables (Slip/trip/falls)	Nviro employees	As Above. Leads to be placed behind line of work. Keep trailing cables to a minimum.	Medium	Battery operated equipment should be used where available	Low
Faulty cables/equipment (Electrocution, electrical fires)	Nviro employees and other building users	Visual user check on equipment prior to use (sockets, plug, cables). Any faults found is reported immediately to the supervisor and not used. RCD tested prior to use; no stretching of cable. Annual PA testing of all electrical appliances.	Medium	As Above	Low
Contact with boiling water/steam (Burns, scalding to skin) if steam cleaning	Nviro employees and other building users	As Above Operatives trained in the use of machinery and appropriate PPE provided and worn.	Medium	As Above	Low
Falls from stepladders	Nviro employees	All staff to undertake Nviro use of step ladder training prior to use. Check anti-spread device (cords, clips brackets etc.) Check folding mechanism (hinges, pin, rivets, etc.) Check for any damage of defects before use (rust, dents, worn rubber or tread.) Spread the step ladder to its fullest extent, so that it can't suddenly jerk while you are on it. Ensure that all four stiles are on firm, level ground. Must have a secure handhold not less than 1.06m above the highest level reached by	Medium		

		your feet. Cannot stand on the top steps unless there is some other handhold e.g. an extension. Place the ladder at right angles to the work so that twisting the body is not necessary. Do not over reach and keep your shoulder blades within the style of the step ladder. Wear appropriate footwear (flat, closed in shoes with rubber soles) Keep step ladders clean – check before and after use. Report any defective steps immediately and prevent its use. Make sure that the ladder is suitable for the load – check the weight limit before use.			
Injuries caused by use of step ladders in populated areas	Nviro employees and other building users	Cordon off area in which the step ladder is being used Cordoned off area. Warning signs to be placed before work commences. Warning signs displayed in a suitable position to give other users sufficient time to absorb the information before entering hazard area. Step ladder to be secured away when not in use.	Medium	Undertake the tasks involved in using step ladders when least amount of personnel are around.	Low
Risk of injury from falling objects from canopy	Nviro employees	Remove all items prior to clean			Low
Colour Coding	Nviro Employees	Employees to use the correct colour coding for materials used in the area to carry out the task.	Low		Low

RISK ASSESSMENT RECORD SHEET Number 56

Activity Being Assessed: Deep Fat Frier Cleaning **Date of Assessment: 06/06/18**

Name of Risk Assessor: Health and Safety Manager

Hazard Identified	Person/Groups Affected	Existing Control Measures in Place	Existing Risk Rating	Recommendations/Measures to Reduce Risks Identified	Final Risk Rating
Over reaching causing musculoskeletal disorders (sprains/strains to upper limbs)	Nviro employees	Specific manual handling training on kinetic lifting for all employees. Warning signs to be placed before work commences. Warning signs displayed in a suitable position to give other users sufficient time to absorb the information before entering hazard area. Store signage away safely when completed. Appropriate footwear to be worn (good grip on soles). Mandatory wearing of goggles. Restriction in duration of using extension pole at any given time (max 15 minutes). Rotation of jobs.	Low		Low

Contact with cleaning chemical (spills/splashes causing irritation of skin and respiratory problems)	Nviro employees and other building users	Natural ventilation to be used prior to work commencing. Instructions and training in the safe use of chemicals; follow COSHH risk assessment on safe use of chemicals and appropriate PPE worn. First aid facilities to be known in case of emergency.	Medium	Continuation of identifying safest agents that can be used to reduce long term occupational safety to a minimum. No agents used recorded under the EH 40 list 2007 (work place exposure limits).	Low
Dust and liquids entering electrical sockets (Electrical fires)	Nviro employees and other building users	Covering of surfaces beneath area being cleaned with dust covers to protect electrical sockets. No over use of water (Do not over wet the walls). Clear away excess water immediately.	Low		Low
Contact with hot or hot parts or hot liquids within the fryer	Nviro Employees	System to isolated and cooled for at least 1 hour 30 minutes prior to draining of oil Cleaning liquid to be cooled for 1 hour after boiling prior to commencing clean	Medium		
Wet /Greasy floors (Slip/trip/falls)	Nviro employees	Warning signs to be placed before work commences. Warning signs displayed in a suitable position to give other users sufficient time to absorb the information before entering hazard area Signage displayed until floor dry and/or completed. Store signage away safely when completed Appropriate footwear to be worn (good grip on soles). All employees trained in safety procedure. Always mop up any lying pools of grease or water as the work commences, never leave any pools of water on completion of work	Medium	Carry out work when least amount of personnel around.	Low

		area.			
Trailing cables (Slip/trip/falls)	Nviro employees	As Above. Leads to be placed behind line of work. Keep trailing cables to a minimum.	Medium	Battery operated equipment should be used where available	Low
Contact with boiling water/steam (Burns, scalding to skin) if steam cleaning	Nviro employees and other building users	As Above Operatives trained in the use of machinery and appropriate PPE provided and worn.	Medium	As above	Low
Faulty cables/equipment (Electrocution, electrical fires)	Nviro employees and other building users	Visual user check on equipment prior to use (sockets, plug, cables). Any faults found is reported immediately to the supervisor and not used. RCD tested prior to use; no stretching of cable. Annual PA testing of all electrical appliances.	Medium	As Above	Low
Manual handling of machines and loads (Strains/Sprains to back, legs, arms and fingers)	Nviro employees	All machinery/attachments/chemical/oil containers weigh below 25 Kilos Mechanised operations as much as is reasonable. Specific manual handling training on kinetic lifting for all employees.	Medium	As Above	Low
Potential for release of gas (explosion causing burns / inhalation causing poisoning)	Nviro employees and other building users	Operative conducting cleaning must have specific site training from building owner on the safe use of that particular model of fryer	Medium	The supervisor in charge of the clean must also have this training in case of emergency and for cross checking purposes	Low
Colour Coding	Nviro Employees	Employees to use the correct colour coding for materials used in the area to carry out the task.	Low		Low

RISK ASSESSMENT RECORD SHEET NUMBER 57

Activity Being Assessed: Dishwasher cleaning **Date of Assessment:** 06/06/2018
Name of Risk Assessor: Health and Safety Manager

Hazard Identified	Person/Groups Affected	Existing Control Measures in Place	Existing Risk Rating	Recommendations/Measures to Reduce Risks Identified	Final Risk Rating
Use of cleaning equipment. Awkward posture (reaching, bending, twisting) musculoskeletal disorders (strains/sprains to back, legs, arms, neck and fingers)	Nviro employees	Specific Manual Handling training on Kinetic Lifting for all employees. Rotation of jobs: moving in various directions to spread out the workload to various muscles; use a light grip; maintain neutral postures. Neck flexion may be static for viewing counter with stretching in opposite direction.	Medium	Items should be cleaned in position where possible	
Cleaning dishwasher using chemicals Contact with chemical via spills/splashes causing irritation of skin and respiratory problems.	Nviro employees	Only use approved chemicals. Refer to and follow COSHH risk assessment on safe use of chemicals which Nviro have produced. When using Descaler ensure that natural ventilation is used prior to work commencing with the opening of windows and/or use of extractor system. Limit the time using chemical Mandatory wearing of gloves 'Rubber or	Medium		

		Neoprene'. If there is insufficient ventilation wear suitable respiratory equipment for the chemical in use. Refer to COSHH assessment Natural ventilation to be used prior to work commencing. Instructions and training in the safe use of chemicals. Follow COSHH risk assessment on safe use of chemicals. Appropriate PPE to be worn, first aid facilities to be known in case of emergency.	Low	Continuation of identifying safest agents that can be used to reduce long term occupational safety to a minimum, No agents used recorded under the EH 40 list 2007 (Work place exposure limits)	
Trailing cables (Slip/trip/falls)	Nviro employees	As Above. Leads to be placed behind line of work. Keep trailing cables to a minimum.	Medium	Battery operated equipment should be used where available	Low
Contact with boiling water/steam (Burns, scalding to skin) if steam cleaning	Nviro employees and other building users	As Above Operatives trained in the use of machinery and appropriate PPE provided and worn.	Medium	As above	Low
Faulty cables/equipment (Electrocution, electrical fires)	Nviro employees and other building users	Visual user check on equipment prior to use (sockets, plug, cables). Any faults found is reported immediately to the supervisor and not used. RCD tested prior to use; no stretching of cable. Annual PA testing of all electrical appliances.	Medium	As Above	Low
Manual handling of machines and loads (Strains/Sprains to back, legs, arms and fingers)	Nviro employees	All machinery/attachments/chemical/oil containers weigh below 25 Kilos Mechanised operations as much as is reasonable. Specific manual handling training on kinetic lifting for all employees.	Medium	As Above	Low

Contact with hot or moving parts of the	Nviro Employees	System to isolated and cooled for at least 30 minutes prior to commencement of clean	Medium		
Contact with sharp objects	Nviro Employees	Correct PPE to be worn. Thick cut resistant rubber cloves gloves	Low		
Colour Coding	Nviro Employees	Employees to use the correct colour coding for materials used in the area to carry out the task.	Low		Low

Wet floors (Slip/trip/falls)	Nviro employees	Warning signs to be placed before work commences. Warning signs displayed in a suitable position to give other users sufficient time to absorb the information before entering hazard area Signage displayed until floor dry and/or completed. Store signage away safely when completed Appropriate footwear to be worn (good grip on soles). All employees trained in safety procedure. Always mob up any lying pools of water as the work commences, never leave any pools of water on completion of work area.	Medium	Carry out work when least amount of personnel around.	Low
Trailing cables (Slip/trip/falls)	Nviro employees	As Above. Leads to be placed behind line of work. Keep trailing cables to a minimum.	Medium	Battery operated equipment should be used where available	Low
Manual handling of machines/loads and reparative strain injuries. (strains/sprains to back, legs, arms and fingers)	Nviro employees	All machinery/attachments/chemical containers weigh below 25 Kilos. Rotation of jobs (frequent breaks in pattern of work). Specific Manual Handling training on Kinetic Lifting for all employees.	Medium		

RISK ASSESSMENT RECORD SHEET 58

Activity being assessed: Gully Chemical and Drains Cleaning **Date of Assessment:** 06/06/2018

Name of Risk Assessor: Health and Safety Manager

Hazard Identified	Person/Groups Affected	Existing Control Measures in Place	Existing Risk Rating	Recommendations/Measures to Reduce Risks Identified	Final Risk Rating
Wet floors (Slip/trip/falls) with wet or greasy floors	Nviro employees and other building users	Warning signs to be placed before work commences. Warning signs displayed in a suitable position to give other users sufficient time to absorb the information before entering hazard area Signage displayed until floor dry and/or completed. Store signage away safely when completed Appropriate footwear to be worn (good grip on soles). All employees trained in safety procedure (cleaning from rear to front of the area with back to door). Nviro staff to be vigilant to contaminates which are substances such as water, oil and dust that cause a floor surface to become slippery	Medium	Carry out work when least amount of personnel around. Lock down Kitchen area where possible	Low

Contact with cleaning chemical, (spills/splashes causing irritation of skin and respiratory problems)	Nviro employees and other building users	Natural ventilation to be used prior to work commencing. Instructions and training in the safe use of chemicals; follow COSHH risk assessment on safe use of chemicals and appropriate PPE worn (rubber gloves/eye protection). First aid facilities to be known in case of emergency. No mixing of chemicals, equipment/chemicals never left un attended.	Medium	Continuation of identifying safest agents that can be used to reduce long term occupational safety to a minimum. No agents used recorded under the EH 40 list 2007 (Work place exposure limits).	Low
Manual handling of equipment and loads (Strains/Sprains to back, legs, arms and fingers)	Nviro employees	All machinery/ attachments/ chemical containers weigh below 25 Kilos Mechanised operations as much as is reasonable.	Medium	Specific manual handling training on kinetic lifting for all employees.	Low
Trailing cables (Slip/trip/falls)	Nviro employees	As Above. Leads to be placed behind line of work. Keep trailing cables to a minimum.	Medium	Battery operated equipment should be used where available	Low
Contact with sharp objects such as drainage/gully covers	Nviro Employees	Correct PPE to be worn. Thick cut resistant rubber cloves gloves	Low		
Contact with boiling water/steam (Burns, scalding to skin) if steam cleaning	Nviro employees and other building users	As Above Operatives trained in the use of machinery and appropriate PPE provided and worn.	Medium	As above	Low
Faulty cables/equipment (Electrocution, electrical fires)	Nviro employees and other building users	Visual user check on equipment prior to use (sockets, plug, cables). Any faults found is reported immediately to the supervisor and not used. RCD tested prior to use; no stretching of cable. Annual PA testing of all electrical appliances.	Medium	As Above	Low

Colour Coding	Nviro Employees	Employees to use the correct colour coding for materials used in the area to carry out task	Low		Low

RISK ASSESSMENT RECORD SHEET Number 59

Activity Being Assessed: Oven and Grill Cleaning **Date of Assessment: 06/06/18**

Name of Risk Assessor: Health and Safety Manager

Hazard Identified	Person/Groups Affected	Existing Control Measures in Place	Existing Risk Rating	Recommendations/Measures to Reduce Risks Identified	Final Risk Rating
Over reaching causing musculoskeletal disorders (sprains/strains to upper limbs)	Nviro employees	Specific manual handling training on kinetic lifting for all employees. Warning signs to be placed before work commences. Warning signs displayed in a suitable position to give other users sufficient time to absorb the information before entering hazard area. Store signage away safely when completed. Appropriate footwear to be worn (good grip on soles). Mandatory wearing of goggles and respiratory protection Restriction in duration use of oven cleaner at any given time (max 15 minutes). Rotation of jobs.	Low	Oven cleaning bags to be used to contain	Low

Contact with cleaning chemical (spills/splashes causing irritation of skin and respiratory problems)	Nviro employees and other building users	Natural ventilation to be used prior to work commencing. Instructions and training in the safe use of chemicals; follow COSHH risk assessment on safe use of chemicals and appropriate PPE worn. First aid facilities to be known in case of emergency.	Medium	Continuation of identifying safest agents that can be used to reduce long term occupational safety to a minimum. No agents used recorded under the EH 40 list 2007 (work place exposure limits).	Low
Contact with hot parts within the oven or grill	Nviro Employees	System to isolated and cooled for at least 1 hour 30 minutes prior to cleaning	Medium		
Wet /Greasy floors (Slip/trip/falls)	Nviro employees	Warning signs to be placed before work commences. Warning signs displayed in a suitable position to give other users sufficient time to absorb the information before entering hazard area Signage displayed until floor dry and/or completed. Store signage away safely when completed Appropriate footwear to be worn (good grip on soles). All employees trained in safety procedure. Always mop up any lying pools of grease or water as the work commences, never leave any pools of water on completion of work area.	Medium	Carry out work when least amount of personnel around.	Low
Trailing cables (Slip/trip/falls)	Nviro employees	As Above. Leads to be placed behind line of work. Keep trailing cables to a minimum.	Medium	Battery operated equipment should be used where available	Low
Contact with boiling water/steam	Nviro employees and other building	As Above Operatives trained in the use of machinery	Medium	As above	Low

(Burns, scalding to skin) if steam cleaning	users	and appropriate PPE provided and worn.			
Faulty cables/equipment (Electrocution, electrical fires)	Nviro employees and other building users	Visual user check on equipment prior to use (sockets, plug, cables). Any faults found is reported immediately to the supervisor and not used. RCD tested prior to use; no stretching of cable. Annual PA testing of all electrical appliances.	Medium	As Above	Low
Manual handling of machines and loads (Strains/Sprains to back, legs, arms and fingers)	Nviro employees	All machinery/attachments/chemical/oil containers weigh below 25 Kilos Mechanised operations as much as is reasonable. Specific manual handling training on kinetic lifting for all employees.	Medium	As Above	Low
Potential for release of gas (explosion causing burns / inhalation causing poisoning)	Nviro employees and other building users	Operative conducting cleaning must have specific site training from building owner on the safe use isolation of gas to that appliance	Medium	The supervisor in charge of the clean must also have this training in case of emergency and for cross checking purposes	Low

RISK ASSESSMENT RECORD SHEET Number 60

Activity Being Assessed: Refrigeration units **Date of Assessment: 06/06/18**

Name of Risk Assessor: Health and Safety Manager

Hazard Identified	Person/Groups Affected	Existing Control Measures in Place	Existing Risk Rating	Recommendations/Measures to Reduce Risks Identified	Final Risk Rating
Over reaching causing musculoskeletal disorders (sprains/strains to upper limbs)	Nviro employees	Mechanise the operation by the use of extension pole for the higher areas. Specific manual handling training on kinetic lifting for all employees. Warning signs to be placed before work commences. Warning signs displayed in a suitable position to give other users sufficient time to absorb the information before entering hazard area. Store signage away safely when completed. Appropriate footwear to be worn (good grip on soles). Mandatory wearing of goggles. Restriction in duration of using extension pole at any given time (max 15 minutes). Rotation of jobs.	Low		Low

Contact with cleaning chemical (spills/splashes causing irritation of skin and respiratory problems)	Nviro employees and other building users	Natural ventilation to be used prior to work commencing. Instructions and training in the safe use of chemicals; follow COSHH risk assessment on safe use of chemicals and appropriate PPE worn. First aid facilities to be known in case of emergency.	Medium	Continuation of identifying safest agents that can be used to reduce long term occupational safety to a minimum. No agents used recorded under the EH 40 list 2007 (work place exposure limits).	Low
Dust and liquids entering electrical sockets (Electrical fires)	Nviro employees and other building users	Covering of surfaces beneath area being cleaned with dust covers to protect electrical sockets. No over use of water (Do not over wet the walls). Clear away excess water immediately.	Low		Low
Contact burns with hot or cold parts of the refrigeration units	Nviro Employees	System to isolated and cooled for at least 30 minutes prior to commencement of clean	Medium		
Contact with sharp objects	Nviro Employees	Correct PPE to be worn. Thick cut resistant rubber cloves gloves	Low		
Wet /Greasy floors (Slip/trip/falls)	Nviro employees	Warning signs to be placed before work commences. Warning signs displayed in a suitable position to give other users sufficient time to absorb the information before entering hazard area Signage displayed until floor dry and/or completed. Store signage away safely when completed Appropriate footwear to be worn (good grip on soles). All employees trained in safety procedure. Always mop up any lying pools of grease or water as the work commences, never leave	Medium	Carry out work when least amount of personnel around.	Low

		any pools of water on completion of work area.			
Trailing cables (Slip/trip/falls)	Nviro employees	As Above. Leads to be placed behind line of work. Keep trailing cables to a minimum.	Medium	Battery operated equipment should be used where available	Low
Faulty cables/equipment (Electrocution, electrical fires)	Nviro employees and other building users	Visual user check on equipment prior to use (sockets, plug, cables). Any faults found is reported immediately to the supervisor and not used. RCD tested prior to use; no stretching of cable. Annual PA testing of all electrical appliances.	Medium	As Above	Low
Manual handling of machines and loads (Strains/Sprains to back, legs, arms and fingers)	Nviro employees	All machinery/attachments/chemical/oil containers weigh below 25 Kilos Mechanised operations as much as is reasonable. Specific manual handling training on kinetic lifting for all employees.	Medium	As Above	Low
Falls from stepladders	Nviro employees	All staff to undertake Nviro use of step ladder training prior to use. Check anti-spread device (cords, clips brackets etc.) Check folding mechanism (hinges, pin, rivets, etc.) Check for any damage of defects before use (rust, dents, worn rubber or tread.) Spread the step ladder to its fullest extent, so that it can't suddenly jerk while you are on it. Ensure that all four stiles are on firm, level ground. Must have a secure handhold not less than 1.06m above the highest level reached by	Medium		

		your feet. Cannot stand on the top steps unless there is some other handhold e.g. an extension. Place the ladder at right angles to the work so that twisting the body is not necessary. Do not over reach and keep your shoulder blades within the style of the step ladder. Wear appropriate footwear (flat, closed in shoes with rubber soles) Keep step ladders clean – check before and after use. Report any defective steps immediately and prevent its use. Make sure that the ladder is suitable for the load – check the weight limit before use.			
Injuries caused by use of step ladders in populated areas	Nviro employees and other building users	Cordon off area in which the step ladder is being used Cordoned off area. Warning signs to be placed before work commences. Warning signs displayed in a suitable position to give other users sufficient time to absorb the information before entering hazard area. Step ladder to be secured away when not in use.	Medium	Undertake the tasks involved in using step ladders when least amount of personnel are around.	Low
Risk of injury from falling objects on shelving	Nviro employees	Client to remove all items prior to clean			Low
Risk of suffocation or exposure through accidental entrapment of person in walk in unit	Nviro employees	Door to be secured open prior to clean	Medium	Clean to only take place using paired operatives. Only one operative to enter inside the unit at a time	Low

Risk of exposure to toxic gasses and poisons from leaking refrigeration units	Nviro Employees	Certification tickets to be checked and visual inspection carried out prior to clean. Additional care to be			
Colour Coding	Nviro Employees	Employees to use the correct colour coding for materials used in the area to carry out the task.	Low		Low

RISK ASSESSMENT RECORD SHEET NUMBER 61

Activity Being Assessed: Steamers **Date of Assessment:** 06/06/2018
Name of Risk Assessor: Health and Safety Manager

Hazard Identified	Person/Groups Affected	Existing Control Measures in Place	Existing Risk Rating	Recommendations/Measures to Reduce Risks Identified	Final Risk Rating
Use of cleaning equipment. Awkward posture (reaching, bending, twisting) musculoskeletal disorders (strains/sprains to back, legs, arms, neck and fingers)	Nviro employees	Specific Manual Handling training on Kinetic Lifting for all employees. Rotation of jobs: moving in various directions to spread out the workload to various muscles; use a light grip; maintain neutral postures. Neck flexion may be static for viewing counter with stretching in opposite direction.	Medium	Items should be cleaned in position where possible	
Faulty cables/equipment (electrocution, electrical fires)	Nviro employees	Visual user check on equipment prior to use (sockets, plug, cables, Equipment), any faults found is reported immediately to the supervisor and not used. Any RCD used to be tested prior to use, no stretching of cable. Annual PA testing of all electrical appliances.	Medium	Steamer should be isolated prior to commencement of cleaning	Low
Cleaning Steamer Marie using chemicals	Nviro employees	Only use approved chemicals. Refer to and follow COSHH risk assessment on safe use of chemicals which Nviro have produced.	Medium		

Contact with chemical via spills/splashes causing irritation of skin and respiratory problems.		When using Descailer ensure that natural ventilation is used prior to work commencing with the opening of windows and/or use of extractor system. Limit the time using chemical Mandatory wearing of gloves 'Rubber or Neoprene'. If there is insufficient ventilation wear suitable respiratory equipment for the chemical in use. Refer to COSHH assessment Natural ventilation to be used prior to work commencing. Instructions and training in the safe use of chemicals. Follow COSHH risk assessment on safe use of chemicals. Appropriate PPE to be worn, first aid facilities to be known in case of emergency.	Low	Continuation of identifying safest agents that can be used to reduce long term occupational safety to a minimum, No agents used recorded under the EH 40 list 2007 (Work place exposure limits)	
Contact with hot parts or steam	Nviro Employees	System to isolated and cooled for at least 1 hour prior to clean	Medium		

Wet floors (Slip/trip/falls)	Nviro employees	Warning signs to be placed before work commences. Warning signs displayed in a suitable position to give other users sufficient time to absorb the information before entering hazard area Signage displayed until floor dry and/or completed. Store signage away safely when completed Appropriate footwear to be worn (good grip on soles). All employees trained in safety procedure. Always mob up any lying pools of water as the work commences, never leave any pools of water on completion of work area.	Medium	Carry out work when least amount of personnel around.	Low
Trailing cables (Slip/trip/falls)	Nviro employees	As Above. Leads to be placed behind line of work. Keep trailing cables to a minimum.	Medium	Battery operated equipment should be used where available	Low
Manual handling of machines/loads and reparative strain injuries. (strains/sprains to back, legs, arms and fingers)	Nviro employees	All machinery/attachments/chemical containers weigh below 25 Kilos. Rotation of jobs (frequent breaks in pattern of work). Specific Manual Handling training on Kinetic Lifting for all employees.	Medium		
Colour Coding	Nviro Employees	Employees to use the correct colour coding for materials used in the area to carry out the task.	Low		Low

RISK ASSESSMENT RECORD SHEET NUMBER 64

Activity Being Assessed: Lone working

Name of Risk Assessor: Health and Safety Manager **Date of Assessment:** May 2020

This risk assessment is in addition to and current risk assessments written for activities within the Nviro organisation and is to be used alongside existing control measures which should continue to be followed. Employees are reminded of their duty to their own health and safety and for others around them as will as their own unique circumstances.

Hazard Identified	Person/Groups Affected	Existing Control Measures in Place	Existing Risk Rating	Recommendations/Measures to Reduce Risks Identified	Final Risk Rating
Lone Working	All Nviro lone workers. Lone workers are defined by the Health and Safety Executive as: 'Those who work by themselves without close or direct supervision, including some who work in a fixed establishment, and mobile workers working away from their fixed base'.	Upon commencement of a contract which involves a lone working site, the Line Manager will go through the lone worker Risk assessment and associated toolbox talk with the employee and issue suitable guidance, recording this as training At induction stage and prior to commencement of work, the Line Manager will go through the Lone worker risk	Low	A lone worker is at as much risk from their machinery or equipment as any other worker. The difference is how long it would take for someone to notice they are missing, and how the lone worker would request assistance. Therefore, operatives should continue to follow all the instructions given by their line manager and method statements Employee's are advised by their line manager and this document to inform friends or family members of their normal start and finish times for their employment and will also instruct them to provide friends or family members with the Line Manager's contact number Employee's should lock all entry doors where	Low

	Nviro identify 2 types of lone workers: **Isolated Workers:** People who work in an isolated part of an occupied building Workers in rural locations where support networks are slow to respond People who work late after others have left the building **Lone travellers:** People who use any mode of transport (car, bike, on foot) to move from one setting to another during paid working hours	assessment and procedure with all employees. This will form part of their documented induction The Line Manager will instruct on safe working methods, as practicable, and provide adequate information, instruction and training to staff that may be exposed to risks associated with lone working. The Line Manager will ensure that thee emergency procedures are in place so that members of staff working alone can obtain assistance if required. This will include making the employees aware of the site hazard survey and any other applicable signage or information displayed on the site Employees must complete any Client site		possible, although they should ensure that they still have a means of escape in the event of a fire. Where an employee must traverse outside of a building suitable lighting should be available on the site to conduct their activities. This includes access to their vehicle or entrance and exit gates. The employee must make their line manager aware if this lighting is not sufficient for them to safely carry out their duties. The line manager will ensure the building supervisor / owner is notified and a timeframe for rectification is agreed depending on risk. Items such as personal battery lights and personal alarms can be issued to the employee by the line manager where deemed appropriate. These are obtained through central ordering Employees should familiarise themselves with the escape routes from the buildings and the associated signage by walking the site and identifying these in line with their induction training Employees working alone should follow the safe working arrangements developed by the Company for lone working, take reasonable steps to ensure their own safety and inform their line manager of any medical conditions, any incidents or safety concerns. Where an employee is identified as vulnerable due to a medical condition or need, they will not be deemed	

		induction necessary and follow instructions given Wherever practical, the Line Manager will ensure that an effective mode of communication is available e.g., client telephone or mobile phone, and will provide the employee with emergency contact numbers		as suitable for lone working and alternative arrangements will be made	

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RISK ASSESSMENT RECORD SHEET NUMBER 65

Activity Being Assessed: Use of John Deere Gator ATV **Date of Assessment:** February 2021

Name of Risk Assessor: Safety Manager

Hazard Identified	Person/Groups Affected	Existing Control Measures in Place	Existing Risk Rating	Recommendations/Measures to Reduce Risks Identified	Final Risk Rating
Poor Driver Competency	Nviro employees	Only drivers who hold a valid UK driving licence are authorised to drive company vehicles. People who are under the influence of drug or alcohol or unwell should not drive. Drivers who have been advised by a medical practitioner not to drive must inform their supervisor immediately Annual DVLA checks carried out to check for driving convictions. Induction given before using vehicle.	Medium		Low
Vehicle Malfunction	Nviro employees	Visual user check prior to work commencing. Mandatory checking of lights, indicators, horn, brakes.	Medium		Low

		Check sheet to be completed. This can be found on a board in the cab of each vehicle. Full sheets should be returned to facilities, where further blank sheets can also be obtained. Use of lap belt when in use All Nviro employees are trained in the safe operation of ATV.			

Collision with other personnel and / or vehicle movement	Nviro employees	Speed limited on site is walking speed. Remain aware of people moving around especially during reversing manoeuvres. Seat belts are provided and to be worn On blind corners of buildings always make a wide turn Turn Lights on during fading light levels Use of indicators to inform third parties of route of travel Use mirrors where available. No passengers allowed to be carried Except where passenger seats are provided	Medium		Low

Nviro Risk Assessment – 66 Commercial Kitchen Deep Clean

Name of person completing the risk assessment:	Safety Manager	Date completed:	March 2022
Task being assessed:	Commercial Kitchen Deep Clean		

What is the hazard?	Who might be harmed?	How might they be harmed?	Existing risk controls measures:	Current risk rating			Additional control measures:	New risk rating			Action / monitored by whom?	Action / monitored by when?
				L	C	R		L	C	R		
Faulty cables/ equipment	Nviro operatives and other building users	Electrocution, electrical fires	Visual user check on equipment prior to use (sockets, plug and entire cable). Extension lead RCD tested prior to use. Any faults found reported immediately to the supervisor to attach Red Tag to prevent use. No stretching of cable.	2	4	8	Annual PA testing of all electrical appliances.	1	4	4	Operative/ Site Supervisor/ Frontline Manager/ Service Manager	Before each use.

What is the hazard?	Who might be harmed?	How might they be harmed?	Existing risk controls measures:	Current risk rating			Additional control measures:	New risk rating			Action / monitored by whom?	Action / monitored by when?
				L	C	R		L	C	R		
Use of cleaning equipment. Awkward posture (reaching, bending, twisting)	Nviro employees	Musculo-skeletal disorders (strains/sprains to back, legs, arms, neck and fingers)	Specific Manual Handling training on Kinetic Lifting for all employees. Rotation of jobs: moving in various directions to spread out the workload to various muscles; use a light grip; maintain neutral postures. Neck flexion may be static for viewing counter with stretching in opposite direction	2	4	8					Operative/ Site Supervisor/ Frontline Manager/ Service Manager	Before each use.

What is the hazard?	Who might be harmed?	How might they be harmed?	Existing risk controls measures:	Current risk rating			Additional control measures:	New risk rating			Action / monitored by whom?	Action / monitored by when?
				L	C	R		L	C	R		
Contact with cleaning chemical	Nviro employees and other building users	Spills/ splashes causing irritation of skin and respiratory problems	Natural ventilation to be used prior to work commencing. Instructions and training in the safe use of chemicals; follow COSHH risk assessment on safe use of chemicals and appropriate PPE worn. First aid facilities to be known in case of emergency.	2	3	6	Continuation of identifying safest agents that can be used to reduce long term occupational safety to a minimum, No agents used recorded under the EH 40 list (Work place exposure limits)	1	3	3	Operative/ Site Supervisor/ Frontline Manager/ Service Manager	Before start of task
Manual handling of machines and loads	Nviro employees	Strains/ Sprains to back, legs, arms and fingers	All machinery/ attachments/ chemical containers weigh below 25 Kilos. Specific Manual Handling training on kinetic lifting for all employees.	2	4	8					Operative/ Site Supervisor/ Frontline Manager/ Service Manager	Before start of task.

What is the hazard?	Who might be harmed?	How might they be harmed?	Existing risk controls measures:	Current risk rating			Additional control measures:	New risk rating			Action / monitored by whom?	Action / monitored by when?
				L	C	R		L	C	R		
Uneven/Wet floors/Trailing Cables	Nviro employees and other building users	Slip/trip/falls	Cordoned off area, warning signs to be placed before work commences, warning signs displayed in a suitable position to give other users sufficient time to absorb the information before entering hazard area. Signage displayed until floor dry and/or work completed. Store signage away safely when completed. Leads to be placed behind line of work. Keep trailing cables to a minimum. Appropriate footwear to be worn.	3	4	12	Carry out work when least amount of personnel around	2	4	8	Operative/ Site Supervisor/ Frontline Manager/ Service Manager	Before each use.

What is the hazard?	Who might be harmed?	How might they be harmed?	Existing risk controls measures:	Current risk rating			Additional control measures:	New risk rating			Action / monitored by whom?	Action / monitored by when?
				L	C	R		L	C	R		
Vibration from equipment	Nviro employees	Damage to hands, wrists and arms	Check the handle prior to use, ensure insulated, and if not then wear thick suitable gloves for duration of task. Rotation of jobs (frequent breaks in pattern of work).	2	3	6					Operative/ Site Supervisor/ Frontline Manager/ Service Manager	Before each use.

Review date:	March 2023	Signature of person completing the risk assessment:	

Risk rating calculator

Likelihood that the hazardous event will occur:	
1	Very unlikely
2	Unlikely
3	Fairly likely
4	Likely
5	Very likely

Consequence of the hazardous event should it occur:	
1	Insignificant – no injury
2	Minor – Minor injuries requiring first aid
3	Moderate – Up to three days absence
4	Major – More than seven days absence
5	Catastrophic - Death

Action level table

Risk rating:	Action:	Action description
20-25	STOP	Stop activity and take immediate action
15-16	URGENT ACTION	Take immediate action and stop activity if necessary, maintain existing controls rigorously
8-12	ACTION	Improve within specified timescales
3-6	MONITOR	Look to improve at the next review or if there is a significant change
1-2	NO ACTION	No further action but ensure controls are maintained and reviewed

Exposed to outside weather conditions	Nviro employees	Mandatory wearing of appropriate personnel protective equipment (wet weather gear, thermal clothing High Vis Jacket as required.	Low		Low
Vehicle turning over	Nviro employees and others	Speed limit to be maintained. Seat belts are provided and to be worn. Avoid slopes and / or any steep gradients DO NOT go up or down any kerbs Vehicles to only be driven on the lawns in special circumstances	Medium		Low
Falling item	Nviro employees and others	Ropes are provided to secure load. Manual handling training provided to assist with safe lifting protocols and even distribution of load.	Medium		Low
Poor Visibility	Nviro employees and others	Lights to be used. Speed limit to be adhered to. Restrict use of vehicles in poor weather conditions.	Medium		Low

Nviro Risk Assessment 67 – Wall Washing

Name of person completing the risk assessment:	Safety Manager	Date completed:	January 2022
Task being assessed:	Wall Washing		

What is the hazard?	Who might be harmed?	How might they be harmed?	Existing risk controls measures:	Current risk rating			Additional control measures:	New risk rating			Action / monitored by whom?	Action / monitored by when?
				L	C	R		L	C	R		
Unnecessary obstructions creating unsafe conditions	Nviro employees and other building users	Slip/trip/ falls	Nviro employees to ensure area is free from obstructions (removal/re-positioning of objects/items if reasonable to do so. Never leave equipment unattended, remove equipment and return to store when completed. Nviro staff to be vigilant to contaminates which are substances such as water, oil and dust that cause	2	4	8	Carry out work when least amount of personnel around.	1	4	4	Operative/ Site Supervisor/ Frontline Manager/ Service Manager	Before start of task

What is the hazard?	Who might be harmed?	How might they be harmed?	Existing risk controls measures:	Current risk rating			Additional control measures:	New risk rating			Action / monitored by whom?	Action / monitored by when?
				L	C	R		L	C	R		
			a floor surface to become slippery especially in known hazard areas (i.e. kitchens, canteens/dining areas, changing rooms and washrooms).									
Contact with cleaning chemical	Nviro employees and other building users	Irritation of skin and respiratory problems	Natural ventilation to be used prior to work commencing. Instructions and training in the safe use of chemicals; follow COSHH risk assessment on safe use of chemicals and appropriate PPE worn. First aid facilities to be known in case of emergency.	3	3	9	Continuation of identifying safest agents that can be used to reduce long term occupational safety to a minimum. No agents used recorded under the EH 40 list (work place exposure limits)	2	3	6	Operative/ Site Supervisor/ Frontline Manager/ Service Manager	Before start of task

What is the hazard?	Who might be harmed?	How might they be harmed?	Existing risk controls measures:	Current risk rating			Additional control measures:	New risk rating			Action / monitored by whom?	Action / monitored by when?
				L	C	R		L	C	R		
Wet Floors	Nviro Employees and building users	Slips, Trips, Falls.	Warning signs to be placed before work commences. Warning signs displayed in a suitable position to give other users sufficient time to absorb the information before entering hazard area. Signage displayed until floor dry and/ or completed. Appropriate footwear to be worn (good grip on soles). All employees trained in safety procedure (cleaning from rear to front of the area with back to door).	3	3	9	Carry out work when least amount of personnel around. Lock down area if suitable with client agreement.	2	3	6	Operatives/ Site Supervisors/ Front Line Managers/ Service Mangers	Before start of task

What is the hazard?	Who might be harmed?	How might they be harmed?	Existing risk controls measures:	Current risk rating			Additional control measures:	New risk rating			Action / monitored by whom?	Action / monitored by when?
				L	C	R		L	C	R		
Cross - contamination of bacteria.	Nviro operatives	Transmission of bacteria or other substances	Employees to use the correct colour coding for materials used in the area to carry out the task. Red for toilet areas, yellow for sinks and fixtures.	2	3	6					Operatives/ Site Supervisors/ Front Line Managers/ Service Mangers	Before starting activity.

Review date:	January 2023	Signature of person completing the risk assessment:	

Risk rating calculator

Likelihood that the hazardous event will occur:	
1	Very unlikely
2	Unlikely
3	Fairly likely
4	Likely
5	Very likely

Consequence of the hazardous event should it occur:	
1	Insignificant – no injury
2	Minor – Minor injuries requiring first aid
3	Moderate – Up to three days absence
4	Major – More than seven days absence
5	Catastrophic - Death

Action level table

Risk rating:	Action:	Action description
20-25	STOP	Stop activity and take immediate action
15-16	URGENT ACTION	Take immediate action and stop activity if necessary, maintain existing controls rigorously
8-12	ACTION	Improve within specified timescales
3-6	MONITOR	Look to improve at the next review or if there is a significant change
1-2	NO ACTION	No further action but ensure controls are maintained and reviewed

Nviro Risk Assessment – 68 Commercial and Domestic Kitchen General Cleaning

Name of person completing the risk assessment:	Safety Manager	Date completed:	February 22
Task being assessed:	Commercial and Domestic General Kitchen Cleaning		

What is the hazard?	Who might be harmed?	How might they be harmed?	Existing risk controls measures:	Current risk rating			Additional control measures:	New risk rating			Action / monitored by whom?	Action / monitored by when?
				L	C	R		L	C	R		
Injuries caused by use of step ladders in populated areas	Nviro employees and others	Falls from height, fatalities, broken bones, bruising.	Cordon off area in which the step ladder is being used. Warning signs to be placed before work commences. Training in correct use of ladder / step ladder and working at height	2	5	10	Undertake the tasks involved in using step ladders when least amount of personnel are around.	1	5	5	Operative/ Site Supervisor/ Frontline Manager/ Service Manager	Before start of task

What is the hazard?	Who might be harmed?	How might they be harmed?	Existing risk controls measures:	Current risk rating			Additional control measures:	New risk rating			Action / monitored by whom?	Action / monitored by when?
				L	C	R		L	C	R		
Falls from stepladders	Nviro employees	Falls from height, fatalities, broken bones, bruising.	Training in correct use of ladder / step ladder and working at height. Check step ladder thoroughly before use. Spread the step ladder to its fullest extent, Ensure that all four stiles are on firm, level ground. Must have a secure handhold not less than 1.06m above the highest level reached by your feet.	2	5	10					Operative/ Site Supervisor/ Frontline Manager/ Service Manager	Before start of task

What is the hazard?	Who might be harmed?	How might they be harmed?	Existing risk controls measures:	Current risk rating			Additional control measures:	New risk rating			Action / monitored by whom?	Action / monitored by when?
				L	C	R		L	C	R		
Faulty cables/ equipment	Nviro operatives and other building users	Electrocution, electrical fires	Visual user check on equipment prior to use (sockets, plug and entire cable). Extension lead RCD tested prior to use. Any faults found reported immediately to the supervisor to attach Red Tag to prevent use. No stretching of cable.	2	4	8	Annual PA testing of all electrical appliances.	1	4	4	Operative/ Site Supervisor/ Frontline Manager/ Service Manager	Before each use.
Manual handling of machines and loads	Nviro employees	Strains/ Sprains to back, legs, arms and fingers	All machinery/ attachments/ chemical containers weigh below 25 Kilos. Specific Manual Handling training on kinetic lifting for all employees.	2	4	8					Operative/ Site Supervisor/ Frontline Manager/ Service Manager	Before start of task.

What is the hazard?	Who might be harmed?	How might they be harmed?	Existing risk controls measures:	Current risk rating			Additional control measures:	New risk rating			Action / monitored by whom?	Action / monitored by when?
				L	C	R		L	C	R		
Trailing cables	Nviro operatives and other building users	Slip/trip/falls	Warning signs to be placed before work commences. Warning signs displayed in a suitable position to give other users sufficient time to absorb the information before entering hazard area.	2	4	8	Warning sign placed over cable between machine and socket. Carry out work when least amount of personnel around.	1	3	3	Operative/ Site Supervisor/ Frontline Manager/ Service Manager	Before start of task.
Contact with cleaning chemical	Nviro employees and other building users	Spills/ splashes causing irritation of skin and respiratory problems	Natural ventilation to be used prior to work commencing. Instructions and training in the safe use of chemicals; follow COSHH risk assessment on safe use of chemicals and appropriate PPE worn. First aid facilities to be known in	2	3	6	Continuation of identifying safest agents that can be used to reduce long term occupational safety to a minimum, No agents used recorded under the EH 40 list (Workplace	1	3	3	Operative/ Site Supervisor/ Frontline Manager/ Service Manager	Before start of task

What is the hazard?	Who might be harmed?	How might they be harmed?	Existing risk controls measures:	Current risk rating			Additional control measures:	New risk rating			Action / monitored by whom?	Action / monitored by when?
				L	C	R		L	C	R		
			case of emergency.				exposure limits)					
Uneven/ Wet floors/	Nviro employees and other building users	Slip/trip/falls	Warning signs to be placed before work commences in a suitable position to give other users sufficient time to absorb the information before entering hazard area Signage displayed until floor dry and/or completed. Appropriate footwear to be worn (good grip on soles).	3	3	9	Carry out work when least amount of personnel around.	2	3	6	Operative/ Site Supervisor/ Frontline Manager/ Service Manager	Before start of task

What is the hazard?	Who might be harmed?	How might they be harmed?	Existing risk controls measures:	Current risk rating			Additional control measures:	New risk rating			Action / monitored by whom?	Action / monitored by when?
				L	C	R		L	C	R		
			All employees trained in safety procedure (cleaning from rear to front of the area with back to door). Nviro staff to be vigilant to contaminates such as water, oil and dust that cause a floor surface to become slippery especially in known hazard areas (i.e. kitchens, canteens/ dining areas, changing rooms and washrooms).									

Review date:	Feb 2023	Signature of person completing the risk assessment:	

Risk rating calculator

Likelihood that the hazardous event will occur:	
1	Very unlikely
2	Unlikely
3	Fairly likely
4	Likely
5	Very likely

Consequence of the hazardous event should it occur:	
1	Insignificant – no injury
2	Minor – Minor injuries requiring first aid
3	Moderate – Up to three days absence
4	Major – More than seven days absence
5	Catastrophic - Death

Action level table

Risk rating:	Action:	Action description
20-25	STOP	Stop activity and take immediate action
15-16	URGENT ACTION	Take immediate action and stop activity if necessary, maintain existing controls rigorously
8-12	ACTION	Improve within specified timescales
3-6	MONITOR	Look to improve at the next review or if there is a significant change
1-2	NO ACTION	No further action but ensure controls are maintained and reviewed

RISK ASSESSMENT RECORD SHEET NUMBER 76

Activity Being Assessed: Nviro cleaning operative activity for cleaning during the COVID-19 pandemic.

Name of Risk Assessor: Safety Manager **Date of Assessment:** 17th January 2022

This risk assessment is in addition to current risk assessments written for activity within Nviro and is to be used alongside existing control measures which should continue to be followed. Employees are reminded of their duty of care for their own health and safety and for others around them, as well as their own individual circumstances. In these unprecedented times all employees are reminded to seek the latest Government guidance from: www.gov.uk/coronavirus and read Nviro HR Director updates for employees.

Hazard Identified	Person/Groups Affected	Existing Control Measures in Place	Existing Risk Rating	Recommendations/Measures to Reduce Risks Identified	Final Risk Rating
Spread of Covid-19 (Coronavirus)	Nviro employees Customers on premises Nviro operate on Visitors/Suppliers to premises Nviro operate on Anyone else who physically comes in contact with an Nviro employee in relation to their work activity	Please refer to the existing risk assessment for the individual activity within the Health and Safety management system	Medium	From 11 January in England, people who receive positive lateral flow device (LFD) test results for coronavirus (COVID-19) will be required to self-isolate immediately and won't be required to take a confirmatory PCR test if they do not show any symptoms. Employees should self-isolate straight away and get a PCR test (a test that is sent to the lab) as soon as possible if they have any of these 3 symptoms of COVID-19, even if they are mild: • a high temperature • a new, continuous cough • a loss or change to sense of smell or taste Employees should also self-isolate if:	Low

				• they've tested positive for COVID-19 • they've been told to self-isolate following contact with someone who tested positive • someone they live with has symptoms or tested positive they're a contact of someone who may have been infected with the Omicron. (unless they are not required to self-isolate – see below) Employees do not need to self-isolate if they live with someone who has symptoms of COVID-19, or has tested positive for COVID-19, if any of the following apply: • they're fully vaccinated – this means 14 days have passed since their final dose of a COVID-19 vaccine given by the NHS (this does not apply if they are a contact of someone who may have been infected with the Omicron variant). • they're under 18 years, 6 months old (this does not apply if they are a contact of someone who may have been infected with the Omicron variant). • they're taking part or have taken part in a COVID-19 vaccine trial • they're not able to get vaccinated for medical reasons Even if they do not have symptoms, they are strongly advised to do daily rapid lateral flow test (1 a day for 7 days).	

				How long to self-isolate: If employees test positive, their self-isolation period includes the day their symptoms started (or the day they had the test, if they did not have symptoms) and the next 10 full days. Employees can stop self-isolating after 5 **full** days if they do a rapid lateral flow test on day 5 and 6 of their self-isolation period and: • both tests are negative • they did both tests at least 24 hours apart • they do not have a high temperature If the employee does not carry out or a test or it is positive, they can stop isolating after 10 days if they no longer have a temperature. If an employee has been told to self-isolate by NHS test and trace, or they live with someone who has tested positive, they will need to isolate for 10 full days (unless they are fully vaccinated). For more information: When to self-isolate and what to do - Coronavirus (COVID-19) - NHS (www.nhs.uk) **Enhanced Hygiene Measures** All employees to wash hands frequently using soap and water for 20 seconds, especially after blowing their	

				nose, sneezing, or coughing, on arrival at work, before and after eating, after using public transport, and when they arrive home. Where facilities to wash hands are not available, hand sanitiser should be used. Uniform and workwear should be washed in accordance with the manufacturer's instructions, using the warmest water setting and items should be dried completely. Employees should always avoid touching their face whilst at work, in particular, their mouth, eyes and nose. Employees should disinfect touch points on any cleaning machinery, tools or any work items before using them. Hygiene stations placed at Nviro offices should be used by employees to disinfect personal work areas before and after use and the Ventilation Policy should be followed It is the responsibility of all employees to report any issues or unavailability of hygiene facilities to the building's manager and/or their line manager immediately for rectification before they continue their activities. **Social Distancing**	

				Frontline employees should make themselves familiar with notices and building guidance for the site they are operating on. For example, one-way systems and floor markers designating distance boxes. Employees must not congregate with colleagues in break areas and any authorised breaks should be staggered to avoid contact. Company vehicles should be treated as a workstation and touch points should be disinfected following use. Wherever possible cleaning should be conducted outside of office and/or client hours. **PPE – Face Masks and Coverings** Employees should follow government guidance when travelling to work (face covering must be worn on public transport). Employees should follow local guidance at site level whilst at work or visiting customer sites. Most schools, colleges and universities will be asking adults to wear face coverings in communal areas. If face coverings are worn, they must be and fitted correctly by the employee. (Employees should seek guidance if unsure, from their line manager). Face coverings should be changed by the employee at the end of each cleaning shift or if they become uncomfortable or wet. Nviro office employees should fit and change masks in line with the above advice.	

				Disposable Masks should be disposed of by the wearer in general waste or, in the case of reusable masks or coverings, washed in accordance with the manufacturer's instructions, using the warmest water setting and items should be dried completely. Employees must use good universal hygiene behaviour and ensure they wash hands before putting on and removing the mask, to avoid an increase in hand to mouth and nose cross contamination. **PPE - Gloves** Gloves will be available for use on site. Where gloves are not required as part of the cleaning activity, it is up to individual preference whether they are worn or not. Disposable gloves should be changed at the end of each shift by the wearer or when changing from cleaning washroom areas to general areas and kitchens. Disposable gloves should be placed in general waste after used by the wearer. Reusable rubber gloves to be washed after use or change of cleaning area by the wearer. Gloves should be washed inside and out using soap or a mild detergent and water. They should be left to dry inside out. **Monitoring**	

				Nviro will regularly carry out documented site checks and Employee Visits to ensure controls are adhered to and availability of small tools, chemicals and PPE is maintained. Employees are reminded to communicate to their line manager and notify them of any items they will require before they run out.	

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RISK ASSESSMENT RECORD SHEET NUMBER 77

Activity Being Assessed: Nviro cleaning operative activity for the cleaning during the 2022 COVID-19 pandemic for suspected or confirmed outbreaks in Healthcare settings and Police Custody areas. Or in education settings or other sites where that site has declared a COVID-19 outbreak to Public Health England.

Name of Risk Assessor: Safety Manager **Date of Assessment:** 17th January 2022

This risk assessment is in addition to current risk assessments written for activity within Nviro and is to be used alongside existing control measures which should continue to be followed. Employees are reminded of their duty of care for their own health and safety and for others around them, as well as their own individual circumstances. In these unprecedented times all employees are reminded to seek the latest Government guidance from: www.gov.uk/coronavirus and read Nviro HR Director updates for employees.

No operative should enter any area where a confirmed positive Covid patient is present

Hazard Identified	Person/Groups Affected	Existing Control Measures in Place	Existing Risk Rating	Recommendations/Measures to Reduce Risks Identified	Final Risk Rating
Spread of Covid-19 (Coronavirus)	Nviro employees Customers on premises Nviro operate on Visitors/Suppliers to premises Nviro operate on	Please refer to the existing risk assessment for the individual activity within the Health and safety management system	Medium	From 11 January in England, people who receive positive lateral flow device (LFD) test results for coronavirus (COVID-19) will be required to self-isolate immediately and won't be required to take a confirmatory PCR test if they do not show any symptoms. Employees should self-isolate straight away and get a PCR test (a test that is sent to the lab) as soon as possible if they have any of these 3 symptoms of COVID-19, even if they are mild:	Low

	Anyone else who physically comes in contact with an Nviro employee in relation to their work activity			• a high temperature • a new, continuous cough • a loss or change to sense of smell or taste Employees should also self-isolate if: • they've tested positive for COVID-19 • they've been told to self-isolate following contact with someone who tested positive • someone they live with has symptoms or tested positive • If they're a contact of someone who may have been infected with the Omicron. (unless they are not required to self-isolate – see below) Employees do not need to self-isolate if they live with someone who has symptoms of COVID-19, or has tested positive for COVID-19, if any of the following apply: • they're fully vaccinated – this means 14 days have passed since their final dose of a COVID-19 vaccine given by the NHS (this does not apply if they are a contact of someone who may have been infected with the Omicron variant). • they're under 18 years, 6 months old (this does not apply if they are a contact of someone who may have been infected with the Omicron variant). • they're taking part or have taken part in a COVID-19 vaccine trial	

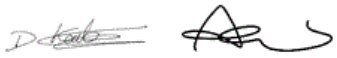
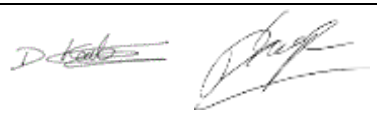
				• they're not able to get vaccinated for medical reasons Even if they do not have symptoms, they are strongly advised to do daily rapid lateral flow test (1 a day for 7 days). How long to self-isolate: If employees test positive, their self-isolation period includes the day their symptoms started (or the day they had the test, if they did not have symptoms) and the next 10 full days. Employees can stop self-isolating after 5 **full** days if they do a rapid lateral flow test on day 5 and 6 of their self-isolation period and: • both tests are negative • they did both tests at least 24 hours apart • they do not have a high temperature If the employee does not carry out or a test or it is positive, they can stop isolating after 10 days if they no longer have a temperature. If an employee has been told to self-isolate by NHS test and trace, or they live with someone who has tested positive, they will need to isolate for 10 full days (unless they are fully vaccinated). For more information: When to self-isolate and what to do - Coronavirus (COVID-19) - NHS (www.nhs.uk)	

				Additional Suitable and Sufficient Instruction Cleaning of the areas listed above must be completed by operatives who have undergone training in line with company method statements and risk assessments for the activities required to complete these types of clean. **Enhanced Hygiene Measures** All employees to wash hands frequently using soap and water for 20 seconds, especially after blowing their nose, sneezing, or coughing, on arrival at work, before and after eating, after using public transport, and when they arrive home Where facilities to wash hands are not available, hand sanitiser should be used Employees should wash hands before signing into work, and put gloves on, to avoid any cross contamination Uniform and workwear should be washed in accordance with the manufacturer's instructions, using the warmest water setting and items should be dried completely. Employees should always avoid touching their face whilst at work, in particular, their mouth, eyes and nose. Employees should disinfect touch points on any cleaning machinery, tools or any work items before using them.	

				It is the responsibility of all employees to report any issues or unavailability of hygiene facilities to the building's manager and or their line manager immediately for rectification before they continue their activities **<u>Social Distancing</u>** **No Employee should enter any area where a confirmed positive Covid-19 patient is present.** Frontline employees should make themselves familiar with notices and building guidance for the site they are operating on. For example, one-way systems and floor markers designating distance boxes. Employees must not congregate with colleagues in break areas and any authorised breaks should be staggered to avoid contact. Company vehicles should be treated as a workstation and touch points should be disinfected following use. **<u>PPE for cleaning or decontamination activity</u>** The employee must wear the following items as standard**.** • Disposable Apron. • Glasses with side protection. • FFP2(N95) Face mask. • Gloves – Disposable or reusable.	

				<u>Disposal of Single Use Items</u> Employees should dispose of single use items in domestic waste, unless the cleaning has taken place within an area where there is a **confirmed** Covid-19 case, then all disposable items must be placed into clinical UN3291 waste bags and disposed of into the clinical waste streams appropriate to the site. **<u>Monitoring</u>** Nviro will regularly carry out documented site checks and Employee Visits to ensure controls are adhered to and availability of small tools, chemicals and PPE is maintained. Employees are reminded to communicate to their line manager and notify them of any items they will require before they run out.	

Method Statement Review Sheet

Date chemical list reviewed	Reviewed by	Signature
March 2015	David Keates (Health and Safety Consultant) & Ashley White (Health and Safety Manager)	
March 2016	David Keates (Health and Safety Consultant) & Ashley White (Health and Safety Manager)	
March 2017	David Keates (Health and Safety Consultant) & Ashley White (Health and Safety Manager)	
March 2018	David Keates (Health and Safety Consultant) & Ashley White (Health and Safety Manager)	
May 2019	David Keates (Health and Safety Consultant) & Ashley White (Health and Safety Manager)	
June 2020	David Keates (Health and Safety Consultant) & Ashley White (Health and Safety Manager)	
March 2021	David Keates (Health and Safety Consultant) & Dean Savage (Safety Manager)	
March 2022	David Keates (Health and Safety Consultant) & Dean Savage (Safety Manager)	

Method Statement Review Sheet

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Number	Task	Changes	Number	Chemical Name	Changes
1.	Toilet and Washroom Cleaning	V6	14a.	Pressure Washing Washing (Petrol & Propane)	V6
1a.	Microfibre Cleaning Toilets, Wash Hand Basins, Urinals and Washroom Facilities	V5	14b.	Pressure Washing Removal of Bird Guano outdoor floor surfaces (Petrol)	V3
2.	Vacuuming/Suction Cleaning	V6	15.	Floor Sealing, Strip, Dry and Re-apply Polish	V5
2a.	~~No longer in use~~	Obsolete	16.	Cleaning Personal Computers/Telephones	V8
2b.	~~No longer in use~~	Obsolete	17.	Brush Washing Footpaths and Roadways	V5
3.	Dry Steam Cleaning	V8	18.	Machine Sweeping with Petrol/Propane Powered Sweeper	V5
4.	Floor Scrubber Dryer Machines	V5	18a.	Machine Sweeping with Battery Powered Sweeper	V5
4a.	I-Mop/Floor Scrubber	V5	18b	Machine Sweeping with Diesel Nilfisk 2250 Roadsweeper	V1
5.	Cleaning of Glass and Mirrors to hand height	V7	19.	Window Cleaning by Water Fed Pole	V5
5a.	Microfibre Glass and Window Cleaning	V5	20.	Damp Mopping	V7
6.	Damp Dusting and Polishing	V7	20a.	Micro Fibre Damp Flat Mopping	V5
6a.	Microfibre Dry Dusting, Damp Wiping, Drying and Polishing/Buffing.	V6	21.	Use of 400 Series Green Machine Road Sweeper “sit on”	V5
7.	Staircase Cleaning	V5	22.	Bonnet Mopping	V5
8.	Rotary Machine Use Buffing Spray Buffing Scrubbing Floors	V5	23.	Oiling Floors with Floor Oil	V5
8a.	Carpet Cleaning Using Cimex Encap Carpet Cleaner	V5	24.	~~No longer in use~~	Obsolete
8b.	Floor Maintenance using HTC Twister Floor Pads	V3	25.	~~No longer in use~~	Obsolete
9.	High Level Cleaning/Dusting	V5	25a.	~~No longer in use~~	Obsolete
10.	Internal Waste Disposal	V8	25b	Chewing Gum Removal External Using I-Gum tool	V6
11.	Refuse/Rubbish Collection - External	V5	26.	~~No longer in use~~	Obsolete
12.	Litter Picking	V6	27.	Use of Step Ladders	V5
13.	Sharps and Needle Stick Removal	V6	28.	Cell Cleaning Custody Areas	V6
14.	Pressure Washing (Electric)	V5	29.	Scenes of Crime (SOC) Laboratory – Daily/Weekly Forensic Cleaning Procedures	V5

Method Statement Review Sheet

30.	Forensic Cleaning Procedure Medical Room and Forensic POD in Treetops SARC	V5	52.	Use of an Electrostatic Sprayer Machine	V6
31.	~~No longer in use~~	Obsolete	53.	No Corresponding Method Statement	N/A
32.	Carpet Extraction Cleaning	V5	54.	Baines Marie Cleaning	V5
33.	Use of Hand Tools	V5	55.	Canopies, Hoods and Filter Cleaning	V5
34.	Forensic Pop-up Tent	V5	56.	Deep Fat Fryer Cleaning	V5
35.	Sanitising and cleaning a contaminated Vehicle	V5	57.	Dish Washer Cleaning	V5
36.	Removal of Fleas/Infestations	V5	58.	Gully Channels and Drains Cleaning	V5
37.	Fatality & Crime Scene Cleaning	V6	59.	Ovens and Grill Cleaning	V5
38.	Body Fluid Spillage's and Contaminated Items	V5	60.	Refrigerators, Freezers and Cold Rooms Cleaning	V5
39.	Using a Multi Wash Scrubber Drier	V5	61.	Cleaning with a Steamer	V5
39a.	~~No longer in use~~	Obsolete	62.	~~No longer in use~~	Obsolete
40.	Lift Cleaning	V8	63.	Ensure Touch ATP Testing	V2
41.	Infection Control and Decontamination Cleaning	V5	64.	No Corresponding Method Statement	N/A
42.	Graffiti Removal	V5	65.	Use of John Deere Gator ATV	V5
43.	Stain Removal	V8	66.	Commercial Kitchen Deep Clean	V1
44.	Wet Pick-Up Machine	V5	67.	Wall Washing	V1
45.	Upholstery Cleaning	V5	68.	Commercial and Domestic Kitchen General Cleaning	V1
46.	Dust Mop Sweeping	V6	69.		
46a.	Micro Fibre Dry Mop Sweeping		70.		
47.	Machine Sweeping/Vacuuming with Electric/Petrol powered Garden Vacuum.	V5	71.		
48.	~~No longer in use~~	Obsolete	72.		
49.	Use of a Portable Petrol Power Generator	V5	73.		
50.	SKY VAC High Level Cleaning	V5	74.		
51.	Use of Small battery power ride on Site Collection Vehicles and Tugs	V5	75.		

Method Statement Review Sheet

76.	Covid-19 Touch Point Cleaning	V5			
77.	Additional Precautions and Safety Measures in event of Cleaning Required for Suspected and Confirmed Cases of Covid-19	V7			



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Method Statement Number: 01

Toilet and Washroom Cleaning

Associated Risk Assessments

1:. Toilet Washroom Cleaning
4: Cleaning of Floors and other Areas by Use of a Scrubber / Dryer
8: Cleaning of Floors and other Areas by Floor Buffing
9: High Level Dusting
10: Refuse Collection Emptying Bins – Inside Buildings
44: Wet Pick Up Machine

Associated Method Statements

4: Floor Scrubber / Dryer Machines
4A: I-Mop Floor Scrubber
8: Rotary Machine Buffing / Spray Buffing/ Scrubbing
9: High Level Cleaning / Dusting
10: Internal Refuse Collection
44: Wet Pick Up Machine

Associated Toolbox Talks

1: Health and Safety for Everyone
2: COSHH 12 Golden Rules
3: Chemical Safe Dilution
8: PPE

Personal Protective and Safety Equipment Requirement

1. Gloves



2. Mask



3. Goggles



4. Warning Sign



Small Tools / Materials

1. Toilet brush
2. Colour Coded Cloths
3. Colour Coded buckets and mops
4. Consumable Supplies (toilet rolls etc.)
5. Cleaning Products as required
6. Dustpan and brush
7. Broom

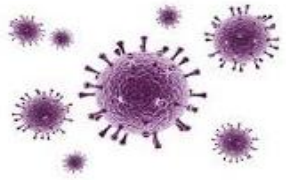
Machinery

1. Imop
2. Wet and Dry Pick Up Machine
3. 12 inch / 15 inch rotary Scrubbing Machine

Approved Chemicals

Chemical	Use	Hazardous Classifications	COSHH Assessment Number
Cleanline Sulphamic acid toilet descaler Liquid	Descaler for toilets	H315 Causes skin irritation H317 May cause an allergic skin reaction. H318 Causes serious eye damage. H319 Causes serious eye irritation. H361 Suspected of damaging fertility or the unborn child H411 Toxic to aquatic life with long lasting effects. H412 Harmful to aquatic life with long lasting effects.	11
Clover Lance Liquid spray	Descaler	H314 Causes severe skin burns and eye damage H315 Causes skin irritation H318 Causes serious eye damage	20
2 Pure Odorbac Tec4 liquid	Multi-purpose cleaner and disinfectant	None – Product is not deemed to have any adverse effects on human health or the environment.	89

Identified Risks and Safety Controls	
Identified Risk	**Mitigation**
Contact with chemical via spills/splashes causing irritation of skin and respiratory problems	
	• Only use approved chemicals • Refer and follow required COSHH assessment on safe use of chemicals with the opening of windows and/or use of extractor system. • Limit the time using chemical • Mandatory wearing of gloves 'Rubber or Neoprene.' If there is insufficient ventilation wear suitable respiratory equipment 'Dust Mask' • Natural ventilation to be used prior to work commencing. Instructions and training in the safe use of chemicals. Follow COSHH risk assessment on safe use of chemicals • Appropriate PPE to be worn, first aid facilities to be known in case of emergency
De-scaler use only	
	• As above plus additional PPE face mask, apply de-scaler using a small hand mop applicator, or direct from bottle if in container with direction nozzle
Slips, Trips and Falls including wet floors and trailing cables	
	• Warning signs to be placed before work commences • Warning signs displayed in a suitable position to give other users sufficient time to absorb the information before entering hazard area • Signage displayed until floor dry and/or completed • Store signage away safely when completed • Appropriate footwear to be worn (good grip on soles) • All employees trained in safety procedure • Always mop up any lying pools of water as the work commences, never leave any pools of water on completion of work area

Identified Risks and Safety Controls	
Identified Risk	**Mitigation**
Manual Handling machines/loads and repetitive strain injuries	
	• All machinery/attachments/chemical containers weigh below 25 Kilos • Rotation of jobs (frequent breaks in pattern of work) • Specific Manual Handling training on Kinetic Lifting for all employees
Contact with human faeces (Parasites and Toxoplasma)	
	• Use appropriate PPE rubber/latex gloves • Flush toilets prior to any cleaning activity to take place

Additional Safety Controls

Preparation

- Thoroughly check all parts of the electrical equipment for wear, damage and that they work properly - Including plugs, pipes, wheels, and cables,
- Place warning signs correctly at each entrance/exit point to the area
- Select, check, and wear correct PPE
- Ventilate area (as appropriate)
- Prepare the cleaning solution using the correct ratios and to manufacturer's directions, adding the cleaning agent to the water

Machinery

- Do not plug in machinery until fully assembled
- Do not leave machinery unattended
- Cables should be kept behind machinery and away from water
- Do not allow the cable to become taut at ankle height
- When not in use machinery should be left in the correct position
- Check electrical equipment in particular plugs and cables to ensure they are safe any faults to be reported to a supervisor or manager

Chemicals

- Do not splash chemical solutions
- Ensure chemicals are diluted correctly (See Toolbox Talk 3. Chemical- Safe Dilution)
- Follow COSHH instructions on safe use of chemicals (Toolbox Talk 2: 12 Golden Rules)
- De-scaler to be used as per De-Scaling Method

Procedure

Toilet Bowls

1. Flush toilet and using the toilet brush, pump out the water below the waterline
2. Apply toilet cleaner to the inside of toilet bowl including under the rim. Leave for designated time (check manufacturer's instructions)
3. With hot water and cleaning solution, damp wipe outside and around the toilet including toilet seat (top and bottom of seat and lid), hinges, cistern handle, toilet roll holder, pipes, surrounding walls and door handles. Always start with the cleanest area first
4. Scrub the inside of the toilet bowl and under the rim and U-bend using the toilet brush
5. Flush toilet holding the toilet brush under the running water, replace toilet brush in holder
6. Dry toilet seat with cloth or a disposable wipe and close the lid
7. Replenish supplies
8. Mop around floor area and dry the floors

Urinals

1. Flush the urinal (if possible)
2. If applicable check the urinal channel for any debris and dispose of in refuse sack
3. Apply cleaning solution to entire face of the urinal and leave to work for manufacturers recommended time
4. Wring cloth out well in hot water and cleaning solution and wipe surrounding surfaces including cistern and pipework, starting at highest point, and working clean to dirty
5. Ensure under lip of urinal is cleaned and scrub floor tiles if necessary
6. Use the toilet brush to thoroughly clean the face of the urinal
7. Rinse the whole area using clean hot water, repeat until thoroughly clean
8. Mop clean surrounding floor area (see mopping method)
9. Clean equipment and return to store
10. Remove warning signs and close ventilation (as appropriate). Only remove signage once the floor is completely dry
11. Wash and dry hands thoroughly after completing the task

Basins, Baths and Showers

1. Rinse the item to be cleaned, carefully removing any debris inc. from plughole
2. Apply cleaning solution to entire surface of the item (taps, underside – where appropriate) and leave to work
3. Wring cloth out well in hot water and wipe surrounding surfaces including pipework, starting at highest point, and working clean to dirty
4. Thoroughly clean the all the surfaces with a cloth removing stubborn dirt with an abrasive pad
5. Rinse the whole area using clean hot water, repeat until thoroughly clean
6. Mop clean surrounding floor area
7. Remove warning signs and close ventilation (as appropriate). Only remove signage once the floor is completely dry
8. Wash and dry hands thoroughly after completing the task

De Scaling

1. Mask, chemical acid based de-scaler scraper/abrasive pad
2. Flush toilet or rinse round the area to be descaled to ensure there is no chemical residues from prior cleaning
3. If it is a toilet to be descaled, pump water out of bowl to enable the area below the waterline to be cleaned
4. Apply descaler using small hand mop applicator, or direct from bottle if in container with directional nozzle, leave for a short time to enable the limescale to dissolve (follow manufacturer's instructions, times vary)
5. Using brush, scraper, or abrasive pad (as suitable, depending on item to be descaled) scrub around area of built-up scale, (i.e. base of taps, under rims, toilet bowl).
6. Rinse/flush the area thoroughly with clean water ensuring that no residue has been left
7. Wipe around area with clean cloth removing any splashes from surrounding areas
8. Mop floor with clean mop
9. Remove warning signs and close ventilation (as appropriate). Only remove signage once the floor is completely dry
10. Wash and dry hands thoroughly after completing the task

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METHOD STATEMENT– Number 1A

MICRO FIBRE CLEANING TOILETS, WASH HAND BASINS, URINALS AND WASHROOM FACILITIES

Recommended Equipment and PPE

Warning/Safety signs
Personal protective equipment – gloves/goggles/mask
Colour coded micro fibre cloths damp and dry
Colour coded micro fibre polishing cloth
Trolley or holding device
Laundry bag
Net laundry bag with impervious outer
Cloth box or lidded container
Measuring jug
Pair of tweezers
Toilet cleaner and toilet brush
Bottlebrush
Plastic sack
Supply of soap, toilet paper, paper towel (if appropriate) and any other consumables
Replacement waste bin bags

Safety and Control

- ✓ Use appropriate PPE
- ✓ Warning signs must be in place
- ✓ During the task, no cleaning agents must be used on micro fibre materials
- ✓ Use colour coded micro fibre cloths
- ✓ Clean the appliances in the correct order with reference to both hygiene and efficiency
- ✓ Launder cloths as per manufacturer's instructions

Procedure

1. Place warning signs correctly at each entrance/exit point to the area
2. Select, check and wear correct PPE
3. Ventilate area (as appropriate)
4. Replenish toilet paper, soap, towels etc (where necessary)
5. Select, check and safely assemble correct equipment
6. Prepare the cloths correctly using the measuring jug and allow time for absorption
7. Select, check and wear personal protective equipment
8. Fold the cloth in half and half again to give eight separate cleaning surfaces
9. Change the cloth to a fresh side per surface or replace as necessary
10. Carry out cleaning in the correct sequence which is clean to dirty
    - Walls, Doors and Light Switches
    - Dispensing machines, Hand Driers etc
    - Ledges
    - Pipework
    - Mirrors
    - Splash back areas

- Outside area of basin
- Inside area of basin
- Top of basin
- Taps

11. When dry, polish ceramic splash back areas and mirrors using polishing cloth
12. Place used cloths in the appropriate laundry bag

13. Urinal Cleaning
    a) Turn off the automatic flushing system using the correct procedure
    b) Remove debris from outlets and channels
    c) Fold the cloth in half and half again to give eight separate cleaning surfaces
    d) Damp wipe external surfaces
    e) Apply toilet cleaner to interior surface and agitate with toilet brush
    f) Turn on automatic flush to rinse away residue

14. Toilet Cleaning
    a) Close lid and flush toilet
    b) Using toilet brush, push back water to reveal water line
    c) Apply toilet cleaner to inside of toilet bowl and under the rim
    d Agitate with toilet brush and leave brush in bowl
15. Fold the cloth in half and half again to give eight separate cleaning surfaces
16. Change the cloth to a fresh side per surface or replace as necessary
17. Carry out cleaning in the correct sequence which is clean to dirty
    - Pipework
    - Tiles/Cubicle walls
    - Toilet brush holder
    - Cistern
    - Toilet seat
    - Lid
    - Toilet Roll holder
    - Flushing handle.

18. Scrub inside of toilet bowl with brush paying attention to the water line and under the rim, remove all stains
    Leave brush in toilet, close lid and flush, rinsing brush in clean flush water, replace brush in holder
19. Place used cloths in the appropriate laundry bag
20. Leave cleaned appliances as dry as possible
21. Ensure all fittings, including door furniture are cleaned to a hygienic standard and a satisfactory appearance
22. Complete the task without damage or risk to people, furniture or furnishings
23. Report any damaged or faulty fittings
24. Seal the laundry bag and take to the collection point for laundering
25. Check, clean and store equipment, materials and PPE
26. Remove warning signs and close ventilation when floor is fully dry (as appropriate)
27. Wash hands thoroughly, rinse and dry upon completion of task.



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Method Statement Number: 02

Vacuuming/Suction Cleaning

Associated Risk Assessments

02: Vacuuming Suction Cleaning

Associated Method Statement

Associated Tool Box Talks

1: Health and Safety for Everyone
8: PPE
11: Machinery – Maintenance
15: Vacuuming

Personal Protective and Safety Equipment Requirement

1. Warning/Safety Signs



Small Tools / Materials (Refer to folder as to what they need)

1. Stiff Hand Brush with Dustpan
2. Scraper
3. Colour Coded Cloths
4. Clean Dust Bag and Filters
5. Black Sacks

Machinery

1. Vacuum Cleaner and floor tools

Ensure that all machinery is thoroughly cleaned and decontaminated after use and before storing away

Approved Chemicals

Chemical	Use	Hazardous Classifications	COSHH Assessment Number
None			

Identified Risks and Safety Controls	
Identified Risk	**Mitigation**
Awkward Posture (Reaching, Bending, Twisting)	
	• Rotation of jobs • Moving in various directions to spread out the workload to various muscles. Use a light grip • Maintain neutral postures • Neck flexion and stretching in opposite directions
Faulty cables/equipment (electrocution, electrical fires)	
	• Visual user check on equipment prior to use (sockets, plug, cables, Equipment) • Any faults found are reported immediately to the supervisor and not used • Any RCD used to be tested prior to use • No stretching of cables • Annual PA testing of all electrical appliances
Slips, Trips and Falls including wet floors and trailing cables	
	• Warning signs to be placed before work commences • Warning signs displayed in a suitable position to give other users sufficient time to absorb the information before entering hazard area • Signage displayed until floor dry and/or completed • Store signage away safely when completed • Appropriate footwear to be worn (good grip on soles) • All employees trained in safety procedure

Manual Handling machines/loads and repetitive strain injuries	
	• All machinery/attachments/chemical containers weigh below 25 Kilos • Rotation of jobs (frequent breaks in pattern of work) • Specific Manual Handling training on Kinetic Lifting for all employees

Additional Safety Controls

Preparation

- Ensure warning signs are displayed at all entrances
- Ensure that all staff have been issued with the correct PPE and that it is worn throughout the task
- Ensure staff carrying out the task have the correct training and that a record of their training is held on central system

Machinery

- Do not plug in machinery until fully assembled
- Do not leave machinery unattended
- Cables should be kept behind machinery and away from water
- Do not allow the cable to become taut at ankle height
- When not in use machinery should be left in the correct position
- Check electrical equipment in particular plugs, exposed wiring, broken body, buttons, and cables to ensure they are safe and test RCD report any faults to a supervisor or manager

Task Procedure

Preparation

1. Check PA test date
2. Thoroughly check all parts of the electrical equipment for wear, damage and that they work properly - including plugs, pipes, wheels and cables
3. Check filters are in place and are clean, check the dust collection bag is clean and in place
4. Place warning signs correctly at each entrance/exit point to the area
5. If floor sockets are being used, put a warning sign over the floor socket that is being used
6. Select, check and wear correct PPE
7. Ventilate area (as appropriate)

Cleaning of Area

1. Remove large pieces of debris and sharp items using dustpan and brush. Dispose of in the correct container
2. Adjust brushes to suit the surface to be cleaned, or if using tub vac fit appropriate tool
3. Start at furthest point from the door with machine behind. If cleaning stairs, start at the top with the machine three steps down
4. Using push/pull method overlaps, each stroke moving further as you go. Or with stairs use a crosswise movement
5. Keep flex away from traffic areas, changing sockets as you go
6. Clean under heavy items of furniture, edges, etc. with an edging tool or removing the floor tool
7. Should tool or pipe become blocked visually inspect after switching off and unplugging machine. Do not attempt to place fingers into the parts to remove debris if this cannot as this may be sharp. Please replace with spare tool and report blocked item to supervisor.
8. Safely remove the plug from the power socket and recoil the cable safely
9. Ensure the appearance of the floor and surrounding areas are satisfactory after completion of the task
10. Complete the task without damage or risk to people, furniture and fittings
11. Check, clean and store equipment, materials and PPE correctly
12. Remove warning signs and close ventilation (as appropriate)
13. Wash and dry hands thoroughly after completing the task.



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Method Statement Number: 03

Dry Steam Cleaning

Associated Risk Assessments

03: Dry Steam Cleaning

04: Cleaning of Floors and other Areas by Use of a Scrubber Dryer

06: Damp Dusting and Polishing of Multi Surfaces

08: Cleaning of Floors and other Areas by Floor Buffing

Associated Method Statements

04: Cleaning of Floors and other Areas by Use of a Scrubber Dryer

06: Damp dusting and Polishing of Multi Surfaces

08: Cleaning of Floors and other Areas by Floor Buffing

Associated Toolbox Talks

1: Health and Safety for Everyone
2: COSHH 12 Golden Rules
8: PPE
9: Manual Handling
11: Machinery – Maintenance

Personal Protective and Safety Equipment Requirement

1. Gauntlet Gloves



2. Warning/Safety Sign



3. Protective Footwear



4. Protective Goggles



Small Tools / Materials

1. Colour Coded Cloths
2. Colour Coded Buckets and Mops
3. Dust Control Mop
4. Refuse Sacks

Machinery

1. Steam Cleaner

Approved Chemicals			
Chemical	Use	Hazardous Classifications	COSHH Assessment Number
None	None	N/A	N/A

Identified Risks and Safety Controls	
Identified Risk	**Mitigation**
Faulty cables/equipment (electrocution, electrical fires)	
	• Visual user check on equipment prior to use (sockets, plug, cables, Equipment) • Any faults found are reported immediately to the supervisor and not used • Any RCD used to be tested prior to use • No stretching of cables • Annual PA testing of all electrical appliances
Contact with chemical via spills/splashes causing irritation of skin and respiratory problems	
	• Only use approved chemicals • Refer and follow required COSHH assessment on safe use of chemicals • Limit the time using chemical • Mandatory wearing of gloves 'Rubber or Neoprene'. If there is insufficient ventilation wear suitable respiratory equipment 'Dust Mask' • Natural ventilation to be used prior to work commencing. Instructions and training in the safe use of chemicals. • Follow COSHH risk assessment on safe use of chemicals • Appropriate PPE to be worn, first aid facilities to be known in case of emergency

Slips, Trips and Falls including wet floors and trailing cables	
	• Warning signs to be placed before work commences • Warning signs displayed in a suitable position to give other users sufficient time to absorb the information before entering hazard area • Signage displayed until floor dry and/or completed • Store signage away safely when completed • Appropriate footwear to be worn (good grip on soles) • All employees trained in safety procedure • Always mop up any lying pools of water as the work commences, never leave any pools of water on completion of work area • Nviro staff to be vigilant to contaminates which are substances such as water, oil and dust that cause a floor surface to become slippery especially in known hazard areas (i.e. kitchens, canteens/dining areas, changing rooms and washrooms
Contact with Boiling Water/Steam	
	• Operatives trained in the use of machinery and appropriate PPE provided and worn • Carry out work when least amount of personnel around
Manual Handling machines/loads and repetative strain injuries	
	• All machinery/attachments/chemical containers weigh below 25 Kilos • Rotation of jobs (frequent breaks in pattern of work) • Specific Manual Handling training on Kinetic Lifting for all employees

Additional Safety Controls

Preparation

- Gloves must be worn at all times
- Ensure warning signs are displayed at all entrances
- Ensure that all staff have been issued with the correct PPE and that it is worn throughout the task
- Ensure staff carrying out the task have the correct training and that a record of their training is held on central system

Machinery

- Do not plug in machinery until fully assembled
- Do not refill the machine until completely cold to avoid scalding
- Do not leave machinery unattended
- Cables should be kept behind machinery and away from water
- Do not allow the cable to become taut at ankle height
- When not in use machinery should be left in the correct position
- Check electrical equipment in particular plugs, exposed wiring, broken body, buttons, and cables to ensure they are safe and test TCD report any faults to be reported to a supervisor or manager

Chemicals

- Do not splash chemical solutions
- Ensure chemicals are diluted correctly (See Toolbox Talk 3. Chemical- Safe Dilution)
- Follow COSHH instructions on safe use of chemicals (Toolbox Talk 2: 12 Golden Rules)

Task Procedure

Preparation

1. Check PA test date
2. Thoroughly check all parts of the electrical equipment for wear, damage and that they work properly - Including plugs, pipes, wheels and cables
3. Place warning signs correctly at each entrance/exit point to the area
4. If floor sockets are being used, put a warning sign over the floor socket that is being used
5. Select, check and wear correct PPE
6. Ventilate area (as appropriate)
7. Remove furniture from area and clear shelves or worktops - if furniture cannot be removed do one area at a time
8. Correctly set up steam cleaner with required amount of water
9. Chose correct attachment for job i.e. tiles cleaner, floor attachment

Cleaning of Area

1. Steam clean required area with machine
2. When cleaning walls start from highest point working downwards
3. Wipe clean with cloth or mop and warm water to remove and dislodge dirt
4. Dry area with clean dry cloth or mop
5. Ensure the appearance of the surrounding areas are satisfactory after completion of the task
6. Complete the task without damage or risk to people, furniture and fittings
7. Check, clean and store equipment, materials and PPE correctly
8. Remove warning signs and close ventilation (as appropriate)
9. Wash and dry hands thoroughly after completing the task

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METHOD STATEMENT– Number 4

FLOOR SCRUBBER/DRYER MACHINES

Recommended Equipment and PPE

Warning signs

Personal protective equipment - gloves

Scrubber/Dryer Machine with circuit breaker and associated tools

Floor scraper

Bucket, cloth and abrasive pad

Measuring apparatus

Low foam cleaning agent

Stiff hand brush with dustpan

Black bin bag

Spray bottle correctly labelled – chemical and dilution

Floor maintainer

Safety and Control

- ✓ Check electrical equipment in particular plugs and cables to ensure they are safe. Report any faults to the Supervisor/manager
- ✓ Ensure hands are dry before using equipment
- ✓ Do not plug in until fully assembled
- ✓ Do not allow cable to become taut at ankle height
- ✓ Ensure warning signs are displayed
- ✓ Do not leave equipment unattended
- ✓ Put any electrical socket covers back
- ✓ Follow COSHH instructions on safe use of chemicals.

Procedure

1. Check PA test date
2. Thoroughly check all parts of the electrical equipment for wear, damage and that they work properly - Including plugs, pipes, wheels and cables
3. Place warning signs correctly at each entrance/exit point to the area
4. If floor sockets are being used, put a warning sign over the floor socket that is being used
5. Select, check and wear correct PPE
6. Ventilate area (as appropriate)
7. Prepare the cleaning solution using the correct ratios and to manufacturer's directions, adding the cleaning agent to the water
8. Remove large pieces of debris and chewing gum using dustpan, brush and scraper and dispose of in the correct manor
9. Adjust machine for comfortable use. Adjust brushes to suit the surface to be cleaned
10. Prepare cleaning solution using correct ratios and to manufacturer's directions, adding the cleaning agent to the water
11. Fill solution tank ¾ full with cleaning solution, ensuring that no splashes or overflow occur
12. Consider the size of the machine with regards to the turning radius and width of access into corridors etc; ensure that unnecessary spillage does not occur

13. Keep the machine under control at all times
14. Check the collection tank at regular intervals and empty before the emergency cut off float is activated
15. Start cleaning at furthest point from the door
16. Keep flex away from traffic areas changing sockets as you go
17. Clean the floor area using systematic overlapping passes, on second stage cleaning work right angles to original direction
18. Ensure the cable is positioned behind the line of work so tripping will not occur and cable will not be caught up in the brush/pad or lie in water
19. Change or turn brushes or pads as required
20. Clean corners and edges by hand using damp mopping methods, using an abrasive pad as required
21. Take care to avoid splashing/bumping of skirting boards
22. Take care not to damage or risk to people, furniture or furnishings
23. On completion, unplug machine, dispose of dirty water (as per machine instructions)
24. Ensure the appearance of the floor and surrounding areas are satisfactory after completion of the task
25. Complete the task without damage or risk to people, furniture and fittings
26. Check, clean and store equipment, materials and PPE correctly
27. Remove warning signs and close ventilation (as appropriate)
28. Wash and dry hands thoroughly after completing the task.

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METHOD STATEMENT– Number 4A

I-MOP/ FLOOR SCRUBBER

Recommended Equipment and PPE

Warning signs
Personal protective equipment - gloves
I-Mop Scrubber Machine and associated tools
Pre-charged batteries
Battery charger with mains adapter
Spare batteries
Floor scraper
Bucket, cloth and abrasive pad
Dustpan and brush
Measuring apparatus
Hard Surface cleaning agent (optional)

Safety and Control

- ✓ Check electrical equipment in particular plugs and cables to ensure they are safe. Report any faults to the Supervisor/manager
- ✓ Ensure hands are dry before using equipment
- ✓ Insert batteries into colour coded slots
- ✓ Stand I-mop with brushes plate lifted of the floor
- ✓ Select correct setting mode for works
- ✓ Ensure warning signs are displayed
- ✓ Do not leave equipment unattended
- ✓ Ensure brushes and blade are attached securely
- ✓ Follow COSHH instructions on safe use of chemicals.

Procedure

1. Check PA test date
2. Thoroughly check all parts of the electrical equipment for wear, damage and that they work properly - Including batteries, pipes, wheels, brushes, blade
3. Place warning signs correctly at each entrance/exit point to the area
4. Select, check and wear correct PPE
5. Ventilate area (as appropriate)
6. Prepare a bucket of water to place into the tank
7. With use of cleaning solutions, consult COSHH information provided by manufacturer, adding solution to water
8. Remove large pieces of debris and chewing gum using dustpan, brush and scraper and dispose of in the correct manor
9. Move I-mop into position, ensuring the base plate is lifted up
10. Remove water tank from I-Mop, ensuring the water does not exceed the maximum capacity as indicted on the side of the tank
11. Place water tank back onto I-Mop, ensuring the tank has locked into the seal and is securely in the brackets
12. Obtain batteries from charging dock
13. Insert batteries into the colour coded slot, ensuring the safety lock is applied

14. Consider the size of the machine with regards to the turning radius and width of access into corridors etc.; ensure that unnecessary spillage does not occur
15. Ensure machine is only operated in a forward motion
16. Check the collection tank at regular intervals and empty before the emergency cut off float is activated
17. Start cleaning at furthest point from the door
18. On Starting, keep hold of the handle whilst adjusting the base plate so brushes are on the floor
19. Select the appropriate settings for the flooring and clean; refer to manufactures guidelines
20. Adjust the handle to a comfortable positon
21. Clean the floor area using systematic overlapping passes
22. Ensure the blade is effectively catching water; clean using cloth where necessary to avoid excess spillages and streaks
23. Change or turn brushes as required
24. Clean corners and edges by hand using damp mopping methods, using an abrasive pad as required
25. Take care to avoid splashing/bumping of skirting boards
26. On completion, return handle to starting position and adjust settings to off; allow machine to automatically power down
27. Remove batteries and return to charging dock; alternatively store in a cool, dry place
28. Lift base pate to the storage position
29. Ensure the appearance of the floor and surrounding areas are satisfactory after completion of the task
30. Complete the task without damage or risk to people, furniture and fittings
31. Remove and clean fresh and dirty water tanks, clean exterior and rinse thoroughly, replace tanks back onto I-Mop securely into brackets
32. Remove brushes and blade, clean and store in dry place
33. Remove warning signs and close ventilation (as appropriate)
34. Wash and dry hands thoroughly after completing the task.
35. For use over extended time periods use second set of batteries; Turn off machine (follow procedure 28), remove existing batteries (follow procedure 29), insert new batteries (follow procedure 12).



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Method Statement Number: 05

Cleaning of Glass and Mirrors

To hand height only

Associated Risk Assessments

05: Cleaning of Glass and Mirrors

Associated Method Statements

Associated Tool Box Talks

1: Health and Safety for Everyone
2: COSHH / 12 Golden Rules
16: Colour Coding
8: PPE

Personal Protective and Safety Equipment Requirement

1. Powder free disposable gloves EN374-2/3



2. Warning Safety Sign



3. Protective footwear



4. Goggles EN 166



Small Tools / Materials (Refer to folder as to what they need)

1. Colour Coded Cloths
2. Colour Coded Bucket

Machinery

None

Approved Chemicals			
Chemical	Use	Hazardous Classifications	COSHH Assessment Number
Cleanline – Glass and Stainless-Steel Cleaner - Liquid	Glass and stainless-steel cleaner	H225 Highly flammable liquid and vapour. H319 Causes serious eye irritation. H336 May cause drowsiness or dizziness.	94

Identified Risks and Safety Controls	
Identified Risk	**Mitigation**
Awkward Posture (Reaching, Bending, Twisting)	
	• Rotation of jobs • Moving in various directions to spread out the workload to various muscles Use a light grip • Maintain neutral postures • Neck flexion and stretching in opposite directions
Contact with chemical via spills/splashes causing irritation of skin and respiratory problems	
	• Only use approved chemicals • Refer and follow required COSHH assessment on safe use of chemicals • Limit the time using chemical • Natural ventilation to be used prior to work commencing. • Instructions and training in the safe use of chemicals. • Appropriate PPE to be worn, first aid facilities to be known in case of emergency

Additional Safety Controls

Preparation

- Do not attempt to clean cracked or broken glass
- Ensure warning signs are displayed at all entrances
- Ensure that all staff have been issued with the correct PPE and that it is worn throughout the task
- Ensure staff carrying out the task have the correct training and that a record of their training is held on central system

Chemicals

- Do not splash chemical solutions
- Ensure chemicals are diluted correctly (See Toolbox Talk 3. Chemical- Safe Dilution)
- Follow COSHH instructions on safe use of chemicals (Toolbox Talk 2: 12 Golden Rules)

Task Procedure

Preparation

1. Place warning signs correctly at each entrance/exit point to the area
2. Select, check and wear correct PPE
3. Ventilate area (as appropriate)

Cleaning the glass or window

1. Spray glass cleaner either directly onto larger surfaces or onto the cloth for smaller areas, do not use excessive cleaning solution
2. Clean the glass with the cloth, removing cleaning solution. Polish edges
3. Wipe sills and frames with dry cloth. Remove any splash marks and spillages from surrounding area
4. Ensure the appearance of the floor and surrounding areas are satisfactory after completion of the task
5. Complete the task without damage or risk to people, furniture and fittings
6. Check, clean and store equipment, materials and PPE correctly
7. Remove warning signs and close ventilation (as appropriate)
8. Wash and dry hands thoroughly after completing the task
9. Report any faults found to your line manager.

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METHOD STATEMENT– Number 5A

MICRO FIBRE GLASS AND WINDOW CLEANING

Recommended Equipment and PPE

Warning/Safety Signs
Personal protective equipment – gloves
Appropriate access equipment (e.g. extension poles – ladders should not be used unless trained)
Plastic sheeting (if required)
Trolley or holding device
Colour coded micro fibre cloths (damp and dry)
Colour coded micro fibre glass/polishing cloths
Colour coded micro fibre internal mop (if necessary)
Internal mop holder and extending handle (if necessary)
Cloth box or lidded container
Mop box or lidded container (if appropriate)
Measuring jug
Laundry bag
Net laundry bag with impervious outer
Plastic scraper (if required)
Plastic sack

Safety and Control

- ✓ Use appropriate PPE
- ✓ Warning signs must be in place
- ✓ During the task, no cleaning agents must be used on micro fibre materials
- ✓ Ensure cloths are laundered in line with manufacturer's instructions

Procedure

1. Select, check and safely assemble correct equipment
2. Place warning signs correctly at each entrance/exit point to the area
3. Select, check and wear personal protective equipment
4. Ventilate the area (where appropriate)
5. Ensure the window about to be cleaned is clear of any blinds, drapes etc. before cleaning starts
6. Prepare the cloths correctly using a measuring jug; allow time for absorption
7. Remove any solid soiling by using a plastic scraper (where necessary). Note: Do not 'dry scrape'
8. Fold the cloths in half and half again, to give eight separate cleaning surfaces
9. Use an extension handle to gain access to areas that are out of reach
10. Clean the window without drips, smears or marks. in the following way:
    Sides and top of frame, edges of pane, then, in a zigzag pattern, to the rest of the pane working from top to bottom
11. Allow to dry then buff using polishing cloth
12. Ensure window surrounds are wiped and left to dry
13. Carry out task with damage or risk to people, surfaces being cleaned and surrounding area
14. Check, clean and store equipment, materials and PPE
15. Place cloths appropriate laundry bags
16. Seal the laundry bag and take to the collection point for laundering
17. Remove warning signs and close ventilation (as appropriate).
18. Wash hands thoroughly, rinse and dry upon completion of task.

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Method Statement Number: 06

Damp Dusting and Polishing

Associated Risk Assessments

2: Vacuuming Suction Cleaning

Associated Method Statements

2. Vacuuming Suction Cleaning

Associated Toolbox Talks

1: Health and Safety for Everyone
8: PPE
11:. Machinery – Maintenance
2: COSHH 12 Golden Rules
9: Manual Handling
15: Vacuuming

Personal Protective and Safety Equipment Requirement

1. Chemical Protection Gloves EN374-2/3



2. Warning/Safety Sign



3. Protective Footwear



Small Tools / Materials

1. Colour Coded Cloths
2. Colour Coded Buckets
3. Colour coded trigger spray
4. Dusters colour coded if available

Machinery

1. Vacuum Cleaner and floor tools

Approved Chemicals			
Chemical	Use	Hazardous Classifications	COSHH Assessment Number
Premiere Products - Liquid Spray Polish	Multi Surface Polish	H319 Causes serious eye irritation H226 Flammable liquid and vapour H225 Highly flammable liquid and vapour H336 May cause drowsiness or dizziness	56
Reckitt Benckister - Brasso Metal Liquid Polish	Metal Polish	H226 Flammable liquid and vapour H304 Maybe fatal if swallowed and enters airways H314 Causes severe skin burns and eye damage H318 Causes serious eye damage H319 Causes serious eye irritation H335 May cause respiratory irritation (respiratory tract) H336 May cause dizziness or drowsiness H400 Very toxic to aquatic life	73
2 Pure – OdorBac Tec4 - liquid	Odour Eliminator and Cleaner	None Product is not deemed to have any adverse effects on human health or the environment	89

Identified Risks and Safety Controls	
Identified Risk	**Mitigation**
Faulty cables/equipment (electrocution, electrical fires)	
	• Visual user check on equipment prior to use (sockets, plug, cables, Equipment) • Any faults found are reported immediately to the supervisor and not used • Any RCD used to be tested prior to use • No stretching of cables • Annual PA testing of all electrical appliances
Contact with chemical via spills/splashes causing irritation of skin and respiratory problems	
	• Only use approved chemicals • Refer and follow required COSHH assessment on safe use of chemicals • Limit the time using chemical • Mandatory wearing of gloves 'Rubber or Neoprene'. If there is insufficient ventilation wear suitable respiratory equipment 'Dust Mask' • Natural ventilation to be used prior to work commencing. Instructions and training in the safe use of chemicals. • Follow COSHH risk assessment on safe use of chemicals • Appropriate PPE to be worn, first aid facilities to be known in case of emergency

Slips, Trips and Falls including wet floors and trailing cables	
	• Warning signs to be placed before work commences • Warning signs displayed in a suitable position to give other users sufficient time to absorb the information before entering hazard area • Signage displayed until floor dry and/or completed • Store signage away safely when completed • Appropriate footwear to be worn (good grip on soles) • All employees trained in safety procedure • Always mop up any lying pools of water as the work commences, never leave any pools of water on completion of work area • Nviro staff to be vigilant to contaminates which are substances such as water, oil and dust that cause a floor surface to become slippery especially in known hazard areas (i.e. kitchens, canteens/dining areas, changing rooms and washrooms
Manual Handling machines/loads and reparative strain injuries	
	• All machinery/attachments/chemical containers weigh below 25 Kilos • Rotation of jobs (frequent breaks in pattern of work) • Specific Manual Handling training on Kinetic Lifting for all employees

Additional Safety Controls

Preparation

- Ensure warning signs are displayed at all entrances
- Ensure that all staff have been issued with the correct PPE and that it is worn throughout the task
- Ensure staff carrying out the task have the correct training and that a record of their training is held on central system

Machinery

- Do not plug in machinery until fully assembled
- Do not leave machinery unattended
- Cables should be kept behind machinery and away from water
- Do not allow the cable to become taut at ankle height
- When not in use machinery should be left in the correct position
- Check electrical equipment in particular plugs, exposed wiring, broken body, buttons, and cables to ensure they are safe and test TCD report any faults to be reported to a supervisor or manager

Chemicals

- Do not splash chemical solutions
- Ensure chemicals are diluted correctly (See Toolbox Talk 3. Chemical- Safe Dilution)
- Follow COSHH instructions on safe use of chemicals (Toolbox Talk 2: 12 Golden Rules)

Task Procedure

Preparation

1. Check PA test date
2. Thoroughly check all parts of the electrical equipment for wear, damage and that they work properly - Including plugs, pipes, wheels and cables
3. Place warning signs correctly at each entrance/exit point to the area
4. If floor sockets are being used, put a warning sign over the floor socket that is being used
5. Select, check, and wear correct PPE
6. Ventilate area (as appropriate)
7. Prepare the cleaning chemical
8. Do not remove any items from desks, window ledges, cabinet tops.

Cleaning of Area

1. Suction method - fit correct tool on the vacuum cleaner, this method to be used for soft furnishings. Ensure that the nozzle of the suction cleaner gets into all of the crevices and cracks and under cushions etc.
2. Damp dusting - ensure area about to be cleaned is clear use the cloth to remove dirt by wiping the surface from top to bottom using smooth strokes with the damp cloth. Rinse the cloth and change the water frequently.
3. Ensure the area has been completely wiped clean and all of the dirt/dust has been removed
4. Polishing - ensure the area has been completely cleaned and dried
5. Ensure the appearance of the areas are satisfactory after completion of the task
6. Complete the task without damage or risk to people, furniture, and fittings
7. Check, clean and store equipment, materials, and PPE correctly
8. Remove warning signs and close ventilation (as appropriate)
9. Wash and dry hands thoroughly after completing the task.



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Method Statement Number: 06a

Microfibre Dry Dusting, Damp Wiping, Drying and Polishing/Buffing

Associated Risk Assessments

06A: Microfibre Dry Dusting, Damp Wiping, Drying and Polishing/Buffing

Associated Method Statements

Associated Tool Box Talks

1: Health and Safety for Everyone

8: PPE

16: Colour Coding

17: General Cleaning

Personal Protective and Safety Equipment Requirement

1. Cut Resistant Gloves EN388 Level 3



2. Warning/Safety Signs



Small Tools / Materials (Refer to folder as to what they need)

1. Trolley or holding device
2. Protective covering (where required)
3. Colour coded microfibre cloths – Damp/dry
4. Colour coded polishing cloths
5. Cloth box or lidded container
6. Plastic sack
7. Hand held bucket

Machinery

None

Approved Chemicals			
Chemical	Use	Hazardous Classifications	COSHH Assessment Number
None			

Identified Risks and Safety Controls

Identified Risk	Mitigation
Manual Handling machines/loads and repetitive strain injuries	
	• All machinery/attachments/chemical containers weigh below 25 Kilos • Rotation of jobs (frequent breaks in pattern of work) • Specific Manual Handling training on Kinetic Lifting for all employees

Additional Safety Controls

Preparation

- Use appropriate PPE
- Warning signs must be in place
- During the task, no cleaning agents must be used on micro fibre materials
- Ensure cloths are laundered in line with manufacturer's instructions

Task Procedure

Preparation

1. Select, check and safely assemble correct equipment
2. Place warning signs correctly at each entrance/exit point to the area
3. Select, check and wear personal protective equipment
4. Ventilate the area (where appropriate)

Dry Dusting

1. Fold the cloth in half and half again to give eight separate dusting surfaces
2. Carry out dusting systematically (vertical surfaces) top to bottom and (horizontal surfaces) straight overlapping strokes.
3. Check the cloth and use a fresh side when necessary
4. Draw out dust from corners and away from the edges of horizontal surfaces
5. Replace cloth as necessary
6. Place used cloths in laundry bag

Damp Wiping

1. Prepare cloths correctly using the measuring jug and allow time for absorption
2. Fold the cloth in half and half again to give eight separate cleaning surfaces
3. Carry out the damp wiping from clean to dirty (where appropriate)
4. Check the cloth and use a fresh side when necessary
5. Place used cloths in laundry bag

Drying

1. Fold the drying cloth to give eight separate pieces
2. Check the cloth and use a fresh side when necessary
3. Thoroughly dry the surfaces and leave them streak free
4. Place used cloths in laundry bag

Polishing

1. Fold the polishing cloth to give eight separate polishing surfaces.
2. Use the polishing cloth on suitable surfaces for example glass, Perspex, mirrors, stainless steel, chrome etc.
3. Check the cloth and use a fresh side when necessary
4. Polish/buff the surfaces efficiently and thoroughly to give an even sheen
5. Complete the task without damage or risk to people, furniture or furnishings
6. Place used cloths in laundry bag
7. Seal the laundry bag and take to the collection point for laundering
8. Check, clean and store equipment, materials and PPE
9. Remove warning signs and close ventilation when completely dry (as appropriate)
10. Wash hands thoroughly, rinse and dry upon completion of task.

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METHOD STATEMENT– Number 7

STAIRCASE CLEANING

Equipment and PPE

Cleaning solution – hard surface

Warning signs

Cloth

Vacuum cleaner and attachments

Bucket (colour coded)

Mop (colour coded)

Scraper and Abrasive pad

Gloves

Procedure

1. Check PA test date
2. Thoroughly check all parts of the electrical equipment for wear, damage and that they work properly - Including plugs, pipes, wheels and cables
3. Place warning signs correctly at the top and bottom as well as entrance/exit points to the area
4. If floor sockets are being used, put a warning sign over the floor socket that is being used
5. Select, check and wear correct PPE
6. Ventilate area (as appropriate)
7. Prepare the cleaning solution using the correct ratios and to manufacturer's directions, adding the cleaning agent to the water
8. Begin vacuuming stairs work from top to bottom. Keep vacuum cleaner 3 stairs down; keep flex behind operative and to the side of the staircase
9. Use a cross wise movement, use crevice tool to get into corners and around edges
10. When completed remove vacuum cleaner from staircase area
11. Prepare cleaning solution in bucket
12. Mop staircase from top to bottom, and if in a public area, leave obvious walkways
13. Keep bucket on each landing/staircase alongside wall behind line of work
14. Rinse mops out regularly, change water as required
15. Remove chewing gum with scraper and any stubborn marks with the abrasive pad
16. Wipe skirting or rails with a damp cloth
17. Ensure the appearance of the floor and surrounding areas are satisfactory after completion of the task
18. Complete the task without damage or risk to people, furniture and fittings
19. Check, clean and store equipment, materials and PPE correctly
20. Remove warning signs and close ventilation (as appropriate). Do not remove warning signs until the staircase is completely dry
21. Wash and dry hands thoroughly after completing the task.

Safety and Control

- ✓ Wear protective gloves
- ✓ Warning signs
- ✓ If mopping in a public area, only mop half the staircase at a time to keep clear an obvious walkway
- ✓ Do not over wet, or leave the area wet
- ✓ Competent trained operative to be present and controlling the task
- ✓ Do not over stretch or bend your back
- ✓ Follow COSHH instructions on safe use of chemicals

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METHOD STATEMENT– Number 8

ROTARY MACHINE BUFFING/SPRAY BUFFING/SCRUBBING

Equipment and PPE

Suitable speed rotary machine for the task

Mop sweeper and suction cleaner wit hose or suction unit fitted to appropriate rotary floor machine

Suitable drive disc and buffing pad - check with your supervisor

Spray bottle correctly labelled – chemical and dilution (for spray buffing)

Cleaning solution

Dust control mop

Warning signs

Abrasive pad

Scraper

Procedure

1. Check PA test date.
2. Select, check and safely assemble the correct equipment.
3. Check and wear required PPE.
4. Check electrical equipment - including plugs and cables.
5. Place warning signs correctly.
6. Check floors for any damaged areas and scuff marks etc. that will require removing by hand, deal with as necessary, using scraper, abrasive pad etc.
7. Ventilate area (as appropriate).
8. Prepare solution in spray bottle according to manufacturers' instructions.
9. Spray a fine mist over an area of about $2m^2$ taking care not to spray other surfaces.
10. Pass the machine over the damp area and buff until dry and polished. Use overlapping passes to ensure an even finished appearance. Avoid any loose floor tiles or ripped flooring.
11. Spray clean area adjacent to skirting by "cutting in" parallel to the skirting.
12. Wipe skirting with a cloth to remove splashes if necessary.
13. Check the floor pad frequently and turn over, change it when necessary or clean by holding under a running tap, wring well and shake out surplus water.
14. Repeat buffing and spraying until whole floor is clean.
15. To ensure an even appearance, buff by moving the machine forwards and backwards and from side to side using overlapping passes.
16. Check the brush/pad and turn or change as necessary.
17. Keep the machine under control at all times.
18. Position the cable behind the line of work so that tripping is less likely and the cable will not be caught up by the brush/pad.
19. After buffing has been completed, safely remove the plug from the power socket and recoil the cable correctly.
20. Dust control mop the floor to remove any loose dirt generated by the process.

21. Ensure the appearance of the floor and surrounding area is satisfactory after completion of the task.
22. Ensure the task is completed without any damage or risk to people, furniture and furnishings.
23. Check, clean and store equipment, materials and PPE. (Remove base plate from the machine).
24. Remove warning signs and close ventilation (as appropriate).

Safety and Control

- ✓ Check electrical equipment in particular plugs and cables to ensure they are safe and test RCD. Report any faults to Supervisor/Manager.
- ✓ Do not plug in machine until fully assembled using an RCD.
- ✓ Do not leave equipment unattended.
- ✓ Machine cable must be kept behind machines at all times to avoid being caught up in the machine or tripped over.
- ✓ Do not allow cables to become taut at ankle level.
- ✓ When not in use, leave the machine handle in the upright position.
- ✓ Staff must be suitably trained or supervised.
- ✓ Follow COSHH instructions on safe use of chemicals.

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METHOD STATEMENT– Number 8A

CARPET CLEANING USING CIMEX ENCAP CARPET CLEANER

Recommended Equipment and PPE

Warning/Safety Signs/Barrier Tape
Gloves
Litter Grab
Waste Sack
Vacuum Cleaner and Attachments
CRS 38 Rotary Scrubbing Machine, disc drive and appropriate brushes containing a solution of Encap Carpet Shampoo and water (mixed following manufacturer's instructions)
750ml Trigger Spray Bottle containing correct solution of Encap Pre Spotter and Water
Soft Broom/Hand Brush

Safety and Control

- ✓ Trained personnel ONLY to operate Multi Wash Machine
- ✓ Check CRS 38 Rotary Machine, before, during and after use paying attention to plugs, cables, disc drive, brushes and machinery body
- ✓ Wear correct PPE
- ✓ Ensure Warning signs are in position
- ✓ Do not wedge open fire doors
- ✓ Ensure plug sockets are in the 'off' position before inserting or removing plug
- ✓ Do not insert/remove plugs with wet hands
- ✓ Do not allow cables to become taut at ankle height
- ✓ Do not move heavy furniture/items alone, seek assistance
- ✓ If machine becomes unserviceable, unplug and report to Supervisor
- ✓ When not in use, leave rotary machine hand and drive plate in upright position
- ✓ Refer to relevant method statements for vacuuming and chewing gum removal

Procedure

1. Check PA test date
2. Thoroughly check all parts of the electrical equipment for wear, damage and that they work properly - Including plugs, pipes, wheels and cables
3. Place warning signs correctly at each entrance/exit point to the area
4. If floor sockets are being used, put a warning sign over the floor socket that is being used
5. Select, check and wear correct PPE
6. Ventilate area (as appropriate)
7. Prepare the cleaning solution using the correct ratios and to manufacturer's directions, adding the cleaning agent to the water
8. Fill tank correctly so that no splashing occurs (if appropriate)
9. Pre spray any heavy stains (to allow contact time)
10. Test small area of surface for colour fastness BEFORE using Cleaning Chemical
11. Vacuum Carpet thoroughly – refer to separate method statement
12. Treat any stains and remove chewing gum – refer to separate method statement
13. Spray all edges and corners as well as any difficult to reach areas of the carpet, agitate with the soft brush
14. With the machine running, apply solution to the carpet working in straight lines; do not over wet

15. Repeat pass without applying solution, to work the foam into the carpet
16. Repeat 14 and 15 with overlapping passes
17. Allow carpet to dry thoroughly to 'encapsulate' the soilage (24 hours)
18. Complete the task without damage or risk to people, furniture and fittings
19. Clean and return all equipment to storage, ensuring brushes are rinsed in fresh warm water and allowed to dry, and that drive plate is left in the upright position
20. Remove warning signs and close ventilation (as appropriate)
21. Wash and dry hands thoroughly after completing the task
22. After 24 hours thoroughly vacuum carpet. Note: Regular vacuuming will continue to remove soilage.

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METHOD STATEMENT - NUMBER 8B

FLOOR MAINTENANCE USING HTC 'TWISTER' FLOOR PADS

Equipment and PPE

Standard speed rotary floor machine with anti-splash skirt
Drive disc and relevant 'Twister' pad (white and yellow)
Scrubber Drier and relevant 'Twister' pad
Hi Speed rotary floor machine
Drive disc and relevant 'Twister' pad (green)
Dust Mop
Wet suction machine
Bucket filled with clean fresh water
Kentucky Mop head (12 Oz)
Circuit breaker
Masking Tape (Waterproof)

Safety and Control

- ✓ Check electrical equipment in particular plugs and cables to ensure they are safe and that PA test date is on equipment. Report any faults to the Supervisor/Manager
- ✓ Do not plug in until fully assembled
- ✓ Mask off unused electrical sockets
- ✓ Do not allow cable to become taut at ankle height
- ✓ Ensure warning signs are displayed
- ✓ Do not leave equipment unattended
- ✓ Put any electrical socket covers back
- ✓ Protect all electrical services and surrounding areas from water where possible.
- ✓ Use 'Coloured' side of pad only
- ✓ Staff must be suitably trained or supervised

Procedure

1. Place warning signs.
2. Check PA test date on equipment.
3. Wear correct PPE.
4. Ventilate area if possible.
5. Protect all electrical services and surrounding areas from water where possible.
6. Start floor machines in correct position away from the door.
7. Mop Sweep area
8. Position cable behind line of work to reduce trip hazard and ensure it doesn't get caught up in drive plate/pad or lie in water

Weekly – Note, this operation can be carried out wet or dry

Dry:

9. Mop sweep area
10. Using Hi Speed rotary machine fitted with 'Green' Twister pad (Coloured side face down), and using a systematic overlapping pattern, burnish floor surface to a high gloss finish. Burnish edges area adjacent to skirting by "cutting in" parallel to the skirting. Check the pad colour as necessary.

11. Mop sweep area

Wet:

12. Mop sweep area
13. Using single solution mopping method (MS 20) and working from the furthest point from the door. With a well wrung out mop apply clean fresh water to the floor (no more than 10m2 at a time)
14. Before surface dries, using Hi Speed rotary machine fitted with 'Green' Twister pad (Coloured side face down), and using a systematic overlapping pattern, burnish floor surface to a high gloss finish. Burnish area adjacent to skirting by "cutting in" parallel to the skirting. Check the pad colour as necessary.
15. Mop sweep area

Periodic (To be confirmed dependant on footfall)

Rotary:

16. Mop sweep area
17. Using single solution mopping method (MS 20) and working from the furthest point from the door. Apply clean fresh water to the floor (no more than 10m2 at a time)
18. Using standard speed rotary machine fitted with 'Yellow' Twister pad(Coloured side face down) , and using a systematic overlapping pattern, scrub floor to 'feather' out any remaining scratch/scuff marks, burnish to a 'dull' shine.. Check the pad colour as necessary.
19. Using Wet suction machine vacuum slurry, damp mop floor with warm fresh water to remove slurry remnants
20. Using Hi Speed rotary machine fitted with 'Green' Twister pad (Coloured side face down), repeat Stage 14.
21. Mop sweep area.

Scrubber Drier:

22. Mop sweep area
23. Using scrubber drier fitted with 'Yellow' Twister pad, using an overlapping pattern, apply water on first overlap (leave the squeegee up), run 10 times over the surface to feather out scratches/scuff marks, pick up slurry on final pass. Repeat until a 'dull' gloss finish is achieved.
24. Mop sweep area
25. With Scrubber Drier fitted with 'Green' Twister Pad repeat Stage 23 until a high gloss finish is achieved.

Annually or as required.

Scrubber Drier

26. Using scrubber drier fitted with 'White' Twister pad (Coloured side face down) Repeat Stage 23 until surface is smooth with no blemishes
27. With scrubber drier fitted with 'Yellow' Twister pad, repeat Stage 23 to 'feather' out any remaining scratch/scuff marks until a dull shine is achieved.
28. Mop sweep area
29. With Scrubber Drier fitted with 'Green' Twister Pad repeat Stage 25 until a high gloss finish is achieved

Rotary Floor Machine

30. Repeat Stages 12 and 13
31. Using standard speed rotary machine fitted with 'White' Twister pad (Coloured side face down), repeat Stage 14 until surface is smooth with no blemishes. Check the pad colour as necessary.
32. Repeat Stage 19
33. Repeat Stage 13
34. Using standard speed rotary machine fitted with 'Yellow' Twister pad(Coloured side face down)repeat Stage 14 to 'feather' out any remaining scratch/scuff marks, burnish to a 'dull' shine. Check the pad colour as necessary.
35. Mop Sweep area
36. As required repeat Stage 10 or Stages 12 and 13.
37. Using Hi Speed rotary machine fitted with 'Green' Twister pad (Coloured side face down), repeat Stage 18 to achieve a high gloss finish.

On Completion

38. Remove any splashes from skirting/walls etc.
39. Remove plugs safely from the power sockets and recoil the cables correctly, carry out electrical and equipment safety checks.
40. Remove masking tape from electrical sockets
41. Check, clean and store equipment and materials correctly, ensure that 'Twister' pads are rinsed thoroughly and allowed to dry naturally. When all colour is gone dispose of pad (Do not use 'other' side of pad).
42. Remove warning signs, when the floor area is completely dry.
43. If applicable close any ventilation opened in stage 4.

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METHOD STATEMENT– Number 9

HIGH LEVEL CLEANING/DUSTING

Recommended Equipment and PPE

Suction cleaner and high level accessories
Dusters, feather dusters or specialist tools with extension poles
Hand brush with handle loop
Measuring apparatus
Scraper with handle loop
Wire brush with handle loop
Relevant access equipment
Cloths
Personal protective equipment – gloves and goggles
Buckets
Cleaning agent
Dust covers
Refuse sack
High level dusting tools and long reach cleaning equipment
Warning signs
Masking tape (to cover electrical sockets)
Abrasive pad

Safety and Control

- ✓ This task is to be carried out from ground level
- ✓ Eye protection should be worn if there is a danger of small particles falling
- ✓ Eyes, scalp and exposed areas of the body must be protected when using alkaline solutions
- ✓ Do not clean when other people are in the immediate vicinity
- ✓ Do not use ladders/step ladders unless you have received specific training
- ✓ Do not plug in machines until they are assembled
- ✓ Do not leave equipment unattended
- ✓ Decide whether access equipment is appropriate or whether cleaning can be carried out from floor level using suitable extension equipment
- ✓ Do not clean items that you cannot or have not been able to see the surface, to prevent dislodging items or disturbing cables etc.
- ✓ Check electrical equipment to ensure it is safe to use in particular plugs and cables. Report any faults to Supervisor/Manager

Procedure

1. Check PA test date
2. Thoroughly check all parts of the electrical equipment for wear, damage and that they work properly - Including plugs, pipes, wheels and cables
3. Place warning signs correctly at each entrance/exit point to the area

4. If floor sockets are being used, put a warning sign over the floor socket that is being used
5. Select, check and wear correct PPE
6. Ventilate area (as appropriate)
7. Prepare the cleaning solution using the correct ratios and to manufacturer's directions, adding the cleaning agent to the water
8. Use dust covers to protect surfaces below high area (if appropriate)
9. Cover electrical services to prevent entry of water (if applicable)
10. Inspect the area, ledges and items to be cleaned must be inspected to ensure no previously unseen objects can be disturbed which may fall
11. Remove all breakable items from area. Check with Supervisor/Manager before moving papers etc.
12. Suction method - fit correct tools on suction cleaner, this method to be used for soft furnishings and small ledges to prevent particles falling down. Ensure that the nozzle of the suction cleaner gets into all of the crevices and cracks under cushions etc.
13. Dry dusting – ensure area about to be cleaned is clear, wipe all surfaces and clean the area below to remove any dust from the area. If suspected or known small particles may be dislodged then wear eye protection to prevent irritation. Frequently clean the dusting tool to improve the effect of the clean and minimise airborne dust in the area
14. Use dry cleaning equipment correctly e.g. dusting tools, suction cleaner tools and use them systematically in straight strokes so as not to stir up dust
15. Safely remove plugs from power sockets and recoil cables correctly
16. Prepare the cleaning solution using correct ratios and to manufacturer's directions, adding the cleaning agent to the water
17. Ensure the appearance of the area is satisfactory after completion of the task
18. Carry out task without risk or damage to people, equipment and surrounding areas
19. Remove masking tape from electrical sockets (if applicable)
20. Replace any items that have been moved during the cleaning process
21. Check, clean and store equipment, materials and PPE correctly
22. Remove warning signs and close ventilation (as appropriate)
23. Wash and dry hands thoroughly after completing the task.



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Method Statement Number: 10

Internal Waste Disposal

Associated Risk Assessments

10: Refuse Rubbish Collection - Internal

Associated Method Statements

Associated Tool Box Talks

1: Health and Safety for Everyone
2: COSHH / 12 Golden Rules
8: PPE
9: Manual Handling
16: Colour Coding
18: Bodily Fluids and Sharps/Hypodermic Needles

Personal Protective and Safety Equipment Requirement

1. Cut Resistant Gloves EN388 Level 3



2. Warning Safety Sign



3. Protective footwear



4. Yellow Sharps Container



Small Tools / Materials (Refer to folder as to what they need)

1. Broom
2. Colour Coded Cloths
3. Litter Picker
4. Dustpan and Brush
5. Scraper – Long handle/handheld
6. Plastic sacks – Colour coded if necessary
7. Wheeled Refuse Bin
8. Colour coded trigger spray

Machinery

None

Approved Chemicals			
Chemical	Use	Hazardous Classifications	COSHH Assessment Number
2PURE Odorbac Tec 4	Multi Cleaner, Disinfectant	None – Product is not deemed to have any adverse effects on human health or the environment	89

Identified Risks and Safety Controls	
Identified Risk	**Mitigation**
Awkward Posture (Reaching, Bending, Twisting)	
	• Rotation of jobs • Moving in various directions to spread out the workload to various muscles Use a light grip • Maintain neutral postures • Neck flexion and stretching in opposite directions
Contact with chemical via spills/splashes causing irritation of skin and respiratory problems	
	• Only use approved chemicals • Refer and follow required COSHH assessment on safe use of chemicals • Limit the time using chemical • Natural ventilation to be used prior to work commencing. Instructions and training in the safe use of chemicals. Follow COSHH risk assessment on safe use of chemicals Appropriate PPE to be worn, first aid facilities to be known in case of emergency
Sharps and Hypodermic Needles	
	• Only handle if you have had training to do so and you have the correct equipment • Always wear appropriate PPE • Dispose of all sharps and needles in a Sharps Bin • An assessment of the area must take place before work commences, this will include checking with the customer on site and the Service Manager

Identified Risks and Safety Controls	
Identified Risk	**Mitigation**
Manual Handling machines/loads and repetitive strain injuries	
	• All machinery/attachments/chemical containers weigh below 25 Kilos • Rotation of jobs (frequent breaks in pattern of work) • Specific Manual Handling training on Kinetic Lifting for all employees
Bodily Fluids	
	• Body Fluids must only be handled by trained staff using body fluid disposal kits • Always wear appropriate PPE • Any bodily fluid such as blood or vomit should be treated as potential infections

Additional Safety Controls

Preparation

- Ensure warning signs are displayed at all entrances
- Ensure that all staff have been issued with the correct PPE and that it is worn throughout the task
- Ensure staff carrying out the task have the correct training and that a record of their training is held on central system

Chemicals

- Do not splash chemical solutions
- Ensure chemicals are diluted correctly (See Toolbox Talk 3. Chemical- Safe Dilution)
- Follow COSHH instructions on safe use of chemicals (Toolbox Talk 2: 12 Golden Rules)

Task Procedure

Preparation

1. Collect all the required items of equipment
2. Place warning signs correctly at each entrance/exit point to the area or toilet closed as appropriate
3. Select, check and wear correct PPE
4. Identify wastes correctly

Disposal of the internal waste

1. Collect wastes safely from bins, place in correct plastic sacks, avoid spillage and tie off
2. Remove the bin liner and contents from the bin, if the bin is thought to be heavy, test it by gently trying to move the bin, seek assistance for heavy loads.
3. Place the liner and contents in a black bin liner
4. Put a clean liner in the bin ensuring it is secure over the edge of the bin
5. Repeat this for several bins until the liner is full.
6. Tie a knot in the liner and take it to the designated area. Carry the bags away from the legs and body
7. Dirty or soiled bins should be removed to the wash area and cleaned by scraping debris from the inside, spraying with detergent disinfectant solution and wiping with a cloth.
8. Remove large items of litter from all surfaces prior to sweeping
9. Check the floor for chewing gum
10. Start the sweeping in correct position i.e. at point furthest from entrance
11. Give attention to corners and edges as appropriate
12. Carry out sweeping systematically using overlapping passes as appropriate
13. Safely place collected dust and debris in the appropriate sack and tie securely

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METHOD STATEMENT– Number 11

REFUSE/RUBBISH COLLECTION – EXTERNAL

Equipment and PPE

Personal protective equipment – gloves

Warning/Safety signs

Broom

Cloth – colour coded

Cleaner – disinfectant spray

Litter picker

Dustpan and brush

Scraper – long handle/hand held

Plastic refuse sacks, colour coded if necessary

Wheeled refuse bin

High visibility vest/coat

Safety and Control

- ✓ Follow manual handling procedures, assistance must be found for heavy or awkward items
- ✓ Further advice must be sought for hazardous or unknown items
- ✓ Pay attention to roads/pavements/uneven surfaces and any other hazards
- ✓ Be aware of weather conditions – hot/cold/wet
- ✓ Pay attention to traffic and pedestrians

Procedure

1. Collect all the required items of equipment
2. Place warning signs correctly as appropriate
3. Select, check and wear correct PPE
4. Identify wastes correctly
5. Collect wastes safely from bins, place in correct plastic sacks, avoid spillage and tie off
6. Remove the bin liner and contents from the bin, if the bin is thought to be heavy, test it by gently trying to move the bin, seek assistance for heavy loads.
7. Place the liner and contents in a black bin liner
8. Put a clean liner in the bin ensuring it is secure over the edge of the bin
9. Repeat this for several bins until the liner is full
10. Tie a knot in the liner and take it to the designated area. Carry the bags away from the legs and body
11. Dirty or soiled bins should be removed to the wash area and cleaned by scraping debris from the inside, spraying with detergent disinfectant solution and wiping with a cloth
12. Remove large items of litter from all surfaces prior to sweeping
13. Check the floor for chewing gum
14. Start the sweeping in correct position i.e. at point furthest from entrance
15. Give attention to corners and edges as appropriate
16. Carry out sweeping systematically using overlapping passes as appropriate
17. Safely place collected dust and debris in the appropriate sack and tie securely

18. Safely remove all refuse to the correct point
19. Reposition bins correctly
20. Ensure the surrounding areas are satisfactory after completion of the task
21. Complete the task without damage to the area
22. Check, clean and store equipment, materials and PPE correctly
23. Remove warning signs and close ventilation (as appropriate)
24. Wash and dry hands thoroughly after completing the task
25. Report damaged bins
26. Report evidence of infestation



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Method Statement Number: 12

Litter Picking

Associated Risk Assessments

12: Litter Picking

Associated Method Statement

Associated Tool Box Talks

1: Health and Safety for Everyone

8: PPE

17: General Cleaning

18: Bodily Fluids and Sharps/Hypodermic Needles

Personal Protective and Safety Equipment Requirement

1. Cut Resistant Gloves EN388 Level 3



2. Warning/Safety Signs



3. Disposable Mask



Small Tools / Materials (Refer to folder as to what they need)

1. Litter gripper/picker
2. Litter spike
3. Long handled brush and pan
4. Plastic refuse sacks
5. Sharps container
6. Markers to identify contaminated waste
7. Tweezers

Machinery

None

Approved Chemicals			
Chemical	Use	Hazardous Classifications	COSHH Assessment Number
None			

Identified Risks and Safety Controls	
Identified Risk	**Mitigation**
Manual Handling machines/loads and repetitive strain injuries	
	• Rotation of jobs (frequent breaks in pattern of work) • Specific Manual Handling training on Kinetic Lifting for all employees
Biohazard possible infections such as HIV/Hepatitis	
	• Only handle if you have had training to do so and you have the correct equipment • Always wear appropriate PPE • Dispose of all sharps and needles in a Sharps Bin • An assessment of the area must take place before work commences, this will include checking with the customer on site and the Service Manager
Slips, Trips and Falls including wet floors and trailing cables	
	• Warning signs to be placed before work commences • Warning signs displayed in a suitable position to give other users sufficient time to absorb the information before entering hazard area • Signage displayed until floor dry and/or completed • Store signage away safely when completed • Appropriate footwear to be worn (good grip on soles) • All employees trained in safety procedure • Always mop up any lying pools of water as the work commences, never leave any pools of water on completion of work area

Identified Risks and Safety Controls

Identified Risk	Mitigation
Cross contamination/exposure to blood borne pathogens	
	• Body fluids must only be handled by trained staff using body fluid disposal kits • Always wear appropriate PPE • Any bodily fluid such as blood or vomit should be treated as potential infections

Additional Safety Controls

- Ensure that you don't handle contaminated waste
- Only place one foot in the hedgerow when clearing them
- Staff must be suitably trained or supervised
- Only handle sharps if trained to do so
- Refer to relevant method statement for sharps collection

Task Procedure

Preparation

1. Thoroughly check all parts of the equipment for wear, damage and that they work properly
2. Place warning signs correctly at each entrance/exit point to the area (as appropriate)
3. Select, check and wear correct PPE
4. Mark any contaminated waste and report it

Procedure

1. Clear the area of all litter ensuring flower beds, hedgerows etc. are included
2. Place litter in designated plastic sacks ensuring sharps are placed in designated rigid containers
3. Place sacks in the appropriate bin or skip sited in a designated collection area; designated rigid containers are to be placed in an area from which special waste collections are made
4. Ensure the appearance of the surrounding areas are satisfactory after completion of the task
5. Complete the task without damage or risk to people to property
6. Check, clean and store equipment, materials and PPE correctly
7. Remove warning signs (as appropriate)
8. Wash and dry hands thoroughly after completing the task.



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Method Statement Number: 13

Sharps and Needle Stick Removal

Associated Risk Assessments

20: Damp Mopping

13: Sharps and Needle Stick Removal

Associated Method Statements

20: Damp Mopping

Associated Tool Box Talks

1: Health and Safety for Everyone

8: PPE

16: Colour Coding

17: General Cleaning

18: Bodily Fluids and Sharps/Hypodermic Needles

Personal Protective and Safety Equipment Requirement

1. Needle Proof Gloves
2. Warning/Safety Signs



3. Disposable Mask



Small Tools / Materials (Refer to folder as to what they need)

1. Colour coded mop bucket
2. Colour coded cloths
3. Sharps box/container
4. Sharps picker
5. Litter picker/tweezers (for non-needle stick items)
6. Suitable container (for non-needle stick items)

Machinery

None

Approved Chemicals			
Chemical	Use	Hazardous Classifications	COSHH Assessment Number
2PURE Odorbac Tec 4	Multi Cleaner, Disinfectant	None – Product is not deemed to have any adverse effects on human health or the environment	89

Identified Risks and Safety Controls	
Identified Risk	**Mitigation**
Manual Handling machines/loads and repetitive strain injuries	
	• All machinery/attachments/chemical containers weigh below 25 Kilos • Rotation of jobs (frequent breaks in pattern of work) • Specific Manual Handling training on Kinetic Lifting for all employees
Biohazard possible infections such as HIV/Hepatitis	
	• Only handle if you have had training to do so and you have the correct equipment • Always wear appropriate PPE • Dispose of all sharps and needles in a Sharps Bin • An assessment of the area must take place before work commences, this will include checking with the customer on site and the Service Manager
Slips, Trips and Falls including wet floors and trailing cables	
	• Warning signs to be placed before work commences • Warning signs displayed in a suitable position to give other users sufficient time to absorb the information before entering hazard area • Signage displayed until floor dry and/or completed • Store signage away safely when completed • Appropriate footwear to be worn (good grip on soles) • All employees trained in safety procedure • Always mop up any lying pools of water as the work commences, never leave any pools of water on completion of work area

Identified Risks and Safety Controls

Identified Risk	Mitigation
Cross contamination/exposure to blood borne pathogens	
	• Body fluids must only be handled by trained staff using body fluid disposal kits • Always wear appropriate PPE • Any bodily fluid such as blood or vomit should be treated as potential infections

Additional Safety Controls

What is considered a sharps item:

- Rusty nails
- Hypodermic needles/syringes
- Glass, cans, bottles etc.
- Thorns and thistles in vegetation
- Sharp wood fragments: may leave splinters in the skin

- The toolbox talk for blood borne pathogens should be carried out as part of this training
- Staff must be suitably trained or supervised

Task Procedure

Preparation

1. Check for any specific site hazards. Ask if the area is likely to contain sharps
2. Ensure you are familiar with the risk assessment and be aware of potential hazards on site
3. Close off area to public if possible and put up cleaning in progress signs
4. Place warning signs correctly at each entrance/exit point to the area
5. Thoroughly check all parts of the equipment for wear, damage and that they work properly
6. Select, check and wear correct PPE
7. Ventilate area (as appropriate)

Procedure

1. Prepare the cleaning solution using the correct ratios and to manufacturer's directions, adding the cleaning agent to the water
2. Identify the items
3. Apply appropriate disinfectant to the item and allow sufficient contact time as required
4. Using one handed collection method, remove sharps items to the waste bag or box
5. Apply additional cleaning agent as required to the area
6. Clean the surface and rinse to a satisfactory standard and allow to dry. Refer to relevant method statement for mopping/wiping etc.
7. Remove all disposable protective equipment correctly and place in a waste bag/box
8. Seal and tag the bags/boxes and remove to a designated area for disposal
9. Ensure the appearance of the surrounding areas are satisfactory after completion of the task
10. Complete the task without damage or risk to people, furniture and fittings
11. Check, clean and store equipment, materials and PPE correctly
12. Remove warning signs and close ventilation (as appropriate)
13. Wash and dry hands thoroughly after completing the task.

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METHOD STATEMENT– Number 14

PRESSURE WASHING (Electric)

Recommended Equipment and PPE

Warning/Safety signs
Pressure washer and required wands, hoses etc…
Personal Protective Equipment – gloves, goggles
Suitable cleaning product
Measuring apparatus
Circuit breaker as required
Protective covers
Wet suction machine

Safety and Control

- ✓ Check electrical equipment in particular plugs and cables to ensure they are safe. Report any faults to the Supervisor/Manager
- ✓ Do not plug in until fully assembled
- ✓ Do not allow cable to become taut at ankle height
- ✓ Ensure warning signs are displayed
- ✓ Do not leave equipment unattended
- ✓ Put any electrical socket covers back
- ✓ Follow COSHH instructions on safe use of chemicals
- ✓ Staff must be suitably trained or supervised
- ✓ Carry out check of the area before work commences to ensure that hazards are identified and fittings are protected such as light fittings and electrical points

Procedure

1. Check PA test date
2. Thoroughly check all parts of the electrical equipment for wear, damage and that they work properly - Including plugs, pipes, wheels and cables
3. Place warning signs correctly at each entrance/exit point to the area
4. If floor sockets are being used, put a warning sign over the floor socket that is being used
5. Select, check and wear correct PPE
6. Ventilate area (as appropriate)
7. Prepare the cleaning solution using the correct ratios and to manufacturer's directions, adding the cleaning agent to the water
8. Clear area of unnecessary obstructions and trip hazards
9. Prepare cleaning solution using ratios as per manufacturer's instructions
10. Add the cleaning agent to the water
11. Add the cleaning solutions to the machine carefully to minimise spillage
12. Protect all electrical services and surrounding areas from water where possible
13. Select an appropriate temperature for the task
14. Direct nozzle in a low and safe position during switch-on procedure

15. Start cleaning at furthest point from the door
16. Keep flex away from traffic areas changing sockets as you go
17. Clean the floor area using systematic overlapping passes, on second stage cleaning work right angles to original direction
18. Maintain optimum distance from the spray nozzle
19. Pay particular attention to heavily soiled areas
20. On completion, unplug machine, dispose of dirty water (as per machine instructions)
21. Remove excess water using an appropriate method to leave the floor as dry as possible
22. Carry out electrical and equipment safety checks. Remove masking tape from electrical services
23. Safely remove the plug from the power socket and recoil the cable safely
24. Ensure the appearance of the floor and surrounding areas are satisfactory after completion of the task
25. Complete the task without damage or risk to people, furniture and fittings
26. Check, clean and store equipment, materials and PPE correctly
27. Remove warning signs and close ventilation (as appropriate)
28. Wash and dry hands thoroughly after completing the task.

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METHOD STATEMENT– Number 14A

PRESSURE WASHING (Petrol & Propane)

Recommended Equipment and PPE

Warning/Safety signs

Pressure washer and required wands, hoses etc…

Personal Protective Equipment – gloves, goggles

Suitable cleaning product

Measuring apparatus

Circuit breaker as required

Protective covers

Wet suction machine

Spare fuel in suitable container

Safety and Control

- ✓ Equipment is only to be used externally "due to exhaust fumes"
- ✓ Equipment to be stored externally due to highly flammable fuel used
- ✓ Ensure warning signs are displayed
- ✓ Do not leave equipment unattended
- ✓ Follow COSHH instructions on safe use of chemicals
- ✓ Staff must be suitably trained or supervised
- ✓ Make note of time equipment has been used for servicing purposes
- ✓ Carry out check of the area before work commences to ensure that hazards are identified and fittings are protected such as light fittings and electrical points

Procedure

1. Check PA test date
2. Thoroughly check all parts of the electrical equipment for wear, damage and that they work properly - Including plugs, pipes, wheels and cables
3. Place warning signs correctly at each entrance/exit point to the area
4. Select, check and wear correct PPE
5. Ventilate area (as appropriate)
6. Ensure enough fuel is available to carry out the task in hand
7. Replace gas bottle according to manufactures instructions. Making sure connections are tighten sufficiently to avoid leakage.
8. Check oil levels (as per machine instructions)
9. Clear area of unnecessary obstructions and trip hazards
10. Prepare cleaning solution as per manufacturer's instructions
11. Attach cleaning agent container to equipment using connections supplied
12. Select an appropriate temperature for the task
13. Direct nozzle in a low and safe position during switch-on procedure
14. Start cleaning at furthest point from the water supply
15. Clean the floor area using systematic overlapping passes, on second stage cleaning work right angles to original direction
16. Maintain optimum distance from the spray nozzle

17. Pay particular attention to heavily soiled areas
18. On completion, dispose of water remaining in equipment (as per machine instructions)
19. Remove excess water using an appropriate method to leave the floor as dry as possible
20. Ensure the appearance of the floor and surrounding areas are satisfactory after completion of the task
21. Complete the task without damage or risk to people, furniture and fittings
22. Check, clean and store equipment, materials and PPE correctly (in cold conditions ensure equipment is covered to prevent freezing)
23. Remove warning signs and close ventilation (as appropriate)
24. Wash and dry hands thoroughly after completing the task.

Please note that fuel should be stored in a metal or plastic container designed for storing fuel. Propane should be obtained in the correct cylinder. The fuel has to be stored in a well-ventilated area and the storage area must display a red diamond shape sign with text and a number 3 (see below) on it if you store more than 50 kilos (equivalent to 50 litres).





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METHOD STATEMENT – 14B

PRESSURE WASHING- Removal of Bird Guano outdoor floor surfaces (Petrol)

Recommended Equipment and PPE

Warning/Safety signs Area cordons

Pressure washer and required wands, hoses etc…

Personal Protective Equipment – gauntlet gloves, full face protective shield, Outdoor wet weather high viz Jacket, waterproof trousers, Waterproof non- slip sole boots.

Spade tool

Heavy duty black sacks

Suitable hard surface outdoor cleaner

Heavy duty broom

Safety and Control

- ✓ Equipment is only to be used externally "due to exhaust fumes"
- ✓ Equipment to be stored externally due to highly flammable fuel used
- ✓ Ensure warning signs are displayed
- ✓ Do not leave equipment unattended
- ✓ Follow COSHH instructions on safe use of chemicals
- ✓ Staff must be suitably trained or supervised
- ✓ Make note of time equipment has been used for servicing purposes
- ✓ Carry out check of the area before work commences to ensure that hazards are identified and fittings are protected such as light fittings and electrical points

Procedure

1. Check service test date
2. Thoroughly check all parts of the equipment for wear, damage and that they work properly - Including plugs, pipes, wheels and cable
3. Place warning signs/barrier cordons correctly at each entrance/exit point to the area ensuring area is not accessed by anyone other than operator
4. Select, check and wear correct PPE
5. Ventilate area before refuelling with correct mix
6. Ensure enough fuel is available to carry out the task in hand
7. Check oil levels (as per machine instructions)
8. Clear area of unnecessary obstructions and trip hazards
9. Prepare cleaning solution as per manufacturer's instructions
10. Fill water and chemical tank in accordance with manufactures instructions
11. Attach cleaning agent container to equipment using connections supplied
12. Ensure all machine guards and engine covers are replaced
13. Move unit to area of operation
14. Ensure area of operation is suitable for equipment use and that pressure spray will not come into contact with any fixtures, fittings, electrical sources building attachments such as drainage down pipes or plastic covers.
15. Identify any larger build-up of Guano before cleaning commences (if any)

16. Commence start of machine procedure in accordance with manufactures instructions ensuring water gun is in off position and that machine is away from any source of ignition
17. Dampen down any initial large build-up of Guano with machine on lowest pressure setting.
18. Stop machine once large build ups have been dampened
19. Using spade, scoop large build ups into heavy duty bags and place bag in suitable position within codon away from area where cleaning will continue
20. Commence start of machine procedure in accordance with manufactures instructions ensuring water gun is in off position and that machine is away from any source of ignition
21. Clean the floor area using systematic overlapping passes, on second stage cleaning work right angles to original direction using a lowest pressure setting to achieve the clean result
22. Maintain optimum distance from the spray nozzle
23. Pay particular attention to heavily soiled areas
24. Once area has been cleaned switch off machine
25. Using the stiff broom excess water should be brushed toward the direction of natural downhill flow into the closest external drainage.
26. Remaining larger debris should be swept together into a suitable pile. This should be scooped using the page into the heavy duty waste bag
27. On completion, dispose of water remaining in equipment (as per machine instructions)
28. Remove excess water using an appropriate method to leave the floor as dry as possible
29. Ensure the appearance of the floor and surrounding areas are satisfactory after completion of the task
30. Check, clean and store equipment, materials and PPE correctly (in cold conditions ensure equipment is covered to prevent freezing)
31. Remove warning signs and close ventilation (as appropriate)
32. Wash and dry hands thoroughly after completing the task.

Please note that fuel should be stored in a metal or plastic container designed for storing fuel. The fuel has to be stored in a well-ventilated area and the storage area must display a red diamond shape sign with text and a number 3 (see below) on it if you store more than 50 kilos (equivalent to 50 litres). Always store fuel away from any source of ignition. Never start machinery if fuel has leaked or any spillage has occurred.



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METHOD STATEMENT– Number 15

FLOOR SEALING, STRIP, DRY AND RE-APPLY POLISH

Equipment and PPE

Rotary floor machine with anti-splash skirt
Drive disc and relevant floor pads
Wet suction machine
Colour coded bucket and cloths
Hand or long handled edging tool and abrasive pad
Buffing pad or brush (where applicable)
Two mopping units and two mops
Polish applicator and tray or suitable mopping unit
Personal protective equipment (gloves)
Dust control mop
Suitable products for the task - acetic acid, stripping agent, water based polish
Warning/Safety signs
Plastic protective square
Measuring apparatus
Circuit breaker

Safety and Control

- ✓ Check electrical equipment in particular plugs and cables to ensure they are safe. Report any faults to the Supervisor/Manager
- ✓ Do not plug in until fully assembled
- ✓ Do not allow cable to become taut at ankle height
- ✓ Ensure warning signs are displayed
- ✓ Do not leave equipment unattended
- ✓ When not in use, leave machine handle in upright position
- ✓ Put any electrical socket covers back
- ✓ Follow COSHH instructions on safe use of chemicals
- ✓ Wear rubber gloves for dispensing chemicals, removing splashes and cleaning equipment
- ✓ Remove any splashes that occur immediately
- ✓ Staff must be suitably trained or supervised
- ✓ Refer to separate method statement for buffing and wet pick up machine

Procedure

1. Check PA test date
2. Thoroughly check all parts of the electrical equipment for wear, damage and that they work properly - Including plugs, pipes, wheels and cables
3. Place warning signs correctly at each entrance/exit point to the area
4. If floor sockets are being used, put a warning sign over the floor socket that is being used
5. Select, check and wear correct PPE
6. Ventilate area (as appropriate)

7. Prepare the cleaning solution using the correct ratios and to manufacturer's directions, adding the cleaning agent to the water
8. Ensure floor is prepared, all old polish removed and free of any dirt, dust and debris
9. Fill bucket with correct quantity of solution
10. Prepare stripping solution using ratios as per manufacturer's instructions
11. Start on the edges, ensuring enough stripping solution is applied to the floor; use the edging tool as required. Allow contact time as per manufactures instructions
12. Position bucket behind line of work
13. Fit splash skirt and start machine in correct position away from the door
14. Protect all electrical services and surrounding areas from water where possible
15. Position cable behind line of work to reduce trip hazard and ensure it doesn't get caught up in brush/pad or lie in water
16. Use a systematic overlapping pattern to strip the floor, check/turn the pad as necessary
17. Remove any splashes
18. Connect suction machine and start in correct position on a dry area before moving onto a wet area
19. Use wet suction cleaner on the floor before it starts to dry
20. Consider safety at all times when using the machines
21. Remove plugs safely from the power sockets and recoil the cables correctly
22. Rinse floor after stripping (if applicable) using a fresh mopping unit and long strand mop
23. Rinse the floor again (if necessary make sure all polish is removed)
24. Check the floor for dryness and evenness of appearance before applying the first coat of polish
25. Do not go closer than six inches to the walls and fitted furniture
26. Apply the polish evenly to within 100mm of the skirting
27. Ensure the first coat of polish is dry before applying the second coat
28. Apply the second coat at right angles to the first coat
29. Apply the polish evenly taking it up to the skirting
30. Carry out buffing in between coats (if applicable) – refer to separate method statement
31. Buff floor methodically to ensure no patches are missed
32. Safely remove the plugs from the power sockets and recoil the cables correctly
33. Carry out dust control mopping after buffing (if applicable)
34. Remove masking tape from electrical services
35. Ensure the appearance of the floor and surrounding areas are satisfactory after completion of the task
36. Complete the task without damage or risk to people, furniture and fittings
37. Check, clean and store equipment, materials and PPE correctly
38. Remove warning signs and close ventilation (as appropriate)
39. Wash and dry hands thoroughly after completing the task.



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Method Statement Number: 16

Cleaning Personal Computers/Telephones

Associated Risk Assessments

2: Vacuuming Suction Cleaning

06: Damp dusting and Polishing

06A: Microfibre Dry Dusting, Damp Wiping, Drying and Polishing Buffing

16: Cleaning Personal Computers and Telephones

76: Covid-19 Touchpoint Cleaning

Associated Method Statements

2. Vacuuming Suction Cleaning

06: Damp dusting and Polishing

06A: Microfibre Dry Dusting, Damp Wiping, Drying and Polishing Buffing

76: Covid-19 Touchpoint Cleaning

Associated Toolbox Talks

1: Health and Safety for Everyone
8: PPE
11: Machinery – Maintenance
2: COSHH 12 Golden Rules
9: Manual Handling
15: Vacuuming

Personal Protective and Safety Equipment Requirement

1. Chemical Protection Gloves EN374-2/3



2. Warning/Safety Sign



Small Tools / Materials

1. Non Linting Cloths
2. Colour Coded Buckets
3. Telephone Wipes
4. Telephone Sanitizer
5. Cotton Buds
6. Paper Towels
7. Waste Bin or Bag
8. Compressed Air/Spray Duster/Clean Brush
9. Proprietary foam cleaner/cleaning wipes/cleaning solution

Machinery

1. Vacuum Cleaner and attachments/Mini-Vac

Approved Chemicals			
Chemical	Use	Hazardous Classifications	COSHH Assessment Number
Premier Workstation Cleaner	Glass Cleaner	None Product is not deemed to have any adverse effects on human health or the environment	120
Cleanline - Telephone Wipes	Telephone Wipes	H302: Harmful if swallowed H314: Causes severe skin burns and eye damage	12
2 Pure – OdorBac Tec4 - liquid	Odour Eliminator and Cleaner	None Product is not deemed to have any adverse effects on human health or the environment	89

Identified Risks and Safety Controls	
Identified Risk	**Mitigation**
Faulty cables/equipment (electrocution, electrical fires)	
	• Visual user check on equipment prior to use (sockets, plug, cables, Equipment) • Any faults found are reported immediately to the supervisor and not used • Any RCD used to be tested prior to use • No stretching of cables • Annual PA testing of all electrical appliances
Contact with chemical via spills/splashes causing irritation of skin and respiratory problems	
	• Only use approved chemicals • Refer and follow required COSHH assessment on safe use of chemicals • Limit the time using chemical • Mandatory wearing of gloves 'Rubber or Neoprene'. If there is insufficient ventilation wear suitable respiratory equipment 'Dust Mask' • Natural ventilation to be used prior to work commencing. Instructions and training in the safe use of chemicals. • Follow COSHH risk assessment on safe use of chemicals • Appropriate PPE to be worn, first aid facilities to be known in case of emergency

Slips, Trips and Falls including wet floors and trailing cables	
	• Warning signs to be placed before work commences • Warning signs displayed in a suitable position to give other users sufficient time to absorb the information before entering hazard area • Signage displayed until floor dry and/or completed • Store signage away safely when completed • Appropriate footwear to be worn (good grip on soles) • All employees trained in safety procedure • Always mop up any lying pools of water as the work commences, never leave any pools of water on completion of work area • Nviro staff to be vigilant to contaminates which are substances such as water, oil and dust that cause a floor surface to become slippery especially in known hazard areas (i.e., kitchens, canteens/dining areas, changing rooms and washrooms
Manual Handling machines/loads and repetitive strain injuries	
	• All machinery/attachments/chemical containers weigh below 25 Kilos • Rotation of jobs (frequent breaks in pattern of work) • Specific Manual Handling training on Kinetic Lifting for all employees

Additional Safety Controls

Preparation

- Ensure warning signs are displayed at all entrances
- Ensure that all staff have been issued with the correct PPE and that it is worn throughout the task
- Ensure staff carrying out the task have the correct training and that a record of their training is held on central system
- Do not stand on furniture to reach above hand height
- Protect electrical points
- Inform the operator (if applicable) that the telephone is being cleaned
- Use the minimum amount of cleaning agent or sanitiser in order to protect the telephone mechanism
- Areas close to telephone sockets and mains must NOT be cleaned

Machinery

- Do not plug in machinery until fully assembled
- Do not leave machinery unattended
- Cables should be kept behind machinery and away from water
- Do not allow the cable to become taut at ankle height
- When not in use machinery should be left in the correct position
- Check electrical equipment in particular plugs, exposed wiring, broken body, buttons, and cables to ensure they are safe and test TCD report any faults to be reported to a supervisor or manager

Chemicals

- Do not splash chemical solutions
- Ensure chemicals are diluted correctly (See Toolbox Talk 3. Chemical- Safe Dilution)
- Follow COSHH instructions on safe use of chemicals (Toolbox Talk 2: 12 Golden Rules)

Task Procedure

Preparation

1. Check PA test date
2. Thoroughly check all parts of the electrical equipment for wear, damage and that they work properly - Including plugs, pipes, wheels and cables
3. Place warning signs correctly at each entrance/exit point to the area
4. If floor sockets are being used, put a warning sign over the floor socket that is being used
5. Select, check and wear correct PPE
6. Ventilate area (as appropriate)
7. Check with the client regarding availability of equipment for cleaning
8. For computers, ensure both the PC (personal computer) and VDU (visual display unit) are switched off (by the client) at the mains and unplugged before starting the cleaning operation. A live computer should not be tampered with
9. Ensure the client removes any discs in the area of cleaning prior to commencement of the cleaning task
10. Detach anti-glare mesh (if fitted) before cleaning the screen. Speak to the client before removing any items
11. Remove any chewing gum, sweet wrappers etc. before cleaning

Cleaning of Area

1. Remove loose non-adherent dust from the keyboard, screen and PC with the Mini-vac/air spray/brush or non-linting cloth
2. Apply proprietary cleaning solution to the cloth
3. Carry out damp cleaning in a controlled manner
4. Ensure the VDU surround, keyboard surround and other visible surfaces are cleaned to a satisfactory standard and no debris is left
5. Clean the screen systematically, edges first then horizontally in over-lapping strokes.
6. Ensure the screen is free from all visible smears and residues
7. Clean the top of keys and spaces between and around each key using a cotton bud.
8. Ensure cleaning processes are completed without endangering the computer
9. For telephones, be aware that the equipment may be connected to a microphone, switchboard or emergency services; know the appropriate action to take
10. Remove any debris/waste from the area before cleaning
11. Apply the appropriate cleaning/sanitising agent to the cloth

12. Pay particular attention to the telephone ear and mouthpieces
13. Clean the handset, cradle, and button and dial effectively
14. Wipe and dry the flex, untwisting as necessary
15. Damp wipe the base and surround with an appropriate cleaning/sanitising agent and dry (if applicable)
16. Carry out the task systematically, ensuring all areas are cleaned to the required standard
17. Check, clean and store equipment, materials and PPE correctly
18. Remove warning signs and close ventilation (as appropriate)
19. Wash and dry hands thoroughly after completing the task

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METHOD STATEMENT– Number 17

BRUSH WASHING FOOTPATHS AND ROADWAYS

Recommended Equipment and PPE

Personal protective equipment – gloves and outdoor clothing as required

Suitable gloves

Broom

Cleaner – disinfectant spray

Bucket

Diluted cleaning product

Litter picker

Plastic refuse sacks, colour coded if necessary

Warning/Safety Signage

Safety and Control

- ✓ Use appropriate PPE for weather conditions
- ✓ Gloves should be worn
- ✓ Follow manual handling procedures, assistance must be found for heavy or awkward items
- ✓ Further advice must be sought for hazardous or unknown items
- ✓ Be aware of weather conditions
- ✓ Be aware of roads, curbs and other outdoor hazards

Procedure

1. Collect all the required items of equipment
2. Select, check and wear correct PPE
3. Prepare the cleaning solution using the correct ratios and to manufacturer's directions, adding the cleaning agent to the water
4. Place warning signs correctly at each entrance/exit point to the area as appropriate
5. Remove large items of litter from all surfaces prior to sweeping
6. Start the sweeping in correct position i.e. at point furthest
7. Safely place collected dust and debris in the appropriate sack and tie securely
8. Using the cleaning solution, use the broom to brush wash the area, again starting from the furthest point
9. Repeat until the area is clean and there is no standing water in the area
10. Ensure the appearance of the surrounding areas are satisfactory after completion of the task
11. Complete the task without damage or risk to people or property
12. Check, clean and store equipment, materials and PPE correctly
13. Remove warning signs and close ventilation (as appropriate)
14. Wash and dry hands thoroughly after completing the task
15. Report evidence of infestation or damage to your line manager.

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METHOD STATEMENT– Number 18

MACHINE SWEEPING WITH A PETROL/PROPANE POWERED SWEEPER

Equipment and PPE

Petrol/Propane powered sweeper

Machine sweeping brushes

Warning signs

Personal protective equipment

Procedure

1. Select, check and safely assemble the correct equipment.
2. Place warning signs correctly.
3. Select, check and wear the correct PPE.
4. Ventilate area (where appropriate).
5. Switch off the machine and remove the ignition key before any checks are carried out.
6. If fitted, check the can crusher to ensure it is clear at the start of the task.
7. Check the collection sack/hopper to ensure it is empty as the start of the task.
8. Depending on the type of machine used, ensure the brush position and pressure is considered according to manufacturer's instructions (if applicable).
9. Consider the width of the turning radius in relation to the size of the machine being used and the width of access points, corridors etc.
10. Ensure all control levers are free moving and set in the right position to start the machine.
11. Carry out the start-up procedure in a safe and controlled manner.
12. Keep the machine under control at all times during the task.
13. Sweep the floor using a systematic overlapping pattern.
14. Carry out sweeping with regard to edges and immovable obstacles.
15. Check and change the brushes as necessary.
16. Consider the speed of the machine in relation to the soilage on the floor.
17. Check the collection sack/hopper regularly and empty as necessary.
18. Ensure you have planned the route.
19. Ensure the appearance of the floor and surrounding areas are satisfactory after completion of the task.
20. Complete the task without damage or risk to people, furniture or furnishings.
21. Check, clean and store equipment, materials and PPE correctly.
22. Remove warning signs and close ventilation (as appropriate).

Safety and Control

- ✓ Ensure warning signs are displayed
- ✓ Do not leave equipment unattended
- ✓ Staff must be suitably trained or supervised

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METHOD STATEMENT– Number 18A

MACHINE SWEEPING WITH BATTERY POWERED SWEEPER

Equipment and PPE

Battery powered machine sweeper

Machine sweeping brushes

Warning signs

Personal protective equipment

Battery top up dispenser

Procedure

1. Select, check and assemble correct equipment.
2. Place warning signs correctly.
3. Select, check and wear correct PPE.
4. Ventilate area (where appropriate).
5. Switch off battery charger before the machine is disconnected from the charger.
6. Be aware of the type of battery being used and the potential hazards that can occur.
7. Connect the battery to the machine in a safe manner taking care that hands are dry etc.
8. Test the machine to ensure the battery has been connected properly and that no warning lights on the machine are alight.
9. Ensure the brush position, pressure and speed is correct in relation to soilage on the floor and according to the manufacturer's instructions (if applicable).
10. Consider the width of the turning radius in relation to the size of the machine being used, and the width of access points, corridors etc.
11. Keep the machine under control at all times.
12. Check the collection hopper regularly and empty as necessary.
13. Sweep the area using a systematic overlapping pattern and change the brushes as necessary.
14. Give proper attention to edges and around immovable objects, use alternative cleaning methods as required.
15. Ensure you plan the route you will clean.
16. Ensure the appearance of the floor and surrounding areas are satisfactory after completion of the task.
17. Take care not to damage or risk to people, furniture or furnishings.
18. Disconnect the battery from the machine and reconnect to the charger unit, ensuring the unit is switched off first.
19. Check the battery liquid level before recharging. However, if topping up is required, this should be done after charging as the battery contents expand during the recharging process and leakage might occur.
20. Check, clean and store equipment, materials and PPE correctly.
21. Remove warning signs and close ventilation (as appropriate).

Safety and Control

- ✓ There are different types and voltage of batteries used with sweepers; the correct recharging units are to be used according to the manufacturer's instructions e.g. batteries sealed or unsealed, 6V, 12V or 24V

- ✓ Explosive gases can occur whilst a battery is being recharged; ensure you know the correct health and safety procedures
- ✓ Ensure warning signs are displayed
- ✓ Do not leave equipment unattended
- ✓ Put any electrical socket covers back
- ✓ Follow COSHH instructions on safe use of chemicals

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METHOD STATEMENT– Number 18B

MACHINE SWEEPING WITH DIESEL NILFISK 2250 ROADSWEEPER

Equipment and PPE

Nilfisk 2250

Machine sweeping brush deck

Safety shoes

High visibility clothing

Suitable outdoor clothing

Supplied ear defenders

Pre-operation Procedure

1. Select, check and wear the correct PPE
2. Assess area and weather conditions for suitability for use
3. Obtain keys using correct sign in / sign out procedure
4. **Unlock vehicle and perform vehicle safety check procedure check sheet**
5. Check brush unit, check brushes are clean
6. Check hopper is clean and empty
7. Check water tank is full
8. Check vacuum pick up is clear of debris and entrance point is clear
9. Check vacuum hose is clean and clear
10. Check vacuum entry point to hopper is clean and clear
11. Check tyre depth above 1.6mm and pressures are within guidelines displayed in cab
12. Check machine for visible damage
13. Check Machine is clean, including lights, indicators, screens and mirrors
14. Enter cab and Place keys in ignition but do not start
15. Adjust driver seat to suitable height and distance from pedals
16. Insert Key and turn on ignition
17. Check for warning lights and cease operation and report and report faults where appropriate
18. Exit cab and place brush deck in position for coupling
19. Check levers and controls are set in start positions and that hydraulic power is set to send to front of machine
20. Check machine is in “tortoise mode”
21. Switch on all headlights and warning lights
22. Put on ear defenders
23. Recheck for persons in immediate area using vision and rear camera facility
24. Start engine with foot on brake
25. Drive forwards slowly to attach brush deck using lever controls to raise and lock into position
26. Switch off engine, remove keys and exit cab
27. Lock on scrub deck using lock lever
28. Adjust height so brushes correctly contact the floor using jockey wheel

29. Re-enter cab, switch on ignition, check for warning lights and start engine if appropriate
30. Perform visual check for other persons and obstacles
31. Move off slowly

Refuelling

32. Only refuel at authorised point
33. Switch off engine and apply brake
34. Refuel with DIESEL only
35. Ensure fuel is not spilt and that cap is secure prior to recommencing operation

Sweeping Operation

36. Drop scrub deck when sweeping is to commence and switch on vacuum motor
37. Consider the speed of the machine in relation to ground levels, weather conditions and inclines
38. Be aware of split body and sharp turning, slow for corners, always take inclines and declines straight up and down.
39. Continuously check for other persons vehicles and obstacles
40. Ensure you have planned the route sweeping in linear motions

When external vacuum or pressure washer is required

41. When operating pressure washer refer to method statement 14a
42. Stop machine and park safely, never on un-even ground or where blocking safe ingress or access routes. Never park on incline
43. Never leave the machine at any point
44. Select power to rear motors
45. Select appropriate tool
46. When vacuuming ensure hose does not become blocked, check hopper levels at regular intervals
47. When pressure washing ensure the operation does not last more than 20 minutes, check water levels at regular intervals

Completion of task

48. Ensure the appearance of the floor and surrounding areas are satisfactory after completion of the task.
49. If hopper requires emptying, locate suitable refuse point, reverse using camera to 0.3m, use hydraulic tipper lever to gently raise hopper in order to tip waste into bin
50. Park vehicle back in storage area at end of operation, put on parking brake
51. Drop scrub deck and turn off engine
52. Unhitch scrub deck
53. Enter vehicle, check for surrounding obstacles or people, start engine and reverse 1 meter to detach scrub deck
54. Switch off engine and engage parking brake
55. Use pressure washer to clean down vehicle and brushes
56. Clean out all hoses, waste entry points

57. Perform full vehicle post check sheet 58. Ensure vehicle is secure and locked 59. Return keys following correct sign back procedure
Safety and Control ✓ Do not leave equipment unattended ✓ Operator must be fully certificated by manufacturer in order to use this machine **NEVER ALLOW ANY UNAUTHORISED USE** ✓ Operator must hold full UK driving licence ✓ Vehicle must never be parked in a unsafe place I.e. causing an obstruction or on an incline ✓ Must not be used in inclement unsuitable weather conditions ✓ PPE must be worn

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METHOD STATEMENT– Number 19

WINDOW CLEANING BY WATER FED POLE

Recommended Equipment and PPE

Overalls
Safety Footwear
Face visor/safety glasses
Protective gloves
Application heads
Mobile ionised water pumping system
Warning/Safety signs
1 x mop and bucket for mopping up any spills
Aluminum poles of various lengths

Safety and Control

- ✓ Wear personal protective equipment
- ✓ Do not stand on furniture to reach above hand height
- ✓ Follow COSHH instructions on safe use of chemicals
- ✓ Do not leave equipment unattended
- ✓ Protect electrical points

Procedure

1. On arrival check weather conditions at site – if conditions are poor – such as if winds are blustery, rain is affecting visibility, or if lightning is a possibility, do not continue
2. Ensure site contact is made and site induction undertaken
3. Before starting work ensure there are NO OVERHEAD CABLES with which the water fed poles could come into contact
4. Warning signs to be placed around the base of the structure to be cleaned so that they can be seen when approaching the area that is being cleaned
5. Warning signs should also be placed to highlight the hose and any cables
6. Ensure pressure hoses supplying water to the washing head via tubes are arranged tidily on the ground and do not present a trip hazard
7. Ensure hose lines are properly assembled and without defect
8. Ensure power cable is clear of operational area and protected against water
9. Aluminum poles are to be assembled whilst they are laid out on the ground - DO NOT ATTEMPT TO add or remove tube sections whilst pole is in raised position. Poles of up to 14 meters in length to be operated by 1 cleaner. Pole lengths over 14 and under 25 meters must be operated by 2 cleaners
10. Check that pole with correct attachment is assembled to correct length to reach intended height
11. Check clamps securing each section of tube are adequately tightened
12. Ensure the section with the 'base ring' is at the base of the assembled tube
13. Place the base ring against the base of the building and lay the pole at right angles to the building along the ground.
14. Pick the pole up near to the brush and raise it above the head
15. Walk towards the building, raising the pole hand over hand until it is vertical and parallel to the building wall
16. Whilst keeping the pole parallel to the wall, place the brush head against the surface to be cleaned
17. Lift the butt end of the pole to a comfortable holding height

18. Move a short distance away from the building, creating a slight angle to the wall and letting the pole transfer the pressure gently onto the brush head and the surface to be cleaned
19. Wash the surface with an up-and-down motion, which is achieved by walking forwards and backwards rather than by raising and lowering the arms
20. Clean adjacent surfaces until all windows at that level have been completed.
21. Lower the pole using the reverse of the procedure that was used to raise it, until it is lying on the ground, and add or remove aluminum sections until length of pole is correct for next level of windows
22. When all cleaning is complete, lower the pole using the reverse of the procedure that was used to raise it, until it is lying on the ground
23. Disassemble aluminum pole sections and store away safely
24. Disconnect power supply to mobile ionising water pumping system
25. Mop up surplus water within working area and discard waste water into drainage system
26. Ensure the appearance of the windows surrounding areas are satisfactory after completion of the task
27. Complete the task without damage or risk to people, furniture and fittings
28. Check, clean and store equipment, materials and PPE correctly
29. Remove warning signs and close ventilation (as appropriate)
30. Wash and dry hands thoroughly after completing the task
31. Inform site contact and get work signed off as required.



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Method Statement Number: 20

Damp Mopping

Associated Risk Assessments

20: Damp Mopping

Associated Method Statements

Associated Tool Box Talks

1: Health and Safety for Everyone
2: COSHH 12 Golden Rules
6: Slips, Trips and Falls
3: Chemical Safe Dilution
8: PPE
9: Manual Handling
16: Colour Coding

Personal Protective and Safety Equipment Requirement

1. Chemical Protection Gloves EN374-2/3



2. Disposable Mask



3. Warning Safety Sign



4. Protective Footwear



Small Tools / Materials (Refer to folder as to what they need)

1. Colour Coded Mop and Bucket
2. Colour Coded Cloths
3. Scraper
4. Abrasive pad
5. Broom/Dustpan and Brush

Machinery

None

Approved Chemicals			
Chemical	Use	Hazardous Classifications	COSHH Assessment Number
Cleanline Eco Lemon Gel	Floor Cleaner	H226 Flammable liquid and vapour H314 Causes severe skin burns and eye damage H315 Causes skin irritation H317 May cause an allergic skin reaction H318 Causes serious eye damage H400 Very toxic to aquatic life H410 Very toxic to aquatic life with long lasting effects H411 Toxic to aquatic life with long lasting effects H412 Harmful to aquatic life with long lasting effects	15
Clover UBIK 2000	Floor Cleaner	H302 Harmful if swallowed H314 Causes severe skin burns and eye damage H315 Causes skin irritation H318 Causes serious eye damage H319 Causes serious eye irritation	22
Diversey LTD - Carefree Stride 1000	Hard Floor Detergent	H302 Harmful if swallowed H315 Causes skin irritation H317 May cause an allergic skin reaction H318 Causes serious eye damage H319 Causes serious eye irritation H400 Very toxic to aquatic life H412 Harmful to aquatic life with long lasting effects	28
2PURE Odorbac Tec 4	Multi Cleaner, Disinfectant	None – Product is not deemed to have any adverse effects on human health or the environment	89

Identified Risks and Safety Controls	
Identified Risk	**Mitigation**
Awkward Posture (Reaching, Bending, Twisting)	
	• Rotation of jobs • Moving in various directions to spread out the workload to various muscles. Use a light grip • Maintain neutral postures • Neck flexion and stretching in opposite directions
Contact with chemical via spills/splashes causing irritation of skin and respiratory problems	
	• Only use approved chemicals • Refer and follow required COSHH assessment on safe use of chemicals • Limit the time using chemical • Natural ventilation to be used prior to work commencing. Instructions and training in the safe use of chemicals. Follow COSHH risk assessment on safe use of chemicals Appropriate PPE to be worn, first aid facilities to be known in case of emergency

Slips, Trips and Falls including wet floors and trailing cables	
	• Warning signs to be placed before work commences • Warning signs displayed in a suitable position to give other users sufficient time to absorb the information before entering hazard area • Signage displayed until floor dry and/or completed • Store signage away safely when completed • Appropriate footwear to be worn (good grip on soles) • All employees trained in safety procedure • Always mop up any lying pools of water as the work commences, never leave any pools of water on completion of work area
Manual Handling machines/loads and repetative strain injuries	
	• Rotation of jobs (frequent breaks in pattern of work) • Specific Manual Handling training on Kinetic Lifting for all employees

Additional Safety Controls

Preparation

- Ensure warning signs are displayed at all entrances
- Ensure that all staff have been issued with the correct PPE and that it is worn throughout the task
- Ensure staff carrying out the task have the correct training and that a record of their training is held on central system

Chemicals

- Do not splash chemical solutions
- Ensure chemicals are diluted correctly (See Toolbox Talk 3. Chemical- Safe Dilution)
- Follow COSHH instructions on safe use of chemicals (Toolbox Talk 2: 12 Golden Rules)

Task Procedure

Preparation

1. Thoroughly check all parts of equipment for wear, damage and that they work properly - including plugs, pipes, wheels and cables
2. Place warning signs correctly at each entrance/exit point to the area
3. Select, check and wear correct PPE
4. Ventilate area (as appropriate)
5. Prepare the cleaning solution using the correct ratios and to manufacturer's directions, adding the cleaning agent to the water
6. Sweep up any loose debris
7. Remove chewing gum with scraper

Cleaning of Area

1. Begin mopping at furthest point from door
2. Start around edges working around the skirting board
3. Mop the floor using a figure of eight or overlapping line movement
4. Ensure buckets are always kept behind the line of work
5. Rinse mop out regularly
6. Change cleaning solution when required
7. Wipe skirting with clean damp cloth if necessary
8. Ensure the appearance of the floor and surrounding areas are satisfactory after completion of the task
9. Complete the task without damage or risk to people, furniture and fittings
10. Check, clean and store equipment, materials and PPE correctly
11. Wash mop heads and hang out to dry as required
12. Remove warning signs once the floor is completely dry and close ventilation (as appropriate)
13. Wash and dry hands thoroughly after completing the task

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METHOD STATEMENT– Number 20A

MICRO FIBRE DAMP FLAT MOPPING

Recommended Equipment and PPE

Personal protective equipment
Warning/Safety Signs
Trolley or holding device
Colour coded micro fibre damp mops (sufficient for area)
Scrub mop or abrasive pad (if necessary)
Colour coded micro fibre cloths – damp/dry (if necessary)
Colour coded mop handle
Colour coded mop frame
Mop box or lidded container
Mop preparation box and measuring jug
Net laundry bag with impervious outer
Plastic sack
Scraper

Safety and Control

- ✓ Use appropriate PPE
- ✓ Warning signs must be in place
- ✓ During the task, no cleaning agents must be used on micro fibre materials
- ✓ Ensure mop heads are laundered in line with manufacturer's instructions

Procedure

1. Place warning signs correctly at each entrance/exit point to the area
2. Select, check and wear correct PPE
3. Ventilate area (as appropriate)
4. Select, check and safely assemble correct equipment
5. Prepare mops, use the measuring jug and allow time for absorption
6. Adjust the mop handle where necessary to suit your height
7. Clean edges first
8. Working backwards, mop using systematic overlapping passes
9. Use scrub mop or abrasive pad where necessary
10. Check damp mop and change (if necessary) to maintain effective cleaning
11. Carry out task systematically to ensure all areas are cleaned effectively and efficiently
12. Remove chewing gum with scraper (when wet)
13. Ensure the area being cleaned is of a manageable size, so that you remain in full control without over stretching
14. Ensure appearance of the floor and surrounding area is satisfactory after completion of the task
15. Complete the task without damage or risk to people, furniture or furnishings
16. Remove the mop head safely from the mop frame and place in the laundry bag
17. Seal the laundry bags and take to the collection point
18. Ensure the appearance of the floor and surrounding areas are satisfactory after completion of the task
19. Check, clean and store equipment, materials and PPE correctly
20. When floor is completely dry, remove warning signs and close ventilation (as appropriate)
21. Wash hands thoroughly, rinse and dry upon completion of task.

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METHOD STATEMENT- Number 21
USE of 400 SERIES GREEN MACHINE (ROAD SWEEPER "SIT ON")
Equipment and PPE Ear protection Hi Vis Jacket Wet weather gear Steel toe cap boots/shoes
Procedure 1. Wear correct PPE 2. Never put hands, fingers or loose clothing near moving parts 3. Always switch the engine OFF and remove keys before re-fuelling 4. Use of horn when manoeuvring around blind corners 5. Always switch the engine OFF and remove keys before removing any outside cover 6. Check, clean and store equipment and materials correctly
Safety and Control ✓ Daily user checks before use (lights, horn, brakes and dead man clutch) ✓ Report any defects immediately ✓ Do not leave equipment unattended ✓ Staff must be suitably trained or supervised

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METHOD STATEMENT– Number 22

BONNET MOPPING

Recommended Equipment and PPE

Appropriate rotary floor machine with tank suitable for bonnet mopping

Gear press unit or hand sprayer (if machine doesn't have a tank)

Bonnet mops

Drive disc

Bucket

Personal protective equipment

Abrasive pad

Cleaning agent

Cloth

Warning/safety signs

Measuring apparatus

Safety and Control

- ✓ Check electrical equipment in particular plugs and cables to ensure they are safe and test RCD report any faults to Supervisor/Manager
- ✓ Do not plug in machine until fully assembled using an RCD
- ✓ Do not leave machine unattended
- ✓ Cables should be kept behind machine and out of the way
- ✓ Do not allow the cable to become taut at ankle height
- ✓ Follow COSHH instructions on safe use of chemicals
- ✓ Staff must be suitably trained or supervised

Procedure

1. Check PA test date
2. Thoroughly check all parts of the electrical equipment for wear, damage and that they work properly - Including plugs, pipes, wheels and cables
3. Place warning signs correctly at each entrance/exit point to the area
4. If floor sockets are being used, put a warning sign over the floor socket that is being used
5. Select, check and wear correct PPE
6. Ventilate area (as appropriate)
7. Prepare the cleaning solution using the correct ratios and to manufacturer's directions, adding the cleaning agent to the water
8. Pre spray any heavy stains (to allow contact time
9. Fill tank correctly so that no splashing occurs (if appropriate)
10. Remove marks from floor surface; use cloth(s) and abrasive pad to clean corners before bonnet mopping is started
11. Be careful not to over wet the floor
12. Start the operation at the correct point e.g. furthest from the door
13. Clean the area of floor adjacent to skirting by 'cutting in' parallel to the skirting board
14. Carry out mopping systematically using overlapping passes and covering all parts of the floor, keeping the machine under control at all times

15. Take care to ensure the cable is always behind the line of work
16. Check the condition of bonnet, turning/changing/washing as necessary
17. Safely remove the plug from the power socket and recoil the cable safely
18. Ensure the appearance of the floor and surrounding areas are satisfactory after completion of the task
19. Complete the task without damage or risk to people, furniture and fittings
20. Check, clean and store equipment, materials and PPE correctly
21. Remove warning signs and close ventilation (as appropriate)
22. Wash and dry hands thoroughly after completing the task.

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METHOD STATEMENT– Number 23

OILING FLOORS WITH FLOOR OIL

Recommended Equipment and PPE

Personal Protective Equipment
Suitable floor oil for the task
Warning/Safety signs
Colour coded buckets and mops
Dust control mop
Colour coded cloths
Vacuum cleaner and appropriate tools
Clean dust bag and filters

Safety and Control

- ✓ Ensure the client has advised building users that the area is being oiled as drying time is required
- ✓ Refer to relevant method statement for dry mopping and vacuuming
- ✓ Gloves must be worn
- ✓ Check electrical equipment in particular plugs and cables to ensure they are safe and test RCD report any faults to Supervisor/Manager
- ✓ Do not plug in machine until fully assembled using an RCD
- ✓ Do not leave machine unattended
- ✓ Do not allow the cable to become taut at ankle height
- ✓ Do not splash solution
- ✓ Ensure warning signs/door notices are displayed
- ✓ Follow COSHH instructions on safe use of chemicals
- ✓ Staff must be suitably trained or supervised

Procedure

1. Check PA test date
2. Thoroughly check all parts of the electrical equipment for wear, damage and that they work properly - Including plugs, pipes, wheels and cables
3. Place warning signs correctly at each entrance/exit point to the area and put notices on the doors as required
4. If floor sockets are being used, put a warning sign over the floor socket that is being used
5. Select, check and wear correct PPE
6. Ventilate area (as appropriate)
7. Remove furniture from area. If furniture cannot be removed do one area at a time.
8. Remove dust from floor using dust control mop and vacuum cleaner, pay special attention to the corners and edges. Refer to relevant method statement for these tasks
9. Fill oiling bucket with suitable product
10. Shake Oil before use to make sure no sediment is left
11. Apply solution with suitable (lambs wool) applicator

12. Starting furthest from the door using overlapping pattern on single strips or sections within the room
13. Clean all corners and edges with damp cloth
14. Remove splashes from walls and skirting as they occur with a damp cloth
15. When an area has been completely done leave to dry for three/five hours or overnight if possible
16. If any surplus oil is not absorbed this can be removed by sweeping clean sawdust across the service or by using a dry cloth and working in the oil – then leave for a further hour
17. Ensure the appearance of the floor and surrounding areas are satisfactory after completion of the task
18. Complete the task without damage or risk to people, furniture and fittings
19. Check, clean and store equipment, materials and PPE correctly
20. Remove warning signs and close ventilation (as appropriate). Signage should only be removed once the floor is completely dry
21. Wash and dry hands thoroughly after completing the task
22. Advise the client that the work is completed.



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Method Statement Number: 25b

Chewing Gum Removal Using I-Gum Tool

Associated Risk Assessments

25b: Chewing Gum Removal Using I-Gum Tool

Associated Method Statements

None

Associated Toolbox Talks

1: Health and Safety for Everyone
8: PPE
11: Machinery – Maintenance
2: COSHH 12 Golden Rules
9: Manual Handling

Personal Protective and Safety Equipment Requirement

1. Well Fitting Cut Resistant L3 Gloves



2. Warning/Safety Sign



3. Safety Glasses



4. High Visibility Outdoor Clothing (as Required)



Small Tools / Materials

1. Soft Broom

Machinery

1. I-Gum System Complete with Metal/Soft Brush Fitted

Approved Chemicals			
Chemical	Use	Hazardous Classifications	COSHH Assessment Number
I-Gum Chewing Gum Remover	Chewing Gum Remover	H301: Toxic if swallowed H311: Toxic in contact with skin H314: Causes severe skin burns and eye damage H317: May cause an allergic skin reaction H318: Causes serious eye damage H319: Causes serious eye irritation H331: Toxic if inhaled H400: Very toxic to aquatic life H410: Very toxic to aquatic life with long lasting effects	123

Identified Risks and Safety Controls	
Identified Risk	**Mitigation**
Exposed to Outside Weather Conditions	
	• Mandatory wearing of appropriate personnel protective equipment (wet weather gear, thermal clothing High Vis Jacket) • Operatives to be regularly monitored during extreme weather conditions
Collision with Other Personnel and/or Vehicle Movement	
	• Nviro employees to be aware of traffic routes • High Visibility signs to be always used before work commences, positioned so information can easily be understood in advance of approaching the working area • Mandatory wearing of appropriate PPE (wet weather gear, High Vis Jacket)
Hot Lance End Resulting in Burns to Legs, Arms and Hands from Lance	
	• Correct training in use of I-Gum • Trained operatives only to use I-Gum • Do not touch Lance below blue strip • At least cut resistant L3 gloves to be worn
Boiling Water from Lance Resulting in Steam Burns/Scalding to Legs, Arms and Hands from Lance	
	• Correct training in the use of I-Gum • Trained operatives only to use I-Gum • Ensure that the lance is never allowed to lay flat, is kept upright during use, and is not pointed towards any person or persons • At least Cut resistant L3 gloves to be worn

Identified Risks and Safety Controls	
Identified Risk	**Mitigation**
Manual Handling of Equipment and Use of Lance Resulting in Musculo-skeletal Disorders (Strains/Sprains to Back, Legs, Arms and Fingers)	
	• Backpack fittings to be removed and I-Gum used as trolley only • Ensure suitable grip is engaged on lance when in use • Use both hands to support lance, hold lance across the body - keeping tip of lance close by (avoid reaching) • Rotate jobs and/or include micro breaks
Contact with chemical via spills/splashes causing irritation of skin and respiratory problems	
	• Safety Glasses to be worn • First aid facilities to be known in case of emergency • Only use approved chemicals • Refer and follow required COSHH assessment on safe use of chemicals • Limit the time using chemical • Mandatory wearing of gloves 'Rubber or Neoprene' - if there is insufficient ventilation wear suitable respiratory equipment 'Dust Mask' • Natural ventilation to be used prior to work commencing - Follow instructions and training in the safe use of chemicals • Follow COSHH risk assessment on safe use of chemicals • Appropriate PPE to be worn, first aid facilities to be known in case of emergency • Continuation of identifying safest agents that can be used to reduce long term occupational safety to a minimum • No agents used recorded under the EH 40 list (work place exposure limits)

Additional Safety Controls

Preparation

- Ensure warning signs are displayed at all entrances
- Ensure that all staff have been issued with the correct PPE and that it is worn throughout the task (safety glasses and L3 cut gloves to be worn)
- Ensure staff carrying out the task have the correct training and that a record of their training is held on central system or will be supervised
- Ensure battery is fully charged before use

Machinery

- Do not leave machinery/equipment unattended
- Ensure lance is kept upright during use – DO NOT lay flat when in operation
- Ensure backpack is removed from frame and machine is used as trolley only

Chemicals

- Only use I-Gum remover solution with this machine – no other chemical to be used with this equipment
- Do not splash chemical solutions
- Ensure chemicals are diluted correctly (See Toolbox Talk 3. Chemical- Safe Dilution)
- Follow COSHH instructions on safe use of chemicals (Toolbox Talk 2: 12 Golden Rules)

Task Procedure

Preparation

Before Operation

1. Check PA test date
2. Thoroughly check all parts of the electrical equipment for wear, damage and that they work properly
3. Select, check and wear correct PPE
4. Check level of chemical on side of tank, if needed add Gum Remover solution by opening yellow plug and filling to full line
5. Ensure both batteries (blue in top, grey in bottom) are attached correctly

Turning on I-Gum

1. Turn machine on (black switch on side of machine)
2. Turn on wand (black button on wand) and choose low or high temperature
3. Once chemical is flowing freely from brush connection, turn steam controller back to the halfway point on the dial
4. Scrub chewing gum mark with wand (orange button on wand to release chemical)

Cleaning of Area

Gum Removal

1. Place brush on gum patch and wait about 5 seconds
2. Agitate the gum using circular motions until it disintegrates
3. Remove brush from gum, and sweep with soft brush to see if further treatment required
4. Change brush as required (soft brush for carpet/hard floor, metal brush for concrete/outside flooring)

After Use

1. Turn off black switch
2. Return all equipment and chemicals to secure storage
3. Ensure trolley and lance are kept upright

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METHOD STATEMENT– Number 27

USE OF STEP LADDERS

Equipment and PPE

Step Ladder

Any other equipment required for the task such as cloths

Safety and Control

- ✓ Refer to the risk assessment for this task
- ✓ Report any defective step ladder immediately and prevent its use by others.
- ✓ Remember, if it's defective it's illegal!
- ✓ Step ladders are an extremely convenient way of accessing work, which is out of reach, but familiarity can lead to carelessness. Falling off a step ladder is no less serious than off an ordinary ladder so equal care is called for - the floor is just as hard!
- ✓ Step ladders are covered by the same regulations as ordinary ladders regarding construction and materials and this is even more critical because of the extra parts required to make them foldable. (Construction/Working Places) Regulations and Work Equipment Regulations).

Procedure / Step Ladders Rules

1. Visual inspection of the step ladder for defects before use to ensure it is in good condition:
    - Stiles, feet, runs
    - Check anti-spread device (cords, clips brackets etc.)
    - Check folding mechanism (hinges, pin, rivets, etc.)
2. Always spread the ladder to its fullest extent, so that it can't suddenly jerk while you are on it
3. Ensure that all four stiles are on firm, level ground (use of an unsteady step ladder is an offence!)
4. Place warning signs correctly at each entrance/exit point to the area
5. Place the step ladder at right angles to the work so that twisting the body is not necessary. Try to visualise where the centre of gravity of you, any tools or materials, and the ladder, lies so that it stays within the base area of the step ladder
6. Ensure 3 points of contact when climbing up or down the ladder (2 hands, 1 foot or 2 feet and 1 hand)
7. You must always have a secure handhold; your knees are not allowed above the top step unless there is some other handhold e.g. an extension
8. Do not overreach
9. Carry out the required task, referring the relevant method statement
10. Ensure the appearance of the floor and surrounding areas are satisfactory after completion of the task
11. Complete the task without damage or risk to people, furniture and fittings
12. Check, clean and store equipment, materials and PPE correctly
13. Remove warning signs and close ventilation (as appropriate)
14. Wash and dry hands thoroughly after completing the task.

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Method Statement Number: 28

Cell Cleaning/Custody Areas

Associated Risk Assessments

1: Toilet Washroom Cleaning
2: Vacuuming/Suction Cleaning
5: Cleaning of Glass and Mirrors (to hand height only)
6: Damp Dusting and Polishing
9: High Level Cleaning/Dusting
20: Damp Mopping
28: Cell Cleaning and Custody Areas
38: Bodily Fluids and Contaminated Items
46: Dust Mop Sweeping
67: Wall Washing

Associated Method Statements

1: Toilet Washroom Cleaning
2: Vacuuming/Suction Cleaning
5: Cleaning of Glass and Mirrors (to hand height only)
6: Damp Dusting and Polishing
9: High Level Cleaning/Dusting
20: Damp Mopping
38: Bodily Fluids and Contaminated Items
46: Dust Mop Sweeping
67: Wall Washing

Associated Toolbox Talks

1: Health and Safety for Everyone
2: COSHH 12 Golden Rules
3: Chemical Safe Dilution
6: Slips, Trips and Falls
7: Safety Signage
8: PPE
15: Vacuuming
16: Colour Coding - Police
18: Bodily Fluids
17: General Cleaning

Personal Protective and Safety Equipment Requirement

1. Gloves



2. Mask



3. Goggles



4. Warning Sign



Small Tools / Materials

1. Toilet brush
2. Colour coded cloths
3. Colour coded buckets and mops
4. Dustpan and brush
5. Dust mop
6: Sharps container and picker
7: Clinical waste bags
8: Body fluid spillage kit or relevant components (absorbent granules, disinfectant)
9: Flat mop and bucket
10: Scraper

Machinery

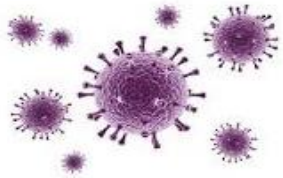
1. Vacuum

Approved Chemicals

Chemical	Use	Hazardous Classifications	COSHH Assessment Number
Cleanline Sulphamic acid toilet descaler Liquid	Descaler for toilets	H315 Causes skin irritation H317 May cause an allergic skin reaction. H318 Causes serious eye damage. H319 Causes serious eye irritation. H361 Suspected of damaging fertility or the unborn child H411 Toxic to aquatic life with long lasting effects. H412 Harmful to aquatic life with long lasting effects.	11
Clover Lance Liquid spray	Descaler	H314 Causes severe skin burns and eye damage H315 Causes skin irritation H318 Causes serious eye damage	20
2 Pure Odorbac Tec4 liquid	Multi-purpose cleaner and disinfectant	None – Product is not deemed to have any adverse effects on human health or the environment.	89
Sanitaire Emergency Clean up Powder	Absorbent granules	None – Product is not deemed to have any adverse effects on human health or the environment.	121

Cleanline – Glass and Stainless-Steel Cleaner - Liquid	Glass and stainless-steel cleaner	H225 Highly flammable liquid and vapour. H319 Causes serious eye irritation. H336 May cause drowsiness or dizziness.	94
Reliance Medical – Sanitiser Spray	Body Spills	H225 Highly Flammable liquid and vapour H319 Causes serious eye irritation H336 May cause drowsiness or dizziness	118

Identified Risks and Safety Controls	
Identified Risk	**Mitigation**
Contact with chemical via spills/splashes causing irritation of skin and respiratory problems	
	• Only use approved chemicals • Refer and follow required COSHH assessment on safe use of chemicals with the opening of windows and/or use of extractor system. • Limit the time using chemical • Mandatory wearing of gloves 'Rubber or Neoprene.' If there is insufficient ventilation wear suitable respiratory equipment 'Dust Mask' • Natural ventilation to be used prior to work commencing. Instructions and training in the safe use of chemicals. Follow COSHH risk assessment on safe use of chemicals • Appropriate PPE to be worn, first aid facilities to be known in case of emergency
De-scaler use only	
	• As above plus additional PPE face mask, apply de-scaler using a small hand mop applicator, or direct from bottle if in container with direction nozzle
Slips, Trips and Falls including wet floors and trailing cables	
	• Warning signs to be placed before work commences • Warning signs displayed in a suitable position to give other users sufficient time to absorb the information before entering hazard area • Signage displayed until floor dry and/or completed • Store signage away safely when completed • Appropriate footwear to be worn (good grip on soles) • All employees trained in safety procedure • Always mop up any lying pools of water as the work commences, never leave any pools of water on completion of work area

Identified Risks and Safety Controls	
Identified Risk	**Mitigation**
Manual Handling machines/loads and repetitive strain injuries	
	• All machinery/attachments/chemical containers weigh below 25 Kilos • Rotation of jobs (frequent breaks in pattern of work) • Specific Manual Handling training on Kinetic Lifting for all employees
Contact with human faeces (Parasites and Toxoplasma)	
	• Use appropriate PPE rubber/latex gloves • Flush toilets prior to any cleaning activity to take place
Awkward Posture (Reaching, Bending, Twisting)	
	• Rotation of jobs • Moving in various directions to spread out the workload to various muscles. Use a light grip • Maintain neutral postures • Neck flexion and stretching in opposite directions

Identified Risks and Safety Controls	
Identified Risk	**Mitigation**
Biohazard possible infections such as HIV/Hepatitis	
	• Only handle if you have had training to do so and you have the correct equipment • Always wear appropriate PPE • Dispose of all sharps and needles in a Sharps Bin • An assessment of the area must take place before work commences, this will include checking with the customer on site and the Service Manager
Faulty cables/equipment (electrocution, electrical fires)	
	• Visual user check on equipment prior to use (sockets, plug, cables, equipment) • Any faults found are reported immediately to the supervisor and not used • Any RCD used to be tested prior to use • No stretching of cables • Annual PA testing of all electrical appliances

Additional Safety Controls

Machinery

- Do not plug in machinery until fully assembled
- Do not leave machinery unattended
- Cables should be kept behind machinery and away from water
- Do not allow the cable to become taut at ankle height
- When not in use machinery should be left in the correct position
- Check electrical equipment in particular plugs and cables to ensure they are safe any faults to be reported to a supervisor or manager

Chemicals

- Do not splash chemical solutions
- Ensure chemicals are diluted correctly (See Toolbox Talk 3. Chemical- Safe Dilution)
- Follow COSHH instructions on safe use of chemicals (Toolbox Talk 2: 12 Golden Rules)
- De-scaler to be used as per De-Scaling Method

Cell Cleaning and Custody Areas

- Equipment used for body fluid spillage's should not be used for any other task
- Body fluids include: blood, urine, vomit, faeces, saliva, semen etc.
- Contaminated items include: Unsecured nappies, sanitary towels, contraceptives, clothing, wound dressings, needles etc.
- Gloves must be worn
- Spillage should be reported to the appropriate person and only cleared by trained personnel
- Staff must be suitably trained or supervised
- Please refer to other relevant risk assessments and method statements for related tasks such as vacuuming/mopping etc.
- If the signage is left out due to the floor not being dry enough, please advise the custody sergeant.

Task Procedure

Preperation

1. Identify cell to be cleaned
2. Select, check and safely assemble the correct equipment, correctly diluting the disinfecting chemical according to manufacturer's instructions
3. Place warning signs correctly at each entrance/exit to the area
4. Select, check and wear correct PPE
5. Ventilate area (where appropriate)
6. Work into the room logically to avoid any cross contamination

Vacuuming/Suction Cleaning

1. Thoroughly check all parts of the electrical equipment for wear, damage and that they work properly - including plugs, pipes, wheels and cables
2. Check filters are in place and are clean, check the dust collection bag is clean and in place
3. Place warning signs correctly at each entrance/exit point to the area
4. If floor sockets are being used, put a warning sign over the floor socket that is being used
5. Select, check and wear correct PPE
6. Remove large pieces of debris and sharp items using dustpan and brush. Dispose of in the correct container
7. Adjust brushes to suit the surface to be cleaned, or if using tub vac fit appropriate tool
8. Start at furthest point from the door with machine behind. If cleaning stairs, start at the top with the machine three steps down
9. Using push/pull method overlaps, each stroke moving further as you go. Or with stairs use a crosswise movement
10. Keep flex away from traffic areas, changing sockets as you go
11. Should tool or pipe become blocked visually inspect after switching off and unplugging machine. Do not attempt to place fingers into the parts to remove debris if this cannot as this may be sharp. Please replace with spare tool and report blocked item to supervisor.
12. Safely remove the plug from the power socket and recoil the cable safely
13. Ensure the appearance of the floor and surrounding areas are satisfactory after completion of the task
14. Complete the task without damage or risk to people, furniture and fittings
15. Check, clean and store equipment, materials and PPE correctly

Wall Washing

1. Complete visual risk assessment of wall, checking for any damage to light switches, plug sockets and any wall lights – **Do not attempt to carry out the task if there is any damage to any electrical fittings and inform your line manager**
2. Cover light switches, plug sockets and any wall lights with waterproof tape to prevent any moisture getting through
3. Lay waterproof protective sheet on the floor to minimise the risk of any drips
4. Prepare the chemical, fill bucket halfway with warm water and add the Odorbac
5. Starting at the bottom of the allocated area, wash the wall using circular motions being sure to rinse the cloth in the bucket regularly
6. Use a flat mop in the same way as the cloth for areas that are out of reach
7. Once completed, empty the solution from the bucket into the sink, rise the bucket and dry with a hand towel
8. Place used cloths into a bag for laundry washing
9. Remove the tape and plastic protective sheet from the floor
10. Ensure the appearance of the floor and surrounding areas are satisfactory after completion of the task
11. Complete the task without damage or risk to people, furniture, and fittings
12. Check, clean and store equipment and materials
13. Remove and dispose of PPE

Cleaning of Glass and Mirrors

1. Spray glass cleaner either directly onto larger surfaces or onto the cloth for smaller areas, do not use excessive cleaning solution
2. Clean the glass with the cloth, removing cleaning solution. Polish edges
3. Wipe sills and frames with dry cloth. Remove any splash marks and spillages from surrounding area
4. Ensure the appearance of the floor and surrounding areas are satisfactory after completion of the task
5. Complete the task without damage or risk to people, furniture and fittings
6. Check, clean and store equipment, materials and PPE correctly
7. Remove warning signs and close ventilation (as appropriate)
8. Wash and dry hands thoroughly after completing the task
9. Report any faults found to your line manager.

Damp Wiping Mattress and Bedframe

1. Prepare cloths correctly using the measuring jug and allow time for absorption
2. Remove blanket and place in laundry bag
3. Fold the cloth in half and half again to give eight separate cleaning surfaces
4. Carry out the damp wiping from clean to dirty on each six sides of mattress and the bedframe **– If bodily fluids are found apply appropriate disinfectant to the spillage/item and allow sufficient contact time. Remove as much spillage as possible by absorption, wiping, scraping, scooping etc. and place in a waste bag. Apply additional cleaning agent as required until the spillage is completely removed.**
5. Check the cloth and use a fresh side when necessary
6. Remove contaminated items to the waste bag or box
7. Place used cloths in laundry bag
8. Remove all disposable protective equipment correctly and place in a waste bag/box
9. Seal and tag the bags/boxes and remove to a designated area for disposal
10. Check, clean and store equipment, materials and PPE correctly
11. Remove warning signs (only if the floor is dry) and close ventilation (as appropriate)
12. Wash and dry hands thoroughly after completing the task.

Toilet Bowls

1. Flush toilet and using the toilet brush, pump out the water below the waterline
2. Apply toilet cleaner to the inside of toilet bowl including under the rim. Leave for designated time (check manufacturer's instructions)
3. With hot water and cleaning solution, damp wipe outside and around the toilet including toilet seat (top and bottom of seat and lid), hinges, cistern handle, toilet roll holder, pipes, surrounding walls and door handles. Always start with the cleanest area first
4. Scrub the inside of the toilet bowl and under the rim and U-bend using the toilet brush
5. Flush toilet holding the toilet brush under the running water, replace toilet brush in holder
6. Dry toilet seat with cloth or a disposable wipe and close the lid
7. Replenish supplies
8. Mop around floor area and dry the floors

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METHOD STATEMENT– Number 29

SCENES OF CRIME (SOC) LABORATORY – MONTHLY FORENSIC CLEANING PROCEDURES

Purpose

Standard cleaning procedures for the SOC laboratories are essential to ensure a forensically clean environment, reducing the risks of contamination from accelerants or D.N.A. All vertical and horizontal surfaces must be cleaned together with the exterior surfaces of all fixed and mobile equipment. The monthly cleaning dates and times for all SOC labs shall be scheduled for the year by agreement with the SOC Office Managers.

Cleaning Products

Use standard cleaning products appropriate to their use, followed by wiping/ spraying with Chemgene (or other equivalent product as agreed by Authorised Officers in writing).

Equipment

Step ladder of size sufficient to reach to ceiling height
Bucket – to contain appropriate cleaning products
Dustpan and soft brush
Long handled dust control sweeper
Telescopic access cleaners
Green pad
Chemgene in spray container + bulk supply for dilution

Procedure

1. Arrange access times in advance of cleaning with SOC office manager. All cleaning will only be carried out whilst Constabulary staff are present.

Prior to Entering the Laboratory

The cleaner must put on full personal protective equipment (PPE) before entering the room. This must include:-

- ✓ Over suit including hoods
- ✓ Overshoes
- ✓ Soft face mask
- ✓ Gloves – take in a minimum of 3 extra pairs (so they can be replaced between different cleaning processes)
- ✓ Goggles when using air spray

2. Under supervision/direction of SOCO assist to clear out lab by removing boxes etc. from work surfaces and place outside the lab as directed.
3. Cover computers (where applicable)
4. Remove larger litter/debris by hand and place in bin.
5. Remove waste bin liner and contents. Clean bin. Fit a replacement bin liner.
6. Suction clean using soft brush attachment or dry dust (antistatic method) lights, vents, blinds, all pipes/ducts, ledges.
7. Using solution of cleaner/degreaser wash all wall surfaces, lights, vents, blinds, pipes/ducts and ledges to ceiling height. Change water/chemicals as frequently as needed.
8. Using solution of cleaner/degreaser clean all vertical and horizontal surfaces of all furniture, fixtures and fittings e.g. work surfaces, tables, legs, frames, sides and tops of cabinets and cupboards, windows, frames, chairs, doors including handles, frames etc.

9. Using solution of Chemgene/water wash all wall surfaces, lights, and vents, blinds, pipes/ducts & ledges to ceiling height. Change water/chemicals as frequently as needed.
10. Using Chemgene clean all vertical and horizontal surfaces of all furniture fixtures and fittings e.g. work surfaces, tables, legs, frames, sides and tops of cabinets and cupboards, windows, frames, chairs, doors including handles and frames.
11. Open drawers and clean all surfaces with Chemgene if empty. If drawers are full do not move contents and clean all of the exterior plus accessible parts of interior.
12. Descale sinks with descaling product. Clean sinks and taps with hard surface cleaner. Wipe with Chemgene.
13. Move portable items from surfaces (e.g. sharps bins, envelopes, etc.)
14. Using Chemgene damp wipe exterior of all machinery together with all fixed and mobile equipment including sellotape dispensers, computers, keyboards etc. and replace where found. (NB when cleaning computers/keyboards, take care to wring out surplus liquid from the cloth first).
15. Sweep hard floor using dust control sweeper. Remove chewing gum and other stains.
16. Move sealed boxes from floor/shelves onto central work surface. Wash and rinse floor underneath. Damp wipe shelves with Chemgene (or if exposed MDF board, suction clean and spray). Wipe boxes with Chemgene and replace when floor is dry.
17. To prevent access whilst floor is drying, lock door or adopt other suitable methods as agreed on site by SOC Manager.
18. Machine scrub hard floor with Constabulary approved floor cleaner. Particular attention to be paid to edges and corners. The floor pads/brushes shall NOT be used elsewhere on site. After scrubbing, both the floor surface and cleaning pads/brushes must be rinsed thoroughly in clean water to leave a clean surface.
19. Using Chemgene damp wipe cupboard unit edges/kick board.
20. Remove all paper coverings from work surfaces and place in yellow sack, together with cloths, gloves, PPE etc. for disposal as clinical waste.
21. Once floor has dried, put on fresh PPE (minimum of face mask, overshoes and goggles) and spray Chemgene into air so it settles over equipment, work surfaces and floor.
22. Issue a certificate in the agreed format, stating the name of cleaner and confirming the date and time the clean was undertaken.
23. Ask a SOC/Authorised Officer to sign the worksheet confirming the task has been completed satisfactorily.

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METHOD STATEMENT– Number 30

FORENSIC CLEANING PROCEDURE
MEDICAL ROOM AND FORENSIC POD IN TREETOPS SARC

Equipment and PPE

PPE
Protective disposable white Suit
Overshoes
Soft face mask
Mop cap
Gloves
Eye protection with side shields (personal issue clean with detergent and water)

EQUIPMENT

Disposable cloths/White roll/Tissue
Disposable mop head (new one for each clean)
Approved Forensic Cleaning Agent
Mop body – to be held at the SARC and only used for cleaning the medical room
Mop bucket – to be held at the SARC and only used for cleaning the medical room.
Brown paper sheeting – provided by SOC, to be used as a standing sheet outside the medical room.
Any other equipment to be used in the medical room should be retained at the SARC solely for use within the medical room.

Safety and Control

- ✓ All work surfaces must be left clear of paper and supplies
- ✓ Wear correct PPE
- ✓ Avoid touching surfaces such as glasses, face, door handles as transference of DNA is likely. Ensure top set of gloves are changed regularly to minimise this risk.

Procedure

Refer to risk assessment for this task

Tier 1 (Standard Clean – by Crisis Worker (Usually) or Forensic Cleaning Contractor)

A forensic clean will be required after the medical examination room or forensic pod is used. The following cleaning will take place.

Place a floor standing sheet on the floor outside the entrance to the medical room to act as a floor mat.

- Wash hands

The cleaner must then put on the following PPE in the following order whilst standing on the sheet:

- Mop Cap
- Soft face mask
- Gloves (First pair before entering the room)
- Overshoes
- Eye Protection with side shields (personal issue clean with detergent and water)
- White Suit

Remove old tape from door and clean the stainless steel entrance door plates.
Enter medical room and put on second pair of gloves.

The shower room should be cleaned first, including the toilet and seat.

All contact surfaces are to be cleaned with the approved forensic cleaning agent including:

- Examination couch
- Colposcope – handle, keyboard and mouse. Plastic sleeve to be placed over the key areas of use only. Do not touch anything under the plastic Colposcope cover and do not place any fluids or spray in areas of camera, buttons and screen. Do not wipe or spray the bottom shelf of the trolley as this contains the connections and software for the system. The Colposcope camera sits on the Colposcope stand, the screen and keyboard sit on the Colposcope trolley which contains the software and all connections for the system. This must not be unplugged/switched off.

- Door handles
- Exhibits table and all other work surfaces
- Mobile metal trolley
- Sink and taps
- Contact surfaces of the medical screens and frame (if used)
- Bins emptied and bin liners replaced.
- **Floor requires cleaning once a week or if there is visible spillages. The floor must not be left with puddles of fluid.**

Crisis Workers must place the clinical waste in the designated bin located in the clinical waste store outside of the SARC. The Forensic Cleaning Contractor must follow their Clinical Waste protocol.

Laundry must be placed in the laundry bins in the Cleaners Cupboard. Replacement comfort items such as bath towel, bath robe, toiletries bag, couch cover etc are to be left in the room.

The door to the examination room is to be closed and a security seal applied. If this seal is broken before staff involved in the examination enter the room, this will bring into question the integrity of any forensic samples taken, so the above cleaning must be undertaken again.

The relevant paperwork must be completed:

- The cleaning log
- Individual Forensic Cleaning Certificate

<u>Tier 2 (Deep Clean – by Forensic Cleaning Contractor)</u>

Every month the forensic cleaning contractor, in consultation with the SARC, will complete a Tier 2 deep clean of the medical room using the approved Forensic cleaning agent.

Prior to entering the medical room:

- Place a floor standing sheet on the floor outside the entrance to the medical room to act as a floor mat.

The cleaner must put on PPE whilst standing on the plastic mat.

The cleaner must then put on the following PPE in the following order whilst standing on the sheet:

- Soft face mask
- Mop cap
- Gloves (First pair before entering the room)
- Overshoes
- Eye Protection with side shields (personal issue clean with detergent and water)
- Protective disposable White suit

Note: when putting items outside the medical room during the clean, DO NOT step outside the room anywhere other than on the mat.

Remove old tape from door and clean the stainless steel entrance door plates.

Enter medical room and put on second pair of gloves (double gloves). Wipe down gloves with approved forensic cleaning agent

When changing between areas of heavy use in the medical room to clean, gloves should be wiped down with approved forensic cleaning agent or changed. Cleaning cloths should also be changed between heavily used areas in the medical room.

Heavy use areas are:
Medical Couch
Medical Trolley
Screen
Work bench

Products for deep clean:
Approved forensic cleaner for all areas except:
Medical Couch
Screen
Work bench
Where precept should be used for these locations.

Bathroom

- Clean door handles on way in to bathroom, and grab handle on door.
- Remove all debris and place in bin.
- Remove waste bin liner and contents. Fit a replacement bin liner.
- Clean down

- De-scale sink, shower and toilet as necessary with de-scaling product.
- Clean washbasin and shower including all fixtures and fittings within the bathroom with approved forensic cleaning agent. Note: the shower head is to be run for ¼ hour and the floor drain unscrewed, remove the pot inside, clean, disinfect, and replace.
- Tiles within shower area to be cleaned.
- Clean toilet bowl with toilet cleaner. Clean all other surfaces of the toilet with approved forensic cleaning agent (e.g. flush handle, toilet seat etc).
- Wash floor with approved forensic cleaning agent and must not be left with puddles of fluid.
- On completion of the clean of the bathroom, change gloves and use fresh cleaning cloths.

Medical Room

- Notify SARC Manager of anything which may have been left by mistake and should be retained.
- Check sharps bin – if full then seal it closed and remove it from the room and place it outside the door. Notify SARC manager this has been removed once clean is complete.
- Remove waste bin liner and contents. Fit a replacement bin liner.
- De-scale sink if required.
- Change gloves and wipe new gloves down with approved forensic cleaning agent
- Clean sink with and all surfaces which may have received hand contact using approved forensic cleaning agent. This includes:
- Door handles and surrounds.
- Sink taps.
- Soap dispensers
- Glove box holders and glove boxes
- Scales
- Medical examination light – ensure light is switched OFF first.
- All work surfaces and cupboard doors/handles. Change Cloth for cleaning of work bench.
- All surfaces of the mobile metal trolley. Change cloth for cleaning of metal trolley.
- Medical screen and frame. Change cloth for cleaning of screen and frame.
- Change gloves
- Using approved forensic cleaning agent and a new cloth, clean all surfaces of the examination couch
- Change gloves

- Colposcope – handle, keyboard and mouse Plastic sleeve to be placed over the key areas of use only. Do not touch anything under the plastic Colposcope cover and do not place any fluids or spray in areas of camera, buttons and screen. Do not wipe or spray the bottom shelf of the trolley as this contains the connections and software for the system. The Colposcope camera sits on the Colposcope stand; the screen and keyboard sit on the Colposcope trolley which contains the software and all connections for the system. This must not be unplugged/switched off.
- Ensure windows are locked and lights are off.
- Wash floor with approved forensic cleaning agent.
- Wipe down door handle inside main door on exiting.
- Security seal room on leaving and lock door.

Clearing up

- Place all waste in rubbish bag and follow clinical waste disposal protocol.
- Remove PPE and place in the rubbish bag.
- Wash hands.
- Pick up plastic mat and place in rubbish bag.
- Remove rubbish bag and place in vehicle.
- Place laundry in the laundry basket in the cleaner's cupboard.
- Wash hands.

Cleaning Records

Complete records held at the site with details of clean i.e. date, time and cleaner's name, and complete the forensic cleaning certificate which is then to be placed in the folder in the SARC.

Note – Netley VES

The bathroom is accessed via the medical room. Ensure that the outside of the toilet door to the landing area also has a tamper proof seal on it. The bathroom must be cleaned first, followed by the medical room.

Environmental Sampling

Environmental sampling is to be carried out on a monthly basis. This is to be done immediately after a Tier 2 clean.

The SOC Supervisor is to make arrangements for a mutually agreed date and time with the Manager of the SARC.
The Manager of the SARC will then make arrangements with Nviro.

A CSI nominated by the Cosham SOC Supervisor will attend the SARC at the agreed date and time and sample the medical room as per kit instructions. Full PPE is to be worn during sampling.

The CSI will follow Scientific Services Department internal procedure CSI 42 Environmental Sampling – SARC and paediatric suites.

The results will be notified to the SARC Manager by Hampshire Constabulary. Should there be concerns over the results of the Environmental Monitoring these will be discussed with the forensic provider. The cleaning protocol will be reviewed and follow up environmental monitoring of the areas of concern will take place.

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METHOD STATEMENT– Number 32

CARPET EXTRACTION CLEANING

Recommended Equipment and PPE

Carpet shampooing machine with appropriate tools
Suction cleaner with appropriate tools
Floor scraper
Suitable extraction cleaning product
Pre-treatment or stain removal cleaning product
Safety/warning signage
RCD where required
Personal protective equipment (gloves)

Safety and Control

- ✓ Use appropriate PPE
- ✓ Check electrical equipment, particularly plugs and cables to ensure they are safe. Test that the RCD is working correctly. Report any faults to the supervisor and do not use
- ✓ Do not plug in machine until fully assembled and RCD is used
- ✓ Do not stretch cable
- ✓ Warning signs must be in place
- ✓ Follow COSHH instructions on safe use of chemicals

Procedure

1. Check PA test date
2. Thoroughly check all parts of the electrical equipment for wear, damage and that they work properly - Including plugs, pipes, wheels and cables
3. Place warning signs correctly at each entrance/exit point to the area
4. If floor sockets are being used, put a warning sign over the floor socket that is being used
5. Check carpet for any signs of damage, wear etc. (report damage before you start work)
6. Remove dirt and debris using suction cleaner and appropriate tool
7. Remove any chewing gum with scraper or appropriate cleaning product
8. Check colour fastness of carpet using neat cleaning agent on cloth in an inconspicuous place (see supervisor first)
9. Prepare cleaning solution according to manufacturer's instructions
10. Pre-treat heavily soiled areas or stains
11. Using machine with appropriate tool work from furthest point from the door. Clean thoroughly and do not over wet
12. Carry out the task systematically using overlapping passes and covering all parts of the carpet, keeping the machine under control at all times
13. Ensure the appearance of the carpet and surrounding areas are satisfactory after completion of the task
14. Ensure carpet is left as dry as possible after cleaning
15. Check, clean and store equipment, materials and PPE correctly
16. Remove warning signs (once the area is safe) and close ventilation (as appropriate)
17. Wash and dry hands thoroughly after completing the task.

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METHOD STATEMENT– Number 33

USE OF HAND TOOLS

Equipment and PPE

Hand tools required for the task – hammer/drill/saw/spanners/Allen or hex keys/Stanley knife

PPE – cut resistance gloves, dust mask

Kneeling pad

Safety and Control

- ✓ Refer to risk assessment
- ✓ Report any defective equipment immediately and prevent its use by others
- ✓ Operative to be trained and competent, ensure all guards and handles are in correct positions, loose clothing to be tucked in, long hair tied back, and gloves to be worn
- ✓ Please refer to the risk assessment and ensure understanding before using any hand tools
- ✓ Refer to relevant method statement for other tasks such as mopping or vacuuming.

Procedure

1. Visual inspection of the equipment before use to ensure it is in good condition
2. Check for rust, corrosion, dents, loose mechanisms, general damage
3. Check the area is safe before setting up to use and segregate from other users/public.
4. Place safety signage as required at each entrance/exit point to the area
5. Ventilate the area where required/possible
6. Plan how the work is going to be carried out
7. Work on level ground where possible
8. Be aware of being hunched over or awkward positioning
9. Use correct manual handing technique (refer to manual handing guidance/toolbox talk)
10. Intersperse tasks to provide variety and a change in posture and muscular effort if possible
11. When using saws/knifes be aware of your positioning and cut at angles away from the body. Be aware of slipping and making sure the item you are working on is sturdy.
12. When using drill, check for embedded cables and pipework before drilling into walls or floors and allow drill bit to cool down prior to handling. Beware of blades/drill bits which can catch causing them to kick violently (adjust torque according to the density of the surfaces)
13. When using a hammer, it should be used as an extension of the elbow rather than placing the effort on the wrist. Make sure you have enough room to swing the hammer
14. Be aware of other people in the area and your work colleagues
15. Be aware of any dust created from sawing, drilling, or cutting fabrics and wear a dust mask as required.
16. Do not overreach
17. Clean the area as required after task has been completed, for example mopping/vacuuming. Refer to relevant method statement for each task.
18. Check, clean and store equipment, materials and PPE correctly
19. Remove warning signs and close ventilation (as appropriate)
20. Wash and dry hands thoroughly after completing the task.

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METHOD STATEMENT– Number 34

FORENSIC POP UP TENT

Recommened Equipment and PPE

Suitable sanitising product
Hard surface/multi surface cleaner
Category 3 suit, category 3 over shoes, mask, vinyl gloves – as required
Green pad
Blue centre feed roll/disposable tissue
Disposable colour coded cloths
Yellow bags
Biohazard tape/Warning signage

Safety and Control

- ✓ Refer to risk assessment
- ✓ Carry out in dry weather conditions as the tent needs to be left dry
- ✓ Equipment used should not be used for any other task
- ✓ Gloves and mask must be worn
- ✓ Staff must be suitably trained or supervised

Procedure

1. Thoroughly check all parts of the equipment for wear, damage and that they work properly
2. Select, check and wear correct PPE
3. Ventilate area (as appropriate)
4. Prepare the cleaning solution using the correct ratios and to manufacturer's directions, adding the cleaning agent to the water
5. Check the site for any potential hazards, ensure you are familiar with the risk assessment
6. Wash hands and put on required PPE
7. Display the warning signs in the area, ensuring all signs are visible, close off area if not already done so with Biohazard tape.
8. Move tent to hard floor area before cleaning if possible
9. Spray / wipe surfaces with sanitiser in a methodical way to ensure no areas are missed
10. Remove any staining using hard surface cleaner and disposable micro cloth
11. Place all contaminated wipes and absorbent in double yellow biohazard bagging and remove to appropriate container for disposal
12. Check all surfaces to ensure all traces have been removed and re-clean as required
13. Dry all the panels
14. Remove PPE and place into yellow bags
15. Complete a waste transfer notice if removing waste
16. Complete a work completion notice and get signed off by officer in charge
17. Return the tent to the requested location
18. Complete the task without damage or risk to people or surroundings
19. Check, clean and store equipment, materials and PPE correctly
20. Remove warning signs and close ventilation (as appropriate)
21. Wash and dry hands thoroughly after completing the task.

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METHOD STATEMENT– Number 35

SANITISING AND CLEANING A CONTAMINATED VEHICLE

Recommended Equipment and PPE

PPE – over suit, overshoes, gloves, mask, eye protection
Sanitising product
Suitable cleaning products for task
Warning signage
Vacuum/upholstery cleaner
Absorbent powder
Colour coded cloths
Dustpan and brush
Yellow biohazard bags
Sharps box and needle picker
Deodoriser

Safety and Control

- ✓ Refer to risk assessment
- ✓ Only carry out this task if trained to do so
- ✓ Follow COSHH instructions on safe use of chemical/products
- ✓ Ring your line manager or contact if you are unsure of any item to be removed/damaged or if area needs additional work
- ✓ Refer to relevant method statements for other tasks required such as upholstery and vacuuming

Procedure

1. Prior to leaving depot check PA test date and thoroughly check all parts of the equipment for wear, damage and that they work properly - Including plugs, pipes, wheels and cables. Check you have suitable quantities of stock
2. Arrive on site in accordance with clients instructions
3. Site meeting with person in charge of the vehicle and sign for keys if required
4. Check for any specific site hazards. Ask if the area is likely to contain sharps
5. Ensure you are familiar with the risk assessment and be aware of potential hazards on site
6. Close off area to public if possible and put up warning signs
7. Put on required PPE
8. Check the vehicle for damage. Report any findings to the person in charge of the vehicle
9. Close off area to public if possible and put up cleaning in progress signs
10. Spray all contaminated areas in vehicle with the sanitising product
11. Collect all solidified fluid using a scoop and spatula/dustpan and brush and place in biohazard bags
12. Should anything suspicious be seen (such as drugs/sharps/body parts) make person in charge of incident aware before removing
13. Re-spray sanitiser over surfaces
14. Clean upholstery and vacuum as required
15. Double check vehicle for any missed fluid and clean as required.
16. Check the outside for bodily fluids and clean as required
17. Deodorise if required
18. Remove PPE and bag ready to dispose of
19. Complete cleaning certificate
20. Get authorised officer to sign vehicle off.

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METHOD STATEMENT– Number 36

REMOVAL OF FLEAS/INFESTATIONS

Recommended Equipment and PPE

Suitable product – for example DIAGRAIN

PPE - Disposable Body Suit, Safety Goggles, Face Mask, Disposable Gloves, Disposable Shoe Covers

Vacuum Cleaner and required attachments

Warning/Safety Signs – adequate number to place at each entrance/exit

Yellow Clinical Waste Bag

Door notices

Safety and Control

- ✓ Refer to risk assessment
- ✓ Refer to method statement for vacuuming
- ✓ Follow COSHH instructions on safe use of chemical
- ✓ Do not stand on furniture to reach above hand height
- ✓ Do not attempt to use this product without ensuring that all the required PPE is worn
- ✓ Ensure on completion that the product is removed from site
- ✓ Liaise with line manager and client regarding contact time

Procedure

1. Liaise with the client/building contact so they are aware the work is to commence and staff should be made aware of the activity
2. Put on all PPE
3. Place warning signs at each entrance and exit point to the area
4. Place notice on doors advising 'No Entry'
5. Ensure adequate ventilation
6. Thoroughly vacuum the whole area including any upholstery furnishings paying special attention to skirting boards, any gaps, corners, edges of all furniture and fittings and crevices. Refer to relevant method statement for this task
7. Cells – ensure that all bedding is removed and placed in a laundry bag , label and seal then inform the custody Sargent of the items contained
8. Once completely vacuumed apply a 10 second burst of spray per square metre or apply short 1-2 seconds burst directly at the insects/ fleas
9. Spray the whole area paying special attention to any upholstery, furnishings, skirting boards, gaps, and corners, edges of all furniture, fittings and crevices.
10. Once the task has been completed close off the area ensuring that any open windows have been closed or sealed off and remove all equipment / safety warning signs
11. Liaise with the client/building user to leave door signage in place to restrict access.
12. Recommended that area is left undisturbed overnight if possible
13. Remove all PPE and place direct into a yellow clinical waste bag
14. Label clinical waste bag clearly identifying what the contents are and remove to the agreed collection point
15. Ensure the appearance of the surrounding areas are satisfactory after completion of the task
16. Complete the task without damage or risk to people, furniture and fittings
17. Check, clean and store equipment, materials and PPE correctly
18. Remove warning signs and close ventilation (as appropriate)
19. Wash and dry hands thoroughly after completing the task.

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Method Statement Number: 37

Fatality and Crime Scene Cleaning

Associated Risk Assessments

1: Toilet Washroom Cleaning
2: Vacuuming - Suction Cleaning
5: Cleaning of Glass and Mirrors to Hand Height only
6: Damp Dusting and Polishing
7: Staircase Cleaning
8a: Carpet Cleaning using Cimex Encap Carpet Cleaner
9: High Level Cleaning Dusting
10: Refuse Rubbish Collection – Internal
13: Sharps and Needlestick
20: Mopping Damp
27: Step Ladder
32: Carpet Extraction Cleaning
37: Fatality and Crime Scene Cleaning
38: Body Fluid Spillages and Contaminated Items
43: Stain Removal (various types including chewing gum)
46: Mop Sweeping

Associated Method Statements

1: Toilet Washroom Cleaning
2: Vacuuming Suction Cleaning
2a:Suction Cleaning Vacuuming using Battery Back-Pac Vacuum
5: Cleaning of Glass and Mirrors to Hand Height only
6: Damp Dusting and Polishing
7: Staircase Cleaning
9: High Level Cleaning Dusting
10: Refuse and Rubbish Collection-Internal
13: Sharps and Needlestick Removal
20: Mopping Damp
27: Step Ladder
32: Carpet Extraction Cleaning
38: Body Fluid Spillages and Contaminated Items
43: Stain Removal (various types including chewing gum)
46: Mop Sweeping
46A: Micro Fibre Dry Mop Sweeping

Associated Toolbox Talks

1: Health and Safety for Everyone
2: COSHH 12 Golden Rules
3: Chemical Safe Dilution
8: PPE
SP3: Safe use of Ladders
18. Bodily Fluids and Sharps/Hypodermic Needles

Personal Protective and Safety Equipment Requirement

1. Cut Resistant Gloves EN388 Level 3



2. Disposable Mask



3. Goggles EN 166



4. Warning/Safety Signs



5. Tyvek Suits (Disposable)



6. Protective Footwear with shoe covering



Small Tools / Materials (Refer to folder as to what they need)

1. Abrasive Pad
2. Colour Coded Cloths
3. Colour Coded buckets and mops
4. Blue Roll
5. Disposable Mop and Bucket
6. Magic Sponges
7. Refuse Sacks
8. Wire brush with handle loop
9. Scraper and handle loop
10. Masking Tape
11. Sharps Box and Needle Picker
12. Yellow Biohazard Bags
13. Big Yellow Bags for mattress removal
14. Tape for Separating Areas

Machinery

1. Vacuum Cleaner and floor tools
2. Floor Machine Scrubber with drive disk and black scrubbing pad (To be decided upon inspection of the site)
3. Prochem Bravo Carpet Spotter

Ensure that all machinery is thoroughly cleaned and decontaminated after use and before storing away

Approved Chemicals			
Chemical	Use	Hazardous Classifications	COSHH Assessment Number
Cleanline Daily Toilet Cleaner	Toilet Cleaning	H315 Causes skin irritation H317 May cause an allergic skin reaction H318 Causes serious eye damage H319 Causes serious eye irritation H413 May cause long lasting harmful effects to aquatic life	14
Clover Lance	De-scaler	H314 Causes severe skin burns and eye damage H315 Causes skin irritation H318 Causes serious eye damage	20
2PURE Odorbac Tec 4	Multi Cleaner, Disinfectant	None – Product is not deemed to have any adverse effects on human health or the environment	89
Premiere Products: Ecoforce Window and Glass Cleaner	Window and Glass Cleaner	H225 Highly flammable liquid and vapour H226 Flammable liquid and vapour H315 Causes skin irritation H319 Causes serious eye irritation H336 May cause drowsiness or dizziness	54
Cleanline Eco Lemon Gel	Floor Cleaner	H226 Flammable liquid and vapour H314 Causes severe skin burns and eye damage H315 Causes skin irritation H317 May cause an allergic skin reaction H318 Causes serious eye damage H400 Very toxic to aquatic life H410 Very toxic to aquatic life with long lasting effects H411 Toxic to aquatic life with long lasting effects H412 Harmful to aquatic life with long lasting effects	15
Clover UBIK 2000	Floor Cleaner	H302 Harmful if swallowed H314 Causes severe skin burns and eye damage H315 Causes skin irritation H318 Causes serious eye damage H319 Causes serious eye irritation	22

Premiere Products Carpet Mousse	Carpet Cleaner	H302 Harmful if swallowed H314 Causes severe skin burns and eye damage H315 Causes skin irritation H318 Causes serious eye damage H319 Causes serious eye irritation	46
Premiere Products Release	Carpet Shampoo	None	61
Prochem Multipro	Carpet Pre-spray (wet extraction machines)	H290 May be corrosive to metals H302 Harmful if swallowed H314 Causes severe skin burns and eye damage H315 Causes skin irritation H318 Causes serious eye damage H319 Causes serious eye irritation H335 May cause respiratory irritation	70
Prochem Procaps	Carpet Cleaner	H315 Causes skin irritation H318 Causes serious eye damage H319 Causes serious eye irritation	71
Jeyes Fluid	Infestation Removal	H225 Highly flammable liquid and vapour H302 Harmful if swallowed H312 Harmful in contact with skin H317 May cause an allergic skin reaction H318 Causes serious eye damage H319 Causes serious eye irritation. H336 May cause drowsiness or dizziness. H400 Very toxic to aquatic life.	33
Prochem Extraction Plus Liquid	Carpet Cleaner	H225 Highly flammable liquid and vapour H319 Causes serious eye irritation H336 May cause drowsiness or dizziness	94
Reliance Medical – Sanitiser Spray	Body Spills	H225 Highly Flammable liquid and vapour H319 Causes serious eye irritation H336 May cause drowsiness or dizziness	118
Craftex Kill Odour liquid	Removes Odour	H226 Flammable liquid and vapour	23

Identified Risks and Safety Controls	
Identified Risk	**Mitigation**
Awkward Posture (Reaching, Bending, Twisting)	
	• Rotation of jobs • Moving in various directions to spread out the workload to various muscles. Use a light grip • Maintain neutral postures • Neck flexion and stretching in opposite directions
Faulty cables/equipment (electrocution, electrical fires)	
	• Visual user check on equipment prior to use (sockets, plug, cables, equipment) • Any faults found are reported immediately to the supervisor and not used • Any RCD used to be tested prior to use • No stretching of cables • Annual PA testing of all electrical appliances
Contact with chemical via spills/splashes causing irritation of skin and respiratory problems	
	• Only use approved chemicals • Refer and follow required COSHH assessment on safe use of chemicals • When using oven cleaner ensure that natural ventilation is used prior to work commencing with the opening of windows and/or use of extractor system • Limit the time using chemical • Mandatory wearing of gloves 'Rubber or Neoprene.' If there is insufficient ventilation wear suitable respiratory equipment 'Dust Mask' • Natural ventilation to be used prior to work commencing. Instructions and training in the safe use of chemicals. Follow COSHH risk assessment on safe use of chemicals Appropriate PPE to be worn, first aid facilities to be known in case of emergency

Identified Risks and Safety Controls	
Identified Risk	**Mitigation**
Identified Risks and Safety Controls	
Identified Risk	**Mitigation**
Biohazard possible infections such as HIV/Hepatitis	
	• Only handle if you have had training to do so and you have the correct equipment • Always wear appropriate PPE • Dispose of all sharps and needles in a Sharps Bin • An assessment of the area must take place before work commences, this will include checking with the customer on site and the Service Manager
Slips, Trips and Falls including wet floors and trailing cables	
	• Warning signs to be placed before work commences • Warning signs displayed in a suitable position to give other users sufficient time to absorb the information before entering hazard area • Signage displayed until floor dry and/or completed • Store signage away safely when completed • Appropriate footwear to be worn (good grip on soles) • All employees trained in safety procedure • Always mop up any lying pools of water as the work commences, never leave any pools of water on completion of work area
Manual Handling machines/loads and reparative strain injuries	

Identified Risks and Safety Controls	
Identified Risk	**Mitigation**
	• All machinery/attachments/chemical containers weigh below 25 Kilos • Rotation of jobs (frequent breaks in pattern of work) • Specific Manual Handling training on Kinetic Lifting for all employees

Identified Risks and Safety Controls	
Identified Risk	**Mitigation**
Injuries caused from falling from step ladder	
	• Check the ladder for missing, loose or damage rungs • Check that there are no slivers of metal or wood on the rungs that could cause you harm • Ensure that all ropes and cables are attached • Make sure there are no missing or loose rubber feet, rivets, nuts, bolts, or hinges • Check that the extension locks and is not loose, damaged, or broken • Ensure the ladder locks and sits correctly when extended • Check that metal ladders have no twisting, splitting or damage to the stiles and rungs should not be painted • Ladders should only be used for a short duration of work • Always use a second person to hold the foot of the ladder • Always seek advice from your supervisor before using a ladder or working at height
Cross contamination/exposure to blood borne pathogens	

	• Body fluids must only be handled by trained staff using body fluid disposal kits • Always wear appropriate PPE • Any bodily fluid such as blood or vomit should be treated as potential infections

Additional Safety Controls

Preparation

- Ensure warning signs are displayed at all entrances
- Ensure that all staff have been issued with the correct PPE and that it is worn throughout the task
- Ensure staff carrying out the task have the correct training and that a record of their training is held on central system

Machinery

- Do not plug in machinery until fully assembled
- Do not leave machinery unattended
- Cables should be kept behind machinery and away from water
- Do not allow the cable to become taut at ankle height
- When not in use machinery should be left in the correct position
- Check electrical equipment in particular plugs, exposed wiring, broken body, buttons, and cables to ensure they are safe and test RCD, report any faults to be reported to a supervisor or manager

Chemicals

- Do not splash chemical solutions
- Ensure chemicals are diluted correctly (See Toolbox Talk 3. Chemical- Safe Dilution)
- Follow COSHH instructions on safe use of chemicals (Toolbox Talk 2: 12 Golden Rules)

Task Procedure

Preparation

1. Ensure the correct checklist for Fatality and Crime Scene Cleaning has been completed and the information shared with all operatives working on site. The checklist should include the following: (look at the call out template on the training presentation)
    - Location
    - Customer Making the Request
    - Name of the Person making the call (Collar number if the police)
    - RMS Number 11 Digits (Police Contract Only)
    - Return Telephone Number and Email Address
    - Date and Time Notified
    - Circumstance of death
    - Type of Scene i.e., murder, suicide
    - Date and Time Notified
    - Site Visit Planned
    - Vehicle Details (if required) – Make, Model, Registration Number, Address Vehicle Located
    - Cell Details (if required) – Cell number and Station
    - Scene of Crime/Incident: Address including postcode

- Site Visit Date
- Will the customer be on site for the site visit
- Will the customer be on site when the work is carried out
- Access Arrangements
- Type of Building i.e., habited or inhabited
- Brief Analysis of Scene
- What are the floor surfaces
- Does the Property have power

2. Prior to starting the work, check that all equipment is PA Tested and in date, that it is free of damage and in working order, including plugs, wheels, and cables.
3. Check you have the correct and suitable quantities of chemicals, small tools, and the correct waste disposal bags
4. Arrive on site in accordance with the customers' requirements and contact the person in charge who will show you to the site and issue keys as necessary
5. Ensure you are familiar with the relevant risk assessments as noted in this document and are aware of potential hazards associated with this work
6. Close off the area to the public and put warning signs in place
7. Use all of PPE as listed in this document, before starting the work

Cleaning and Decontamination of Area

1. Enter the area methodically cleaning and clearing as you go and creating a clear path
2. Spray soft furnishing with deodoriser if required to help eliminate the smell
3. Use insecticide product as required for maggots if present (Jeyes Fluid – see approved chemical list above)
4. Segregate clean items to a clean area for sorting
5. Spray all contaminated areas with the sanitising product lightly so as not to cause an additional slip hazard
6. Items that are thoroughly disinfected must be placed in black bags for disposal
7. Items that are not thoroughly disinfected and may be contaminated can be placed in biohazard bags
8. Collect all solidified fluid using a scoop and spatula/dustpan and brush and place in biohazard bags
9. Should anything suspicious be seen (such as drugs/sharps/body parts) make person in charge of incident aware before to ensure we are able to remove safely
10. Items such as tables/chairs/beds/mattresses/carpets may need contaminated areas removing with hand tools. Dispose of items as per points 14 and 15.
11. Metal cannot be incinerated so will need to be separated and sanitised for disposal. Material items can be incinerated via the biohazard bags
12. Body fluids will travel so check carpets, underlay, and flooring underneath
13. Maggots will travel so check all items in the area
14. Use sealing product and deodoriser as required

15. Check all areas for contamination and body fluids
16. Re-spray sanitiser over surfaces
17. Clean carpets and vacuum as required – make sure HEPA filter is used when vacuuming flies or larvae cases and disposed of after one use
18. Clean surfaces including walls and ceiling as required
19. Double check for any missed fluid and clean as required
20. Deodorise if required

Disposal of Contaminated Waste

1. Collect all the required items of equipment
2. Place warning signs correctly at each entrance/exit point to the area or toilet closed as appropriate
3. Select, check, and wear correct PPE
4. Collect wastes safely from bins, place in correct plastic sacks, avoid spillage and tie off
5. Remove the bin liner and contents from the bin, if the bin is thought to be heavy, test it by gently trying to move the bin, seek assistance for heavy loads
6. Place the liner and contents in a black bin liner
7. Put a clean liner in the bin ensuring it is secure over the edge of the bin
8. Repeat this for several bins until the liner is full
9. Tie a knot in the liner and take it to the designated area. Carry the bags away from the legs and body
10. Dirty or soiled bins should be removed to the wash area and cleaned by scraping debris from the inside, spraying with detergent disinfectant solution, and wiping with a cloth
11. Remove large items of litter from all surfaces prior to sweeping
12. Start the sweeping in correct position i.e., at point furthest from entrance
13. Give attention to corners and edges as appropriate
14. Carry out sweeping systematically using overlapping passes as appropriate
15. Safely place collected dust and debris in the appropriate sack and tie securely
16. Safely remove all refuse to the correct point
17. Reposition bins correctly
18. Ensure the surrounding areas are satisfactory after completion of the task
19. Complete the task without damage or risk to people, furniture, and fitting
20. Check, clean and store equipment, materials, and PPE correctly
21. Remove warning signs and close ventilation (as appropriate)
22. Wash and dry hands thoroughly after completing the task

Stain Removal Procedure

1. Thoroughly check all parts of the equipment for wear, damage and that they work properly

2. Place warning signs correctly at each entrance/exit point to the area
3. Select, check, and wear correct PPE
4. Ventilate area (as appropriate)
5. Prepare the cleaning solution using the correct ratios and to manufacturer's directions, adding the cleaning agent to the water
6. Pre spray any heavy stains (to allow contact time
7. Attempt to identify and/or categorise the stain (sight and smell). If unsure consult Supervisor/Manager
    a. liquid/wet stain
    b. dry stain
    c. stain with solid matter
    d. Chewing Gum
    e. Bodily Fluid – NOTE: Supervisor/Manager MUST be informed – trained personnel
    f. Only follow Method Statement for 'Body Spills'
8. Give due regard to potential hazards associated with: Solvents, Freezing agents and Aerosols
9. Use water or neutral detergent first in preference to other agents. Clean working from the outside towards the centre of the stain
10. Test small area of surface for colour fastness BEFORE using Cleaning Chemical,
11. treat and remove the stain according to type and category
12. Ensure no damage is caused to surfaces being cleaned
13. Wet Stain
    a. Using paper towelling, and working from the outside of the stain to the
    b. centre, blot excess liquid from the stained area
    c. With a well wrung out cloth blot stain until removed
    d. If stain persists, spray stain remover directly onto stain, leave for recommended time (follow manufacturer's instructions) then agitate with soft
14. Brush
    a. Once stain is removed, rinse with clean fresh water and blot dry with paper
    b. towels/clean cloth
    c. Allow to dry naturally
15. Dry Stain
    a. With a well wrung out cloth blot stain until removed
    b. If stain persists, spray and stain remover directly onto stain, leave for recommended time (follow manufacturer's instructions) then agitate with soft
16. Towels/clean cloth
    a. Allow to dry naturally

17. Stain with Solid Matter
18. Using scraper remove solid material from stained area and place in waste sack then follow method for 'Dry Stain'
19. Chewing Gum
    a. 'Roughen' surface of gum with edge of plastic scraper
    b. Spray area with chewing gum remover
    c. Allow to 'freeze'
    d. Tap frozen chewing gum until it cracks
    e. Use scraper to remove chewing gum and deposit in waste sack
    f. Treat any residual stain following method for 'Dry Stain'
20. For all stains. Once surface is completely dry vacuum all residue and surrounding area
21. Ensure the appearance of the floor and surrounding areas are satisfactory after completion of the task
22. Complete the task without damage or risk to people, furniture, and fittings
23. Check, clean and store equipment, materials, and PPE correctly
24. Remove warning signs and close ventilation (as appropriate)
25. Wash and dry hands thoroughly after completing the task

Carpet Extraction Cleaning (If salvageable)

1. Check PA test date
2. Thoroughly check all parts of the electrical equipment for wear, damage and that they work properly - Including plugs, pipes, wheels, and cables
3. Place warning signs correctly at each entrance/exit point to the area
4. If floor sockets are being used, put a warning sign over the floor socket that is being used
5. Check carpet for any signs of damage, wear etc. (report damage before you start work)
6. Remove dirt and debris using suction cleaner and appropriate tool
7. Remove any chewing gum with scraper or appropriate cleaning product
8. Check colour fastness of carpet using neat cleaning agent on cloth in an inconspicuous place (see supervisor first)
9. Prepare cleaning solution according to manufacturer's instructions
10. Pre-treat heavily soiled areas or stains
11. Using machine with appropriate tool work from furthest point from the door. Clean thoroughly and do not over wet
12. Carry out the task systematically using overlapping passes and covering all parts of the carpet, keeping the machine under control at all times
13. Ensure the appearance of the carpet and surrounding areas are satisfactory after completion of the task
14. Ensure carpet is left as dry as possible after cleaning
15. Check, clean and store equipment, materials, and PPE correctly

16. Remove warning signs (once the area is safe) and close ventilation (as appropriate)
17. Wash and dry hands thoroughly after completing the task

Infestation Removal

1. Ensure adequate ventilation
2. Thoroughly vacuum the whole area including any upholstery furnishings paying special attention to skirting boards, any gaps, corners, edges of all furniture and fittings and crevices. Refer to relevant method statement for this task
3. Ensure that all bedding is removed and placed in a laundry bag , label and seal then inform the custody Sargent of the items contained
4. Once completely vacuumed apply a 10 second burst of spray per square metre or apply short 1-2 seconds burst directly at the insects/ fleas
5. Spray the whole area paying special attention to any upholstery, furnishings, skirting boards, gaps, and corners, edges of all furniture, fittings and crevices.
6. Once the task has been completed close off the area ensuring that any open windows have been closed or sealed off and remove all equipment / safety warning signs
7. Liaise with the client/building user to leave door signage in place to restrict access.
8. Recommended that area is left undisturbed overnight if possible
9. Remove all PPE and place direct into a yellow clinical waste bag
10. Label clinical waste bag clearly identifying what the contents are and remove to the agreed collection point: Yellow – Offensie hygiene waste, Black – General Waste
11. Ensure the appearance of the surrounding areas are satisfactory after completion of the task
12. Complete the task without damage or risk to people, furniture, and fittings
13. Check, clean and store equipment, materials, and PPE correctly
14. Remove warning signs and close ventilation (as appropriate)
15. Wash and dry hands thoroughly after completing the task.

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METHOD STATEMENT– Number 38

BODY FLUID SPILLAGE'S AND CONTAMINATED ITEMS

Recommended Equipment and PPE

Personal protective equipment (gloves, goggles, overalls as required for type of spill)

Safety/warning signs and barriers

Sharps box with gripper

Clinical waste bags

Body fluid spillage kit or relevant components (absorbent granules, disinfectant)

Cloths

Paper roll

Scraper

Bucket and mop

Appropriate cleaning agents

Tweezers

Safety and Control

- ✓ Carry out Blood Borne Pathogens Toolbox Talk as part of training
- ✓ Refer to risk assessment
- ✓ Equipment used for body fluid spillage's should not be used for any other task
- ✓ Body fluids include: blood, urine, vomit, faeces, sputum etc.
- ✓ Contaminated items include: Unsecured nappies, sanitary towels, contraceptives, clothing, wound dressings, needles etc.
- ✓ Staff must be suitably trained or supervised.

Procedure

1. Identify the spillage or items
2. Select, check and safely assemble the correct equipment
3. Place warning signs correctly at each entrance/exit point to the area
4. Select, check and wear correct PPE
5. Ventilate area (where appropriate)
6. Apply appropriate disinfectant to the spillage/item and allow sufficient contact time
7. Remove contaminated items to the waste bag or box
8. Remove as much spillage as possible by absorption, wiping, scraping, scooping etc. and place in a waste bag
9. Apply additional cleaning agent as required, until the spillage is completely removed
10. Clean the surface and rinse to a satisfactory standard and allow to dry
11. Remove all disposable protective equipment correctly and place in a waste bag/box
12. Seal and tag the bags/boxes and remove to a designated area for disposal
13. Check, clean and store equipment, materials and PPE correctly
14. Remove warning signs and close ventilation (as appropriate)
15. Wash and dry hands thoroughly after completing the task.

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METHOD STATEMENT– Number 39

USING A MULTI WASH SCRUBBER DRIER

Equipment and PPE

Personal Protective Equipment - gloves
Warning/Safety Signs/Barrier Tape
Vacuum Cleaner and Attachments
Suitable cleaning product
Multi Wash Machine containing correct solution of detergent and water (following manufacturer's instructions)dependant on surface

Safety and Control

- ✓ Trained personnel ONLY to operate Multi Wash Machine
- ✓ Check Multi Wash Machine, before, during and after use paying attention to plugs, cables, brushes and machine body
- ✓ Ensure warning signs are in position
- ✓ Do not wedge open fire doors
- ✓ Ensure plug sockets are in the 'off' position before inserting or removing plug
- ✓ Do not insert/remove plugs with wet hands
- ✓ Do not allow cables to become taut at ankle height
- ✓ Do not move heavy furniture/items alone, seek assistance
- ✓ If Multi Wash becomes unserviceable, unplug and check for blockages, if unable to remove, report to Supervisor

Procedure

1. Check PA test date
2. Thoroughly check all parts of the electrical equipment for wear, damage and that they work properly - Including plugs, pipes, wheels and cables
3. Place warning signs correctly at each entrance/exit point to the area
4. If floor sockets are being used, put a warning sign over the floor socket that is being used
5. Select, check and wear correct PPE
6. Ventilate area (as appropriate)
7. Prepare the cleaning solution using the correct ratios and to manufacturer's directions, adding the cleaning agent to the water
8. On Soft Surfaces test small area of surface for colour fastness BEFORE using cleaning chemical
9. Vacuum the area – refer to the relevant risk assessment
10. Start the machine by pressing the pedal and pulling the handle backwards
11. Moving forward pull the liquid discharge handle (do not over wet surface) and walk forward allowing the brushes to agitate the cleaning solution, release the discharge handle approximately 30cm before the end of the forward motion
12. Without discharging any liquid, pull the machine backward over the same track
13. Repeat using overlapping passes.
14. When surface is completely dry vacuum/Dust Control Mop the area
15. Safely remove the plug from the power socket and recoil the cable safely
16. Ensure the appearance of the floor and surrounding areas are satisfactory after completion of the task

17. Complete the task without damage or risk to people, furniture and fittings
18. Check, clean and store equipment, materials and PPE correctly
19. Remove warning signs and close ventilation (as appropriate)
20. Wash and dry hands thoroughly after completing the task.



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Method Statement Number: 40

Lift Cleaning

Associated Risk Assessments

02: Vacuuming Suction Cleaning
20: Damp Mopping
06: Damp Dusting and Polishing
40: Lift Cleaning

Associated Method Statements

02: Vacuuming Suction Cleaning
20: Damp Mopping
06: Damp Dusting and Polishing

Associated Toolbox Talks

1: Health and Safety for Everyone
7: Safety Signage
9: Manual Handling
15: Vacuuming
2: COSHH 12 Golden Rules
8: PPE
11: Machinery – Maintenance

Personal Protective and Safety Equipment Requirement

1. Chemical Protection Gloves EN374-2/3



2. Warning/Safety Sign/Barrier Tape



3. Protective Footwear



4. Safety Goggles/Glasses



Small Tools / Materials

1. Colour Coded Cloths
2. Colour Coded Microfibre Stainless Steel and Glass Cloth
3. Colour Coded Buckets
4. Colour coded trigger spray
5. Dust Pan and Brush
6. Litter Picker
7. Waste Sacks
8. Lift Isolating Key
9. Scraper
10. Abrasive Pad

Machinery

1. Vacuum Cleaner and Crevice Tool Attachments

Approved Chemicals			
Chemical	Use	Hazardous Classifications	COSHH Assessment Number
Premiere Products - Liquid Spray Polish	Multi Surface Polish	H319 Causes serious eye irritation H226 Flammable liquid and vapour H225 Highly flammable liquid and vapour H336 May cause drowsiness or dizziness	56
Reckitt Benckister - Brasso Metal Liquid Polish	Metal Polish	H226 Flammable liquid and vapour H304 Maybe fatal if swallowed and enters airways H314 Causes severe skin burns and eye damage H318 Causes serious eye damage H319 Causes serious eye irritation H335 May cause respiratory irritation (respiratory tract) H336 May cause dizziness or drowsiness H400 Very toxic to aquatic life	73
2 Pure – OdorBac Tec4 - liquid	Odour Eliminator and Cleaner	None Product is not deemed to have any adverse effects on human health or the environment	89

Identified Risks and Safety Controls	
Identified Risk	**Mitigation**
Faulty cables/equipment (electrocution, electrical fires)	
	• Visual user check on equipment prior to use (sockets, plug, cables, Equipment) • Any faults found are reported immediately to the supervisor and not used • Any RCD used to be tested prior to use • No stretching of cables • Annual PA testing of all electrical appliances
Impact from lift door closing causing cuts, bruises and abrasions	
	• Lift to be isolated when cleaning is taking place • This is to be carried out using a lift key only
Contact with chemical via spills/splashes causing irritation of skin and respiratory problems	
	• Only use approved chemicals • Refer and follow required COSHH assessment on safe use of chemicals • Limit the time using chemical • Mandatory wearing of gloves 'Rubber or Neoprene'. If there is insufficient ventilation wear suitable respiratory equipment 'Dust Mask' • Natural ventilation to be used prior to work commencing. Instructions and training in the safe use of chemicals. • Follow COSHH risk assessment on safe use of chemicals • Appropriate PPE to be worn, first aid facilities to be known in case of emergency

Identified Risks and Safety Controls	
Identified Risk	**Mitigation**
Slips, Trips and Falls including wet floors and trailing cables	
	• Warning signs to be placed before work commences • Warning signs displayed in a suitable position to give other users sufficient time to absorb the information before entering hazard area • Signage displayed until floor dry and/or completed • Store signage away safely when completed • Appropriate footwear to be worn (good grip on soles) • All employees trained in safety procedure • Always mop up any lying pools of water as the work commences, never leave any pools of water on completion of work area • Nviro staff to be vigilant to contaminates which are substances such as water, oil and dust that cause a floor surface to become slippery especially in known hazard areas (i.e., kitchens, canteens/dining areas, changing rooms and washrooms
Manual Handling machines/loads and repetative strain injuries	
	• All machinery/attachments/chemical containers weigh below 25 Kilos • Rotation of jobs (frequent breaks in pattern of work) • Specific Manual Handling training on Kinetic Lifting for all employees

Additional Safety Controls

Preparation

- Ensure warning signs are displayed at all entrances
- Ensure that all staff have been issued with the correct PPE and that it is worn throughout the task
- Ensure staff carrying out the task have the correct training and that a record of their training is held on central system
- Clean the lift when the building is empty or during the quietest period
- Advise building users of lift cleaning times in advance if possible
- Sign out Lift Key from Reception/Security
- The lift must be isolated and unable to be switched on by anyone else
- The lift floor should be level with the landing area; report to the client or building supervisor if it is not level

Machinery

- Do not plug in machinery until fully assembled
- Do not leave machinery unattended
- Cables should be kept behind machinery and away from water
- Do not allow the cable to become taut at ankle height
- When not in use machinery should be left in the correct position
- Check electrical equipment in particular plugs, exposed wiring, broken body, buttons, and cables to ensure they are safe and test TCD report any faults to be reported to a supervisor or manager
- Ensure plug sockets are in the 'off' position before inserting or removing plug
- Do not insert/remove plugs with wet hands

Chemicals

- Do not splash chemical solutions
- Ensure chemicals are diluted correctly (See Toolbox Talk 3. Chemical- Safe Dilution)
- Follow COSHH instructions on safe use of chemicals (Toolbox Talk 2: 12 Golden Rules)

Task Procedure

Preparation

1. Check PA test date
2. Thoroughly check all parts of the electrical equipment for wear, damage and that they work properly - Including plugs, pipes, wheels and cables
3. Place warning signs correctly at each entrance/exit point to the area
4. If floor sockets are being used, put a warning sign over the floor socket that is being used
5. Select, check and wear correct PPE
6. Ventilate area (as appropriate)
7. Prepare the cleaning solution using the correct ratios and to manufacturer's directions, adding the cleaning agent to the water
8. Ensure lift key is inserted and switched to 'off'
9. On all floors place warning barrier/belt across doors
10. Erect warning signs/barrier tape (in working area); direct to alternative lift or stairs

Cleaning of Area

1. Remove large items of litter and place in waste sack
2. Check the area for chewing gum
3. Spray a small amount of water onto microfiber cloth and damp wipe internal walls and mirror
4. Pay particular attention to handrails and control buttons. All areas should be left free from smears and clean
5. Using 'crevice' tool attachment vacuum lift door runners.
6. Carpeted floor – commence vacuuming using 'overlapping 'passes; work backwards towards exit/socket, ensuring that the vacuum cleaner and cable are behind you. Vacuum small manageable sections to prevent overstretching
7. Hard or vinyl surface floor – immerse colour coded mop in water, wring out and clean floor edges and corners first
8. Starting at the point furthest from the door and working backwards towards the exit, immerse the mop in solution, wring out and using overlapping (figure of 8) movements work backwards towards exit – do not over-wet, ensuring bucket is always behind you and your feet are on dry floor; rinse mop frequently in bucket and change solution when required, allowing the floor to dry
9. Ensure the appearance of the floor and surrounding areas are satisfactory after completion of the task
10. Complete the task without damage or risk to people, furniture and fittings

11. Check, clean and store equipment, materials and PPE correctly
12. Remove warning signs and close ventilation (as appropriate)
13. Wash and dry hands thoroughly after completing the task
14. Turn lift key to ‘on’ position, remove key and return to Reception/Security

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METHOD STATEMENT– Number 41

INFECTION CONTROL AND DECONTAMINATION CLEANING

Recommended Equipment and PPE

PPE - gloves, face mask, over suit

Warning signs and barriers

Cloths

Paper roll

Vacuum cleaner or broom and dustpan/brush

Waste bags

Body fluid spillage kit or relevant components (absorbent granules, disinfectant)

Cloths

Paper roll

Scraper

Mop bucket and mop (colour coded)

Appropriate cleaning agents

Suitable disinfecting chemical

Safety and Control

- ✓ Refer to risk assessment
- ✓ Equipment used should not be used for any other task
- ✓ Gloves and mask must be worn
- ✓ Staff must be suitably trained or supervised
- ✓ Equipment used for decontamination cleaning should not be used for any other task
- ✓ Body fluids include: blood, urine, vomit, faeces, saliva, semen etc.
- ✓ PPE must be worn
- ✓ Staff must be suitably trained or supervised
- ✓ Please refer to other relevant risk assessments and method statements for related tasks such as body fluid spillages/mopping etc.

Procedure

1. Select, check and safely assemble the correct equipment, correctly diluting the disinfecting chemical according to manufacturer's instructions
2. Place warning signs correctly at each entrance/exit to the area
3. Select, check and wear correct PPE
4. Ventilate area (where appropriate)
5. Work into the room logically to avoid any cross contamination
6. Collect any debris and vacuum/sweep the floor as required. Deal with any obvious body fluid spillages in accordance with relevant method statement
7. Clean the floor and ceiling using a figure of 8 motion using flat mop system leaving the floor as dry as possible
8. Clean the walls by cleaning up and finishing downwards
9. Clean all furniture/items in the area as applicable
10. If body fluids are found apply appropriate disinfectant to the spillage/item and allow sufficient contact time. Refer to body fluid spillage method statement

11. Remove contaminated items to the waste bag or box
12. Clean the surface and rinse to a satisfactory standard and allow to dry
13. Remove all disposable protective equipment correctly and place in a waste bag/box
14. Seal and tag the bags/boxes and remove to a designated area for disposal
15. Check, clean and store equipment, materials and PPE correctly
16. Remove warning signs (only if the floor is dry) and close ventilation (as appropriate)
17. Wash and dry hands thoroughly after completing the task.

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METHOD STATEMENT– Number 42

GRAFFITI REMOVAL

Recommended Equipment and PPE

Spray bottle (filled with correct solution of Graffiti remover according to manufacturer's instructions) or ready mixed graffiti remover

Personal protective equipment – gloves and goggles

Two buckets and cloths or

Pressure washer (only if competent is using equipment)

Abrasive pads

Mopping system

Warning/Safety signs

Measuring apparatus

Protective covers/Masking Tape

Safety and Control

- ✓ Ensure warning signs are displayed
- ✓ Wear correct PPE (inc goggles if spraying onto vertical surfaces)
- ✓ Do not leave equipment unattended
- ✓ Follow COSHH instructions on safe use of chemicals
- ✓ Never mix cleaning agents together
- ✓ Trained staff only to use Pressure Washer equipment
- ✓ Refer to Pressure Washer Method Statement for further instructions
- ✓ Electrical sockets must be protected

Procedure

1. Check PA test date
2. Thoroughly check all parts of the electrical equipment for wear, damage and that they work properly - Including plugs, pipes, wheels and cables
3. Place warning signs correctly at each entrance/exit point to the area
4. If floor sockets are being used, put a warning sign over the floor socket that is being used
5. Select, check and wear correct PPE
6. Ventilate area (as appropriate)
7. Prepare the cleaning solution using the correct ratios and to manufacturer's directions, adding the cleaning agent to the water
8. Identify the surface finishes from which the graffiti needs to be removed
9. Identify the nature of the graffiti
10. Prepare cleaning solution using correct ratios and to manufacturer's directions, adding the cleaning agent to the water
11. Assemble pressure washer correctly and safely or fill one bucket with clean water and one with cleaning solution
12. Protect surrounding areas with dust covers and masking tape (if appropriate).
13. Test small surface patch for colour fastness

14. Attempt to remove graffiti with less aggressive cleaning solutions (e.g. neutral detergent. If unsuccessful seek advice from Supervisor/Manager, before using other chemicals
15. Apply cleaning solution on to the marked surface without causing damage to self or others and leave for sufficient contact time in line with manufacturer's instructions)
16. Repeat if necessary. If on vertical surface work from bottom to top
17. Once graffiti removed, rinse surface after treatment. If on vertical surface rinse from top to bottom
18. Wipe surface or allow to air dry
19. If pressure washer was used, mop surrounding floor area dry
20. Ensure the appearance of the floor and surrounding areas are satisfactory after completion of the task
21. Complete the task without damage or risk to people, furniture and fittings
22. Check, clean and store equipment, materials and PPE correctly
23. Remove warning signs and close ventilation (as appropriate)
24. Wash and dry hands thoroughly after completing the task.

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METHOD STATEMENT– Number 43

STAIN REMOVAL – VARIOUS TYPES (including chewing gum)

Equipment and PPE

Personal Protective Equipment
Spot and Stain Remover (pre-mixed as required)
Chewing Gum Remover (tool or chemical as appropriate)
Warning/Safety Signs
Paper Towels/Tissue
Soft Scrubbing Brush
Plastic Scrape
Waste Sacks
Colour Coded Cloths
1 x Bucket of warm fresh water
Water cleaning agent
Acetic acid
Abrasive pad
Scraper
Solvents
Scissors
pH Indicator papers
Vacuum Cleaner

Safety and Control

- ✓ Staff must be suitably trained or supervised
- ✓ Wear correct PPE (minimum rubber gloves)
- ✓ Ensure warning signs (wet floor) positioned
- ✓ DO NOT mix cleaning chemicals
- ✓ Do not leave equipment unattended
- ✓ Use correct colour coded material and equipment
- ✓ Follow COSHH instructions on safe use of chemicals
- ✓ Trained personnel only to deal with Bodily Fluid spillages
- ✓ Refer to separate method statement for vacuuming

Procedure

1. Thoroughly check all parts of the equipment for wear, damage and that they work properly
2. Place warning signs correctly at each entrance/exit point to the area
3. Select, check and wear correct PPE
4. Ventilate area (as appropriate)
5. Prepare the cleaning solution using the correct ratios and to manufacturer's directions, adding the cleaning agent to the water
6. Pre spray any heavy stains (to allow contact time
7. Attempt to identify and/or categorise the stain (sight and smell). If unsure consult Supervisor/Manager

    - liquid/wet stain
    - dry stain
    - stain with solid matter
    - Chewing Gum

- Bodily Fluid – NOTE: Supervisor/Manager MUST be informed – trained personnel
- Only follow Method Statement for 'Body Spills'

Give due regard to potential hazards associated with: Solvents, Freezing agents and Aerosols

Use water or neutral detergent first in preference to other agents. Clean working from the outside towards the centre of the stain

8 Test small area of surface for colour fastness BEFORE using Cleaning Chemical, treat and remove the stain according to type and category
Ensure no damage is caused to surfaces being cleaned

9 **Wet Stain**

a) Using paper towelling, and working from the outside of the stain to the centre, blot excess liquid from the stained area

b) With a well wrung out cloth blot stain until removed

c) If stain persists, spray stain remover directly onto stain, leave for recommended time (follow manufacturer's instructions) then agitate with soft brush

d) Once stain is removed, rinse with clean fresh water and blot dry with paper towels/clean cloth

e) Allow to dry naturally

10 **Dry Stain**

a) With a well wrung out cloth blot stain until removed

b) If stain persists, spray and stain remover directly onto stain, leave for recommended time (follow manufacturer's instructions) then agitate with soft brush

c) Once stain is removed, rinse with clean fresh water and blot dry with paper towels/clean cloth

d) Allow to dry naturally

11 **Stain with Solid Matter**

12 Using scraper remove solid material from stained area and place in waste sack then follow method for 'Dry Stain'

13 **Chewing Gum**

a) 'Roughen' surface of gum with edge of plastic scraper

b) Spray area with chewing gum remover

c) Allow to 'freeze'

d) Tap frozen chewing gum until it cracks

e) Use scraper to remove chewing gum and deposit in waste sack

f) Treat any residual stain following method for 'Dry Stain'

14 For all stains. Once surface is completely dry vacuum all residue and surrounding area

15 Ensure the appearance of the floor and surrounding areas are satisfactory after completion of the task

16 Complete the task without damage or risk to people, furniture and fittings

17 Check, clean and store equipment, materials and PPE correctly

18 Remove warning signs and close ventilation (as appropriate)

19 Wash and dry hands thoroughly after completing the task.

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METHOD STATEMENT– Number 44

WET PICK UP MACHINE

Recommended Equipment and PPE

Wet suction machine and appropriate tools

Personal protective equipment (PPE) – gloves

Warning/Safety signs

Colour coded cloths

Circuit breaker – if required

Extension Lead – if required

Safety and Control

- ✓ Report any faults to the Supervisor/Manager
- ✓ Do not plug in until fully assembled using an RCD if required
- ✓ Do not allow cable to become taut at ankle height
- ✓ Put any electrical socket covers back
- ✓ Follow COSHH instructions on safe use of chemicals
- ✓ Staff must be suitably trained or supervised
- ✓ Cables should be kept behind the machine

Procedure

1. Check PA test date
2. Thoroughly check all parts of the electrical equipment for wear, damage and that they work properly - Including plugs, pipes, wheels and cables
3. Place warning signs correctly at each entrance/exit point to the area
4. If floor sockets are being used, put a warning sign over the floor socket that is being used
5. Select, check and wear correct PPE
6. Ventilate area (as appropriate)
7. If using an extension lead, ensure it is fully uncoiled
8. Connect suction machine and start in correct position on a dry area before moving onto a wet area
9. Position cable behind line of work to reduce trip hazard and ensure it doesn't get caught or lie in the water
10. Use a systematic overlapping pattern to cover all areas of the floor
11. Consider safety at all times when using the machines
12. Remove plugs safely from the power sockets and recoil the cables correctly
13. If the floor requires cleaning afterwards due to the nature of the liquid being removed, please follow the method statement for damp mopping if you are trained to do so.
14. Safely remove the plug from the power socket and recoil the cable safely
15. Ensure the appearance of the floor and surrounding areas are satisfactory after completion of the task
16. Complete the task without damage or risk to people, furniture and fittings
17. Check, clean and store equipment, materials and PPE correctly
18. Remove warning signs and close ventilation (as appropriate). Only remove signage when floor is completely dry.
19. Wash and dry hands thoroughly after completing the task.

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METHOD STATEMENT– Number 45

UPHOLSTERY CLEANING

Safety and Control

- ✓ Check electrical equipment in particular plugs and cables to ensure they are safe and test RCD report any faults to Supervisor/Manager
- ✓ Do not plug in machine until fully assembled using an RCD
- ✓ Do not leave machine unattended
- ✓ Do not splash solution
- ✓ Cables should be kept behind machine and out of the water
- ✓ Do not allow the cable to become taut at ankle height
- ✓ Follow COSHH instructions on safe use of chemicals
- ✓ Staff must be suitably trained or supervised

Procedure

1. Check PA test date
2. Thoroughly check all parts of the electrical equipment for wear, damage and that they work properly - Including plugs, pipes, wheels and cables
3. Place warning signs correctly at each entrance/exit point to the area
4. If floor sockets are being used, put a warning sign over the floor socket that is being used
5. Select, check and wear correct PPE
6. Ventilate area (as appropriate)
7. Prepare the cleaning solution using the correct ratios and to manufacturer's directions, adding the cleaning agent to the water
8. Fill tank correctly so that no splashing occurs (if appropriate)
9. Check upholstery before cleaning for damage, staining, areas of wear and problem points
10. Ascertain which type of filler was used in the construction of upholstered article.
11. Thoroughly and systematically suction clean the fabric before cleaning
12. Prepare the cleaning solution using correct ratios and to manufacturer's directions, adding the cleaning agent to the water
13. Test fabric for colour fastness using the cleaning solution
14. Carry out spot and stain removal procedure prior to cleaning (if applicable)
15. Take care to ensure that cleaning solution does not penetrate beyond the fabric
16. Leave fabric as dry as possible
17. Ensure the appearance of the finished article is satisfactory after completion of the task
18. Safely remove plug from power socket and recoil cable correctly
19. Suction clean the upholstery when dry – refer to relevant method statement
20. Ensure the appearance of the floor and surrounding areas are satisfactory after completion of the task
21. Complete the task without damage or risk to people, furniture and fittings
22. Check, clean and store equipment, materials and PPE correctly
23. Remove warning signs and close ventilation (as appropriate)
24. Wash and dry hands thoroughly after completing the task.

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Method Statement Number: 46

Dust Mop Sweeping

Associated Risk Assessments

2: Vacuuming/Suction Cleaning

46: Dust Mop Sweeping

Associated Method Statements

2: Vacuuming/Suction Cleaning

Associated Tool Box Talks

1: Health and Safety for Everyone

6: Slips, Trips and Falls

8: PPE

9: Manual Handling

16: Colour Coding

Personal Protective and Safety Equipment Requirement

1. Warning/Safety Sign 

2. Protective Footwear 
3. Cut Resistant Gloves EN388 Level 3 

Small Tools / Materials (Refer to folder as to what they need)

1. Scraper
2. Dust Mop Sweeper
3. Broom/Dustpan and Brush
4. Plastic Sacks

Machinery

1. Vacuum cleaner and small tools

Approved Chemicals			
Chemical	Use	Hazardous Classifications	COSHH Assessment Number
No Chemical required			

Identified Risks and Safety Controls	
Identified Risk	**Mitigation**
Awkward Posture (Reaching, Bending, Twisting)	
	• Rotation of jobs • Moving in various directions to spread out the workload to various muscles. Use a light grip • Maintain neutral postures • Neck flexion and stretching in opposite directions
Manual Handling machines/loads and repetitive strain injuries	
	• All machinery/attachments/chemical containers weigh below 25 Kilos • Rotation of jobs (frequent breaks in pattern of work) • Specific Manual Handling training on Kinetic Lifting for all employees
Slips, Trips and Falls including wet floors and trailing cables	
	• Warning signs to be placed before work commences • Warning signs displayed in a suitable position to give other users sufficient time to absorb the information before entering hazard area • Signage displayed until floor dry and/or completed • Store signage away safely when completed • Appropriate footwear to be worn (good grip on soles) • All employees trained in safety procedure

Additional Safety Controls

Preparation

- Ensure warning signs are displayed at all entrances
- Do not leave mop sweeper unattended
- Check dust mop handle is smooth (if wooden, as rough handles may cause splinters)
- Ensure that all staff have been issued with the correct PPE and that it is worn throughout the task
- Ensure staff carrying out the task have the correct training and that a record of their training is held on central system

Task Procedure

Preparation

For dry floors only

1. Thoroughly check all parts of the electrical equipment for wear, damage and that they work properly - including plugs, pipes, wheels and cables
2. Place warning signs correctly at each entrance/exit point to the area
3. Select, check and wear correct PPE
4. Ventilate area (as appropriate)

Cleaning of Area

1. Remove any chewing gum with scraper
2. Sweep using a continuous stroke (straight or figure 8), overlapping passes. Ensure Dust Mop Sweeper head is in contact with floor at all times and a leading edge is maintained. Sweep under heavy furniture, move lighter furniture and replace
3. Use dust pan and brush in corners
4. When sweeping large areas, collect dirt with dust pan several times and place into plastic sack
5. Cover all areas systematically
6. When finished, remove soil from floor with dust pan and brush and place into plastic sack
7. Ensure the appearance of the floor and surrounding areas are satisfactory after completion of the task
8. Complete the task without damage or risk to people, furniture and fittings
9. Check, clean and store equipment, materials and PPE correctly
10. Remove warning signs and close ventilation (as appropriate)
11. Wash and dry hands thoroughly after completing the task.

Maintenance and Storage of the Dust Mop Sweeper

1. Ventilate area (as appropriate)
2. Remove the synthetic head from the frame
3. Place synthetic head flat on the floor facing upwards
4. Check PA test date of vacuum
5. Thoroughly check all parts of the electrical equipment for wear, damage and that they work properly - including plugs, pipes, wheels and cables
6. Place warning signs correctly at each entrance/exit point to the area
7. If floor sockets are being used, put a warning sign over the floor socket that is being used
8. Select, check and wear correct PPE

9. Thoroughly and systematically vacuum the synthetic head, removing all dust and fluff
10. Ensure the appearance of the finished Dust Mop Sweeper head is satisfactory after completion of the task
11. Safely remove plug from power socket and recoil cable correctly
12. Ensure the appearance of the floor and surrounding areas are satisfactory after completion of the task
13. Re-attach the Dust Mop Sweeper heads and store away upright

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METHOD STATEMENT– Number 46A

MICRO FIBRE DRY MOP SWEEPING

Equipment and PPE

Personal protective equipment
Warning Signs
Trolley or holding device
Colour coded mop handle
Colour code mop frame
Laundry bag
Net laundry bag with impervious outer
Colour coded micro fibre dry mops (sufficient for area)
Colour coded micro fibre cloths (dry)
Dustpan and brush
Plastic sacks

Safety and Control

- ✓ Use appropriate PPE
- ✓ Warning signs must be in place
- ✓ During the task, no cleaning agents must be used on micro fibre materials
- ✓ Ensure cloths are laundered in line with manufacturer's instructions
- ✓ Trained personnel only to deal with SHARPS

Procedure

1. Select, check and safely assemble correct equipment
2. Place warning signs correctly at each entrance/exit point to the area
3. Select, check and wear personal protective equipment
4. Ventilate the area (where appropriate)
5. Check the floor for large debris, sharps, chewing gum etc.
6. Adjust the mop handle where necessary to suit your height
7. Sweep using a continuous stroke (straight or S type action) with overlapping passes
8. Ensure mop head is in contact with floor at all times and a leading edge is maintained
9. Check mop head for soiling
10. Carry out task systematically to ensure all areas are cleaned effectively and efficiently
11. Remove the mop head safely from the mop frame and place in the laundry bag
12. Remove any soil left with a dust pan and brush
13. Ensure appearance of the floor and surrounding area is satisfactory after completion of the task
14. Check, clean and store equipment, materials and PPE
15. Segregate mop heads and cloths and place in the appropriate laundry bag
16. Seal the laundry bags and take to the collection point.
17. Complete the task without damage or risk to people, furniture or furnishings.
18. Remove warning signs and close ventilation (as appropriate)
19. Wash hands thoroughly, rinse and dry upon completion of task.

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METHOD STATEMENT– Number 47

MACHINE SWEEPING/VACUUMING WITH ELECTRIC/PETROL POWERED GARDEN VACUUM

Equipment and PPE

Petrol/Electric Garden Vac

Unleaded petrol and 2/4 stroke oil (For petrol vac)

RCD (For electric vac)

Warning signs

Personal protective equipment (Eye protection, Ear defenders, Outdoor gloves, Warm close fitting clothing, High Vis jacket/Vest, Safety Shoes)

Procedure

1. Select, check and safely assemble the correct equipment. Check PAT
2. Place warning signs correctly.
3. Select, check and wear the correct PPE.
4. Switch off the machine and remove the ignition key before any checks are carried out.
5. Check the collection tube is clear of debris before starting task
6. Check the collection sack it is empty as the start of the task.
7. Depending on the type of machine used, ensure the correct RCD is available or that the correct 2/4 stroke fuel mix is available and is under 2 months old (25 parts to 1)
8. Consider the area the machine is to be used in. Assess potential traffic at the start and during the task. Plan a route and make note of any potential trip hazards during the operation
9. Ensure all control levers are free moving and set in the right position to start the machine.
10. Carry out the start-up procedure in a safe and controlled manner in accordance with the manufactures guidelines. Never start if any part of the machine is damaged. Check any cables/ Fuel leakages.
11. Keep the machine under control at all times during the task. Keep any trailing cables to a minimum and behind the area of works. As a general rule, try to operate your machine at the lowest throttle setting necessary to get the job done:

    Use low throttle settings when clearing lightweight materials from around lawns or shrubbery. Use medium to higher throttle settings to move lightweight grass or leaves from parking lots or walkways. Use full throttle when moving heavy loads such as dirt
12. Sweep the floor using a systematic overlapping pattern.
13. Carry out sweeping with regard to edges and immovable obstacles and people. Never point the blower/vac discharge towards people, animals or objects other than those which need to be cleared.
14. Check fuel levels on a regular basis. Check trail on a regular basis.
15. Check the collection sack regularly and empty as necessary.
16. Ensure the appearance of the floor and surrounding areas are satisfactory after completion of the task.
17. Complete the task without damage or risk to people or surrounding fixtures
18. Check, clean and store equipment, materials and PPE correctly. Do not leave fuel in unit if storage is to be longer than 30 days without use

19. Store fuel in purpose container locked away and away from ignition sources. 20. Remove warning signs
Safety and Control ✓ Ensure warning signs are displayed ✓ Do not leave equipment unattended ✓ Staff must be suitably trained or supervised ✓ Use when least members of the public are present ✓ All P.P.E is mandatory

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METHOD STATEMENT– Number 49

USE OF A PORTABLE PETROL POWER GENERATOR

Equipment and PPE

Petrol powered Generator (max 5kw)

Warning signs and barriers

Supplied 3 pin outdoor rated extension and RCD

Personal protective equipment

Fuel can (plastic 5 litre)

Funnel

Procedure

1. Select, check and safely assemble the correct equipment.
2. Place warning signs and erect barriers preventing access to area
3. Select, check and wear the correct PPE.
4. Two operators should unload/ move the generator into position keeping upright at all times
5. Check position of generator is away from building openings and in a well ventilated area
6. Make sure Generator is switched off and the machine has not been used for at least 1 hour prior to any checks which are carried out.
7. Refuel to full level using correct apparatus, Place fuel can back in safe store facility
8. Check oil levels and top up where required
9. Plug in required extension socket – never run more than one piece of machinery at a time. Never run machinery rated over 70% of the capacity of the generator. I.e. a 5Kva generator should run equipment of no more than 3.5 Kva load
10. Carry out the start-up procedure in a safe and controlled manner in line with the training given by the manufacturer and the specific machine supplied manual. **NO employee should attempt to use the generator without specific training in this procedure**
11. Complete appropriate tasks in line with their individual safe systems of work
12. Should generator fuel become low then point 6-9 should be repeated leaving the appropriate cooling time before attempting to refuel
13. Allow generator to cool
14. Unplug any extensions and wipe over equipment where required
15. Two operatives should move the generator or load back into vehicle
16. Remove all equipment from area prior to removing barriers

Safety and Control

- ✓ Ensure warning signs are displayed
- ✓ Do not leave equipment unattended
- ✓ **Staff must be suitably trained – No unauthorised personnel to operate**

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METHOD STATEMENT– Number 50

SKY VAC – High level cleaning

Recommended Equipment and PPE

Skyvac and indoor or outdoor poles kit

Skyvac inspection pole and Camera

Personal protective equipment (PPE) – Gloves, Goggles, Dust mask, Hard hat and safety shoes

Warning/Safety signs and High Viz

Cloths and mops

Refuse disposal bags

110 v step down and extension lead provided with unit

Generator if outside

Circuit breaker – if plugged into mains

Safety and Control

- ✓ Report any faults to the Supervisor/Manager
- ✓ Do not plug in until fully assembled using an RCD if required
- ✓ Do not allow cable to become taut at ankle height
- ✓ Put any electrical socket covers back
- ✓ Staff must be suitably trained or supervised
- ✓ Cables should be kept behind the machine
- ✓ Associated RAMS should be used if using generator

Procedure

1. Check PA test date
2. Thoroughly check all parts of the electrical equipment for wear, damage and that they work properly - Including plugs, pipes, wheels and cables
3. Place warning signs correctly at each entrance/exit point to the area. Cordon off any area of work and area where generator may be operational. Follow RAMS for generator use
4. Walk area and assess task. Connect the inspection camera to inspection pole and check for any potential hazards and assess likely tools for use. Operation should not commence in inclement weather or if inclement weather sets in operations should cease
5. If internal floor sockets are being used, put a warning sign over the floor socket that is being used
6. Ventilate area if indoor cleaning is taking place
7. Select, check and wear correct PPE
8. If using an extension lead, ensure it is fully uncoiled and correct 110V step down box is in use
9. Position cable behind line of work to reduce trip hazard and ensure it doesn't get caught or lie in the water
10. Firmly connect poles to ensure height is reached resting head tool against the vertical surface as pipes are added. They should be rechecked after fitting to ensure they are tight, until tool reaches desired height and the operative can safely move the head without straining to reach up. The pole should be supported by the dominant hand whilst guided with the other hand approximately 60 cm below

11. 2nd operator should continue to provide inspection via camera, Jobs should be alternated at regular intervals to avoid fatigue
12. Ensure you are not directly below the area of cleaning by adding additional poles as required
13. Activate machine by turning on main motor before switching on secondary motors
14. Larger objects should be broken up in situ to allow machine to remove through pipes. Where this is not possible the object may be lifted out of situ and safely lowered to ground level using the continuous suction of the machine to provide grip.
15. If machine becomes blocked then it should be turned off and dismantled. Blockages can be removed by hand with appropriate gloves and or by using the suction from another pole to release the blockage
16. Activity should be completed in one direction clearing and removing debris in a methodical line
17. Consider safety at all times when using the machines. Items and tools not in use should be placed back in their correct storage
18. Regularly empty and the machine / poles by disconnecting the machine, tipping out the lose debris into a bag and then vacuuming 10 litres of clean water from a bucket through the used equipment
19. A tub vacuum should be used to remove debris from the main filter
20. Remove plugs safely from the power sockets and recoil the cables correctly
21. If the floor requires cleaning afterwards due to the nature of the liquid being removed, please follow the method statement for damp mopping if you are trained to do so.
22. Safely remove the plug from the power step down unit and recoil the cable safely
23. Ensure the appearance of the floor and surrounding areas are satisfactory after completion of the task and free from debris
24. As areas become completed the full process to this point should be repeated
25. Complete the task without damage or risk to people, furniture and fittings
26. Check, clean and store equipment, materials and PPE correctly
27. Remove warning signs and close ventilation (as appropriate). Only remove signage and barriers when floor is completely dry and all equipment is away
28. Wash and dry hands thoroughly after completing the task

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METHOD STATEMENT– Number 51

Use of small battery power ride on site collection vehicles and tugs

Equipment and PPE

Ride on Tug / Collection vehicle

Personal protective equipment, Including safety shoes, high visibility outdoor workwear suitable for conditions and gloves suitable for handling

Only specifically trained authorised personnel are to use this equipment

Procedure

1. Obtain keys and follow key sign out procedure.
2. Select, check and wear the correct PPE
3. Avoid using vehicle at times of high site traffic or People movement
4. Perform vehicle daily/weekly check as appropriate to specific machine and record findings. Check brake is engaged prior to any loading
5. Unplug from charging point
6. Assess weather conditions are suitable for use
7. Load vehicle taking into account any manual handling requirements. Make sure loads are secure and within vehicle. Never overload or have items protruding past vehicle limits
8. Where attaching additional trailing items ensure coupling on each item is securely fastened and that fall back safety chains are in place where supplied. Do not attempt to tow a weight greater than the manufactures guidelines or attempt any towing length which is longer than a field of vision or unsuitable for the route. If unsure then the route should be assessed on foot prior to any attempt.
9. Ensure all control levers are free moving and set in the right position to start the machine
10. Insert key and check for warning lights
11. Turn on vehicle lighting including headlights and warning lights (for all journeys)
12. Perform brake check
13. Preform visual check of mirrors and road ahead prior to setting off for people or obstacles
14. Never carry more than the recommended number of passengers. Passengers must be seated prior to setting off, belts must be fastened if provided
15. Keep the machine under control at all times during the task, reducing speeds if towing or carrying loads. Slow for corners, when obstacles are in vision and or when other route users including pedestrians are within vicinity
16. Never attempt steep inclines or inclines where the vehicle is not on a direct climb. Take into account loads and towing loads when attempting inclines
17. Always follow designated routes and site instructions and adhere to warnings.
18. Complete the task without damage or risk to people or property
19. Unloading should be completed in line with manual handling guidelines. Parking brake should be engaged and keys removed

20. Never leave vehicle unattended and unsecured 21. Return vehicle to an area secure form the public 22. Never park on an incline 23. Ensure parking brake is engaged prior to any disembarkation 24. Clean vehicle as appropriate 25. Complete vehicle inspection and document 26. Report any damage/defect to person responsible for maintenance 27. Plug back into charging point 28. Sign key back according to process
Safety and Control ✓ Do not leave equipment unattended ✓ Staff must be suitably trained ✓ Vehicle checks must be completed ✓ PPE must be worn

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METHOD STATEMENT – NUMBER 52

USE OF AN ELECTROSTATIC SPRAYER MACHINE (Decontamination and Protection)

Recommended Equipment and PPE

Electrostatic Spray Gun

Approved water based chemical

Disposable gloves (non-latex)

Respiratory protection - Half mask FFP3

Fitted goggles or glasses

Warning signs and barriers

Waste bags

Safety and Control

Client will need to de-activate fire alarms before procedure commences.

- ✓ Prior to work commencement, confirm with the customer what plans are in place regarding the control of entrance points and security of the area whilst being sprayed.
- ✓ Where rooms are in 24/7 operation, there is to be no electrostatic spraying, only touchpoint cleaning. Refer to Method Statement Touchpoint cleaning 76.
- ✓ Refer to risk and COSHH assessment.
- ✓ Equipment used should not then be used for any other task.
- ✓ Staff must be suitably trained or supervised.
- ✓ PPE and RPE must always be worn whilst spraying is in operation

Procedure

1. Select, check, and safely assemble the correct equipment.
2. Place warning signs correctly at each entrance/exit to the area.
3. Select, check and wear correct new set of PPE and RPE.
4. Correctly dilute the approved chemical. The chemical should be decanted directly into the unit prior to adding cold water, so as to dilute to manufacturer's instructions, stow away chemical safely when not in use.
5. Check spray gun is in finest mist setting, if not use key to adjust.
6. Click chemical tank on and lock into position.
7. Lock in battery to base of spray gun.
8. Unlock the trigger safety switch, turn machine on.
9. Whilst holding the spray gun away from the body, a swooping motion should be used to evenly distribute the chemical over the surface you wish to spray. The spray gun should be around 70 cm away from the surface being sprayed.
10. Logically move around the room spraying all surfaces lightly but evenly. The electro spray will attach underneath items (i.e., chairs).
11. The operative should make sure to avoid saturation by constantly moving the spray gun as if spray painting objects.
12. The spray should always be directed away from the body and the other operatives.
13. Once all areas have had an even distribution the operatives should wait for around 20 minutes for the surfaces to dry.
14. Dry hands thoroughly after completing the task. For comfort PPE can be changed at any time, regular breaks should be sought.

15. Thoroughly clean all equipment after use. Remove all disposable protective and respiratory equipment correctly.
16. Remove warning signs.

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METHOD STATEMENT– Number 54

BAINS MARIE CLEANING

Equipment and PPE

Colour coded cloths
Colour coded bucket
Scrubbing brush
Scraper
Hand pads
Trigger Spray
Warning / Safety Signs
Gloves
Goggles
Refuse sacks
Clean container for drained oil
Odourless bactericidal detergent and measure , descaler and measure

Procedure

1. Select, check and safely assemble the correct equipment.
2. Place warning signs.
3. Select, check and wear the correct PPE.
4. Ventilate Area
5. Switch off Bains Marie. Isolate or disconnect.
6. Read detergent product label.
7. Measure detergent and add to water in bucket or trigger spray at recommended dilution.
8. Replace detergent container cap
9. Remove food containers.
10. Drain Bain Marie.
11. Remove all food debris from inside unit with damp cloth or brush.
12. Wipe all inner surfaces applying solution with cloth or trigger spray.
13. Repeat for all outer surfaces.
14. Work from top to bottom.
15. Ensure passes overlap.
16. Rinse cloth frequently and wring out
17. Check cleaning solution frequently. Change when dirty.
18. Dry wipe all cleaned surfaces.
19. Read descaler product label.
20. Measure product and add to water in bowl at recommended dilution.
21. Replace container cap.
22. Apply solution with cloth to inner surfaces.
23. Allow 7 – 8 minutes contact time
24. Remove scale deposits with brush, hand pad or scraper.

25. Rinse thoroughly with fresh clean water and drain.
26. Refill with hot clean water to operating level.
27. Refit food containers.
28. Check Bain Marie for correct operation.
29. Wipe any splashes off skirtings, walls and fixtures.
30. Visually inspect task
31. On completion clean and check all equipment.
32. Remove warning signs when area dry and safe for other building users
33. Return equipment to secure store

Safety and Control

- ✓ Ensure warning signs are displayed
- ✓ Do not leave equipment unattended
- ✓ Make sure that client has removed all food items and equipment in and around all areas of cleaning
- ✓ Gloves and googles must be worn
- ✓ Do not splash solution
- ✓ Follow COSHH instructions on safe use of chemicals
- ✓ Staff must be suitably trained

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METHOD STATEMENT– Number 55

CANOPIES, HOODS AND FILTER CLEANING

Equipment and PPE

Access equipment or step ladder
Colour coded cloths
Colour coded bucket
Scrubbing brush
Scraper
Hand pads
Paper towel
Dust sheets
Warning / Safety Signs
Gloves (Heavy duty)
Goggles
Refuse sacks
Odourless bactericidal detergent and measure

Procedure

1. Place warning signs.
2. Select, check and wear the correct PPE.
3. Select and assemble equipment. Carry out safety checks for step ladder
4. Switch off ventilation system. Isolate or disconnect.
5. Allow equipment to cool.
6. Cover all equipment below work area
7. Erect and secure access equipment

ONLY TRAINED PERSONEL SHOULD USE ACCESS STEP LADDERS

8. Work in pairs
9. Do not overreach
10. Select correct chemical and read label.
11. Measure chemical and add to water in hot soak, bowl and trigger spray at recommended dilution.
12. Replace chemical container cap.
13. Remove filters and drip trays.
14. Place removable equipment in hot soak. Use industrial dishwasher if appropriate
15. Scrape off heavy fat from canopy and hood.
16. Wipe up loose fat particularly from channels of canopy and hood.
17. Wipe all surfaces applying solution with cloth, paper towel or trigger spray
18. Steam cleaners may be used where appropriate. Please refer to steam clean in method and risk assessment
19. Work from top to bottom
20. Ensure passes overlap
21. rinse cloth frequently and wring out
22. Check cleaning solution frequently. Change when dirty.

23. Rinse and dry filters and drip trays. 24. Refit filters and drip trays. 25. Dry wipe all cleaned surfaces. 26. Check ventilation system for correct operation. 27. Dismantle access equipment. 28. Remove dust covers 29. Wipe any splashes off floors, walls and fixtures. 30. Visually inspect task 31. On completion clean and check all equipment used. 32. Remove warning signs when area dry and safe for other building users 33. Return equipment to secure store
Safety and Control ✓ Work in pairs ✓ Ensure warning signs are displayed ✓ Do not leave equipment unattended ✓ Make sure that client has removed all food items and equipment in and around all areas of cleaning ✓ Gloves and googles must be worn ✓ Do not splash solution ✓ Follow COSHH instructions on safe use of chemicals ✓ Staff must be suitably trained ✓ Staff must not use step ladders unless suitably trained

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METHOD STATEMENT– Number 56

DEEP FAT FRYER CLEANING

Equipment and PPE

Colour coded cloths
Colour coded bucket
Scrubbing brush
Scraper
Hand pads
Warning / Safety Signs
Gloves
Goggles
Refuse sacks
Clean container for drained oil
Odourless bactericidal detergent and measure or degreasing detergent powder

Prior to starting this clean the operative must have had suitable instruction and authorisation from the site manager on how to turn on / ignite this equipment safely.

Procedure

1. Select, check and safely assemble the correct equipment.
2. Place warning signs.
3. Select, check and wear the correct PPE.
4. Ventilate Area
5. Switch off deep fat fryer. Allow to cool if it has been in use.
6. Drain all oil into clean container remember to close drain tap after
7. Remove food debris from filter
8. Select correct chemical and read label.
9. Measure chemical and add to water in fryer at recommended dilution.
10. Replace chemical container cap
11. Switch on fryer and allow to simmer for 20 minutes.
12. Switch off fryer, Isolate or disconnect, and allow to cool for 1 hour
13. Drain fryer again into container
14. Clean outer surfaces of fryer with scrubbing brush or hand pad using hot solution
15. Steam cleaning may be used where appropriate. Please refer to steam cleaning method
16. Work from top to bottom
17. Ensure passes overlap
18. While draining fryer, clean inner surfaces including basket and filter with scrubbing brush or hand pad.
19. Prepare fresh water in a bucket.
20. Rinse inner surfaces.
21. Rinse outer surfaces.

22. Dry wipe all cleaned surfaces.
23. Refill fryer with new or filtered oil if requested
24. Check fryer for correct operation.
25. Wipe any splashes off skirtings, walls and fixtures.
26. Visually inspect task
27. On completion clean and check all equipment.
28. Remove waste oil in suitable container to recycling location
29. Remove warning signs when area dry and safe for other building users
30. Return equipment to secure store

Safety and Control

- ✓ Ensure warning signs are displayed
- ✓ Do not leave equipment unattended
- ✓ Make sure that client has removed all food items and equipment in and around all areas of cleaning
- ✓ Gloves and googles must be worn
- ✓ Do not splash solution
- ✓ Follow COSHH instructions on safe use of chemicals
- ✓ Staff must be suitably trained

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METHOD STATEMENT– Number 57

DISHWASHER CLEANING

Equipment and PPE

Colour coded cloths
Colour coded bucket
Scrubbing brush
Scraper
Hand pads
Warning / Safety Signs
Gloves (Heavy duty)
Goggles
Refuse sacks
Odourless bactericidal detergent and measure, descaler and measure.

Procedure

1. Select, check and safely assemble the correct equipment.
2. Place warning signs.
3. Select, check and wear the correct PPE.
4. Ventilate Area
5. Switch off dishwasher. Isolate or disconnect.
6. Select correct chemical and read label.
7. Measure chemical and add to water in hot soak and bowl or trigger spray at recommended dilution.
8. Replace chemical container cap.
9. Remove all trays and flaps and clean in hot soak.
10. Remove all food debris from inside unit with damp cloth of brush,
11. Wipe all inner surfaces, applying solution with cloth or trigger spray.
12. Work from top to bottom.
13. Ensure passes overlap.
14. Rinse cloth frequently and wring out.
15. Check cleaning solution frequently.
16. Change when dirty.
17. Repeat for all outer surfaces.
18. Rinse all surfaces.
19. Dry wipe all cleaned surfaces.
20. Read descaler product label.
21. Measure product and add to warm water in bowl at recommended dilution.
22. Replace container cap.
23. Apply solution with cloth to inner surfaces.
24. Allow 7 to 8 minutes contact time.
25. Remove scale deposits with brush, hand pad or scraper.
26. Rinse thoroughly with fresh water.

27. Rinse and refit trays and flaps. 28. Check unit for correct operation and run with correct daily use chemicals 29. Visually inspect task. 30. Wipe any splashes off skirtings, walls and fixtures. 31. On completion clean and check all equipment. 32. Remove warning signs when area dry and safe for other building users 33. Return equipment to secure store
Safety and Control ✓ Ensure warning signs are displayed ✓ Do not leave equipment unattended ✓ Make sure that client has removed all food items and equipment in and around all areas of cleaning ✓ Gloves and googles must be worn ✓ Do not splash solution ✓ Follow COSHH instructions on safe use of chemicals ✓ Staff must be suitably trained

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METHOD STATEMENT– Number 58

GULLY CHANNELS and DRAINS CLEANING

Equipment and PPE

Double bucket mopping unit with gear wringer and mop
Wet pick up machine
Colour coded mops
Colour coded cloths
Colour coded bucket
Hose for rinsing
Scrubbing brush
Scraper
Hand pads
Warning / Safety Signs
Gloves
Goggles
Refuse sacks
Odourless bactericidal detergent and measure

Procedure

1. Select, check and safely assemble the correct equipment.
2. Place warning signs.
3. Select, check and wear the correct PPE.
4. Select correct chemical and read label.
5. Measure chemical and add to water in hot soak and double bucket mopping unit at recommended dilution.
6. Replace chemical container cap.
7. Remove gully covers and drain traps and clean in hot soak.
8. Remove all food debris from gullies and drains with scraper or scrubbing brush.
9. Use steam cleaning if appropriate or refer to 10 - 12
10. Apply solution to gully. Agitate with mop to loosen soiling.
11. Wring out mop into empty bucket.
12. Mop up dirty solution or use wet pick up machine.
13. Repeat the mopping operation to clean all gully channels
14. Check cleaning solution frequently. Change when dirty.
15. Rinse gully channels with fresh water using mopping unit or hose.
16. Use mopping unit or wet pick-up to remove water from surrounding floor area. Rinse and refit gully covers and drain traps.
17. Wipe any splashes off floors, walls and fixtures.
18. Visually inspect task
19. On completion clean and check all equipment
20. Remove warning signs when area dry and safe for other building users.
21. Return equipment to secure store

Safety and Control

- ✓ Ensure warning signs are displayed
- ✓ Do not leave equipment unattended
- ✓ Make sure that client has removed all food items and equipment in and around all areas of cleaning
- ✓ Gloves and googles must be worn
- ✓ Do not splash solution
- ✓ Follow COSHH instructions on safe use of chemicals
- ✓ Staff must be suitably trained

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METHOD STATEMENT– Number 59

OVEN AND GRILL CLEANING

Equipment and PPE

Mop and colour coded buckets
Colour coded cloths
Paper towel
Scrubbing brush
Scraper
Hand pads
Warning / Safety Signs
Gloves (Heavy duty)
Goggles
Refuse sacks
Over cleaner, odourless bactericidal detergent and measure

Procedure

1. Select, check and safely assemble the correct equipment.
2. Place warning signs.
3. Select, check and wear the correct PPE.
4. Ventilate area
5. Switch off oven and/or grill. Isolate or disconnect.
6. Allow equipment to cool

Inner Surfaces

7. Select oven cleaning chemical and read label.
8. Place all removal shelves and racking in a large sink and apply product.
9. Steam cleaning of inner and outer surfaces may be used where appropriate. Please refer to steam cleaning method
10. Starting on furthest surface, apply product to all inner surfaces of oven or grill.
11. Replace oven cleaning chemical container cap.
12. Scrape / wipe clean all shelves and racking.
13. Place racking ad trays in large airtight specialist oven equipment cleaning bags. Allow 7 to 8 minutes contact time
14. Rinse thoroughly with fresh water and wipe dry.
15. Repeat for all inner surfaces starting on the nearest section.
16. Refit shelves and racking.

Outer Surfaces

17. Select chemical and read label.
18. Measure product and add to warm water in bucket or trigger spray at recommended dilution
19. Replace chemical container cap.
20. Wipe outer surfaces applying solution with cloth, paper towel or trigger spray.
21. Work from top to bottom ensuring passes overlap.
22. Rinse cloth frequently and wring out.

23. Check cleaning solution frequently. Change when dirty. 24. Dry wipe all cleaned surfaces 25. Check oven and grill for correct operation. 26. Wipe any splashes off floors, walls and fixtures. 27. Visually inspect task. 28. On completion clean and check all equipment 29. Remove warning signs when area dry and safe for other building users 30. Return equipment to secure store
Safety and Control ✓ Ensure warning signs are displayed ✓ Make sure that client has removed all food items and equipment in and around all areas of cleaning ✓ Gloves and googles must be worn ✓ Suitable Google Must be worn ✓ Suitable respiratory mask must be worn ✓ Area must be well ventilated ✓ Do not splash solution ✓ When not in use leave handle in an upright position ✓ Follow COSHH instructions on safe use of chemicals ✓ Staff must be suitably trained

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METHOD STATEMENT– Number 60

REFRIGERATORS, FREEZERS AND COLD ROOMS CLEANING

Equipment and PPE

Colour coded cloths
Colour coded bucket
Scrubbing brush
Trigger Spray
Warning / Safety Signs
Gloves
Goggles
Refuse sacks
Odourless bactericidal detergent and measure

Procedure

1. Place warning signs.
2. Select, check and safely assemble the correct equipment.
3. Select, check and wear the correct PPE.
4. Remove contents and place in suitable alternative store
5. Switch off unit. Isolate or disconnect.
6. If unit is walk in open and secure the door open so that it cannot be changed
7. Select correct chemical and read label.
8. Measure chemical and add to water in hot soak and bowl or trigger spray at recommended dilution.
9. Replace chemical container cap.
10. Remove all food debris from inside unit with damp cloth of brush.
11. Remove all shelves and racking and clean in hot soak.
12. Wipe all inner surfaces, applying solution with cloth or trigger spray.
13. Pay particular attention to ledges, corners and door seals.
14. Work from top to bottom.
15. Ensure passes overlap.
16. Rinse cloth frequently and wring out.
17. Check cleaning solution frequently.
18. Change when dirty.
19. Rinse and dry wipe all cleaned surfaces
20. Repeat for all outer surfaces.
21. Rinse, dry and refit shelves and racking.
22. Unsecure door if walk in unit
23. Check unit for correct operation.
24. Return contents to unit
25. Wipe any splashes off skirtings, walls and fixtures.
26. Visually inspect task.
27. On completion clean and check all equipment.

28. Remove warning signs when area dry and safe for other building users 29. Return equipment to secure store
Safety and Control ✓ Ensure warning signs are displayed ✓ Do not leave equipment unattended ✓ Make sure that client has removed all food items and equipment in and around all areas of cleaning ✓ Gloves and googles must be worn ✓ Do not splash solution ✓ Follow COSHH instructions on safe use of chemicals ✓ Staff must be suitably trained

METHOD STATEMENT– Number 61

CLEANING WITH A STEAMER

Equipment and PPE

Colour coded cloths
Colour coded buckets
Scrubbing brush
Scraper
Hand pads
Trigger Spray
Warning / Safety Signs
Gloves (Heavy duty)
Goggles
Refuse sacks
Odourless bactericidal detergent and measure, descaler and measure

Procedure

1. Select, check and safely assemble the correct equipment.
2. Place warning signs.
3. Select, check and wear the correct PPE.
4. Ventilate Area
5. Switch off Steamer. Isolate or disconnect.
6. Select correct chemical and read label.
7. Measure chemical and add to water in hot soak and bucket or trigger spray at recommended dilution.
8. Replace chemical container cap.
9. Wipe all inner surfaces applying solution with cloth or trigger spray.
10. Repeat for all outer surfaces
11. Work from top to bottom ensuring passes overlap.
12. Rinse cloth frequently and wring out.
13. Check cleaning solution frequently. Change when dirty.
14. Dry wipe all cleaned surfaces.
15. Read descaler product label.
16. Measure product and add to warm water in bucket at recommended solution.
17. Replace chemical container cap.
18. Apply solution with cloth to inner surfaces.
19. Allow 7 to 8 minutes contact time.
20. Remove scale deposit with brush, hand pad or scraper.
21. Rinse thoroughly with fresh water and drain.
22. Rinse, dry and refit shelves and racking.
23. Check steamer for correct operation.
24. Wipe any splashes off floors, walls and fixtures.
25. Visually inspect task.

26. On completion clean and check all equipment 27. Remove warning signs when area dry and safe for other building users 28. Return equipment to secure store
Safety and Control ✓ Ensure warning signs are displayed ✓ Do not leave equipment unattended ✓ Make sure that client has removed all food items and equipment in and around all areas of cleaning ✓ Gloves and googles must be worn ✓ Do not splash solution ✓ Follow COSHH instructions on safe use of chemicals ✓ Staff must be suitably trained



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Method Statement Number: 63

Ensure Touch ATP Testing

Associated Risk Assessments

Associated Method Statements

Associated Tool Box Talks

1: Health and Safety for Everyone

8: PPE

11: Machinery – Maintenance

Personal Protective and Safety Equipment Requirement

Small Tools / Materials (Refer to folder as to what they need)

1. Ensure UltraSnap Swabs

Machinery

1. Ensure ATP Testing kit

Ensure that all machinery is thoroughly cleaned and decontaminated after use and before storing away

Approved Chemicals			
Chemical	Use	Hazardous Classifications	COSHH Assessment Number
None			

Identified Risks and Safety Controls

Identified Risk	Mitigation
No identified risks	

Additional Safety Controls

Preparation

- For additional protection, we recommend using the complimentary protective case which comes inside the box along with the Velcro hand strap for easy carrying. To install the hand strap, thread it through the openings on the back of the case and attach the Velcro together on the inside. To put the case on, start by inserting the top portion of Ensure Touch where the power button is into the top of the case before inserting the bottom half.
- Plug your Ensure Touch into a wall outlet using the cables included in the box and let it charge for 15 minutes. Tap the power button once on the top left of the screen to power it on. If you see the screen illuminate slightly, then the instrument is powering on and you do not need to press the power button again. If it's not turning on, long hold the power button for 15 seconds.

Ensure Ultrasnap swabs have been chilled (They should always be kept in a fridge when not in use)

Machinery

- Do not leave machinery unattended
- Check electrical equipment in particular plugs, exposed wiring, broken body, buttons, and cables to ensure they are safe and test RCD report any faults to a supervisor or manager

Task Procedure

Preparation

Log on to https://www.hygiena.com/hygiena/setupet.html SureTrend cloud doesn't operate very well with Internet Explorer, please use Edge or Chrome to run SureTrend

1. Follow set up instructions, on action 6, Select Sanitation and Remediation as Industry.
2. Connect machine to office or home wi-fi as instructed on set up
3. Contact account owner for invite to user account. Please don't set up a separate account. SureTrend Cloud will email you a link to set up your password. After you've set up your password, navigate back to the login screen and login
4. SureTrend cloud is the software you will be using to display ATP results.

Carrying out the task

1. Once machine is correctly set up and registered, use Quick test option on machine for verification. Follow instructions on machine.
2. Pull swab from protective cover and wipe gently (stick shouldn't visibly bend) on area selected roughly the size of a 50p coin.
3. Replace swab in protective cover and snap blue end and shake
4. Insert swab with snapped end at top into machine and close lid ensuring to keep machine upright and not tilted. Machine will prompt if it tilts.
5. Machine will click twice on countdown which means internal shutter is working and calibrating.
6. After countdown, reading will be given. Current scale used is: <50 = pass, <75= Caution and > 100=Fail. This scale can be changed according to client needs.
7. Remove swab and dispose, move to new location and open swab and swipe area to repeat process.

METHOD STATEMENT NUMBER 65

Use of John Deere Gator ATV

Equipment and PPE

Always wear seatbelt when using Gator

Safety and Control

- ✓ Refer to the risk assessment for this task
- ✓ Report any defects to Gator ATV immediately
- ✓ All drivers are required to have a valid UK Driving license. Any convictions or exemptions must be declared to the university insurance company to avoid the policy being made invalid.
- ✓ All drivers should complete a driving induction before driving the university's vehicles.
- ✓ Copy of Nviro Training record to be sent to Training@Nviro.co.uk
- ✓ Always use seatbelt when driving vehicle.
- ✓ Not to be driven on public highway.
- ✓ Do not wear headphones while operating the Gators.
- ✓ Appropriate weather gear

Procedure

1. If vehicle needs fuel then contact Gardening Team to fuel vehicle. Do not fuel vehicle yourself.
2. Visual inspection of the Gator ATV for defects before use to ensure it is in good condition.
3. Warm Glow plugs for 20 seconds before starting vehicle
4. Start vehicle and perform visual check before setting off
5. Keep to walking speed at all times and avoid driving on grass areas.
6. Always be aware of your surroundings and students/staff on site when operating ATV.
7. When emptying bins, turn engine off and remove key from ignition.
8. Make sure load in rear of vehicle is secure before moving off again. Use straps to secure load
9. Sound horn when approaching corners of buildings.
10. Before leaving vehicle, stop engine, set park brake and remove key.



Method Statement Number: 66

Commercial Kitchen Deep Clean

Associated Risk Assessments

4: Floor Scrubber Dryer Machines
9: High Level Dusting
10: Refuse Rubbish Collection – Internal
20: Damp Mopping
27: Step Ladder
44: Wet Pick-Up Machine
54: Kitchen Deep Clean –Bains Marie
55: Kitchen Deep Clean – Canopies, Hoods, and Filter Cleaning
56:Kitchen Deep Clean – Deep Fat Fryer Cleaning
57: Kitchen Deep Clean – Dishwasher Cleaning
58: Kitchen Deep Clean – Gully Cleaning
59: Kitchen Deep Clean – Oven and Grill Cleaning
60: Kitchen Deep Clean – Refrigeration Cleaning
61: Kitchen Deep Clean – Steamers
68: Commercial and Domestic Kitchen General Cleaning

Associated Method Statements

4: Floor Scrubber Dryer Machines
9: High Level Cleaning Dusting
10: Refuse Rubbish Collection – Internal
20: Damp Mopping
27: Step Ladder
44: Wet Pick-Up Machine
54: Bains Marie
55: Canopies, Hoods, filters
56: Deep Fat Fryers
57: Dishwashers
58: Gully Channels, Drains
59: Oven and Grill Cleaning
60: Refrigerators, Freezers and Cold rooms
61: Cleaner with a steamer
68: Commercial and Domestic Kitchen General Cleaning

Associated Toolbox Talks

1: Health and Safety for Everyone
2: COSHH 12 Golden Rules
3: Chemical Safe Dilution
8: PPE

Personal Protective and Safety Equipment Requirement

1. Gloves (Heavy Duty)



2. Mask



3. Goggles



4. Protective Footwear



5. Warning/Safety Signs (double sided)



6. Coveralls



7. Glove - Gauntlet



Small Tools / Materials

1. Abrasive Pad (Green Scourers)
2. Colour Coded Cloths
3. Colour Coded buckets and mops
4. Blue Roll
5. Dust Control Mop
6. Magic Sponges
7. Refuse Sacks
8. Scraper
9. Stainless Steel Balls
10. Degreaser
11. Oven cleaner
12. Odourless bactericidal detergent
13. Trigger spray
14. Broom
15. Dustpan and brush

Machinery

1. Floor Machine Scrubber with drive disk and black scrubbing pad i.e. I-Mop and black pads
2. Wet Pick-Up Machine

Approved Chemicals			
Chemical	**Use**	**Hazardous Classifications**	**COSHH Assessment Number**
Diversey Brillo Oven and Grill Foam Cleaner	Oven Cleaner	H220 Extremely flammable gas H280 Contains gas under pressure; may explode if heated H290 May be corrosive to metals. H302 Harmful if swallowed. H314 Causes severe skin burns and eye damage. H318 Causes serious eye damage	25
MI Care	Oven Cleaner	H314 Causes severe skin burns and eye damage	85
Premiere Products: Cater Clean	Kitchen Cleaner and Degreaser	H318 Causes serious eye damage H315 Causes skin irritation H400 Very toxic to aquatic life	47
Premiere Products: Ecoforce Window and Glass Cleaner	Window and Glass Cleaner	H225 Highly Flammable liquid and vapour H226 Flammable liquid and vapour H315 Causes skin irritation H317 May cause an allergic skin reaction H319 Causes serious eye irritation H336 May cause drowsiness or dizziness	54
Cleanline Eco Lemon Gel	Floor Cleaner	H226 Flammable liquid and vapour H314 Causes severe skin burns and eye damage H315 Causes skin irritation H317 May cause an allergic skin reaction H318 Causes serious eye damage H400 Very toxic to aquatic life H410 Very toxic to aquatic life with long lasting effects H411 Toxic to aquatic life with long lasting effects H412 Harmful to aquatic life with long lasting effects	15
Clover Breaker	Floor Cleaner	H302 Harmful if swallowed. H314 Causes severe skin burns and eye damage H318 Causes serious eye damage	18

Clover UBIK 2000	**Floor Cleaner**	**H302 Harmful if swallowed.** **H314 Causes severe skin burns and eye damage** **H315 Causes skin irritation** **H318 Causes serious eye damage** **H319 Causes serious eye irritation**	**22**
Clover Lance Liquid spray	**Descaler**	**H314 Causes severe skin burns and eye damage** **H315 Causes skin irritation** **H318 Causes serious eye damage**	**20**

Identified Risks and Safety Controls

Identified Risk	Mitigation
Faulty cables/equipment (electrocution, electrical fires)	
	• Visual user check on equipment prior to use (sockets, plug, cables, Equipment) • Any faults found are reported immediately to the supervisor and not used • Any RCD used to be tested prior to use • No stretching of cables • Annual PA testing of all electrical appliances
Chemicals, Contact with chemical via spills/splashes causing irritation of skin and respiratory problems	
	• Only use approved chemicals • Refer and follow required COSHH assessment on safe use of chemicals • When using oven cleaner ensure that natural ventilation is used prior to work commencing with the opening of windows and/or use of extractor system. • Limit the time using chemical • Mandatory wearing of gloves 'Rubber or Neoprene.' If there is insufficient ventilation wear suitable respiratory equipment 'Dust Mask' • Natural ventilation to be used prior to work commencing. Instructions and training in the safe use of chemicals. Follow COSHH risk assessment on safe use of chemicals

Identified Risks and Safety Controls	
Identified Risk	**Mitigation**
Slips, Trips and Falls including wet floors and trailing cables	
	• Warning signs to be placed before work commences • Warning signs displayed in a suitable position to give other users sufficient time to absorb the information before entering hazard area • Signage displayed until floor dry and/or completed • Store signage away safely when completed • Appropriate footwear to be worn (good grip on soles) • All employees trained in safety procedure • Always mop up any lying pools of water as the work commences, never leave any pools of water on completion of work area
Awkward Posture (Reaching, Bending, Twisting)	
	• Rotation of jobs • Moving in various directions to spread out the workload to various muscles. Use a light grip • Maintain neutral postures • Neck flexion and stretching in opposite directions
Manual Handling machines/loads and repetitive strain injuries	
	• All machinery/attachments/chemical containers weigh below 25 Kilos • Rotation of jobs (frequent breaks in pattern of work) • Specific Manual Handling training on Kinetic Lifting for all employees

Identified Risks and Safety Controls	
Identified Risk	**Mitigation**
Safe Use of Ladders	
	• Check the ladder for missing, loose or damage rungs • Check that there are no slivers of metal or wood on the rungs that could cause you harm • Ensure that all ropes and cables are attached • Make sure there are no missing or loose rubber feet, rivets, nuts, bolts, or hinges • Check that the extension locks and is not loose, damaged, or broken • Ensure the ladder locks and sits correctly when extended • Check that metal ladders have no twisting, splitting or damage to the stiles and rungs should not be painted • Ladders should only be use of for short duration of work • Always use a safety man to the foot of the ladder • Always seek advice from your supervisor before using a ladder or working at height • Employee must be trained, and the employee's signed of training record held on company training data base

Additional Safety Controls

Preparation

1. Make sure that Client has cut off Gas/Electricity and that the cooker is pulled out to the safe distance required and safety chain in place
2. Make sure that the Client has removed all food items and equipment in and around all areas of cleaning
3. Ensure warning signs are displayed at all entrances
4. Ensure that all staff have been issued with the correct PPE and that it is worn throughout the task
5. Ensure staff carrying out the task have the correct training and that a record of their training is held on central system
6. Staff undertaking training as part of the kitchen deep clean must be assigned a designated trained supervisor
7. All staff have read method statement

Machinery

8. Do not plug in machinery until fully assembled using an RCD (Residual Current Device)
9. Do not leave machinery unattended
10. Cables should be kept behind machinery and away from water
11. Do not allow the cable to become taut at ankle height
12. When not in use machinery should be left in the correct position and unplugged
13. Check electrical equipment in particular plugs and cables to ensure they are safe and test RCD. Report any faults to the supervisor or manager and do not use

Chemicals

14. Do not splash chemical solutions
15. Ensure chemicals are diluted correctly (See Toolbox Talk 3. Chemical- Safe Dilution)
16. Follow COSHH instructions on safe use of chemicals (Toolbox Talk 2: 12 Golden Rules)

Task Procedure

Commercial and Domestic Kitchen General Cleaning – Method Statement 68

Equipment and PPE

- Warning/Safety signs (double sided)
- Gloves (heavy duty/gauntlets)
- Mask
- Goggles
- Protective footwear
- Coveralls
- Abrasive Pad (Green Scourers)
- Colour Coded Cloths
- Colour Coded buckets and mops
- Blue Roll
- Dust Control Mop
- Magic Sponges
- Refuse Sacks
- Scraper
- Stainless Steel Balls
- Degreaser
- Odourless bactericidal detergent
- Trigger spray
- Broom
- Dustpan and brush
- Floor Machine Scrubber with drive disk and black scrubbing pad i.e. I-Mop and black pads (RCD if required)
- Wet Pick-Up Machine

Safety and Control

- Make sure that the Client has removed all food items and equipment in and around all areas of cleaning
- Refer to relevant method statements for other tasks - scrubbing/buffing
- Ensure warning signs are displayed at all entrances
- Ensure that all staff have been issued with the correct PPE and that it is worn throughout the task
- Ensure staff carrying out the task have the correct training and that a record of their training is held on central system
- All staff have read method statement
- Do not plug in machinery until fully assembled using an RCD (Residual Current Device)
- Do not leave machinery unattended
- Cables should be kept behind machinery and away from water
- Do not allow the cable to become taut at ankle height
- When not in use machinery should be left in an upright position and unplugged
- Check electrical equipment in particular plugs and cables to ensure they are safe and test RCD. Report any faults to the supervisor or manager and do not use
- Do not splash chemical solutions
- Ensure chemicals are diluted correctly (See Toolbox Talk 3. Chemical- Safe Dilution)
- Follow COSHH instructions on safe use of chemicals (Toolbox Talk 2: 12 Golden Rules)

Procedure

1. Select, check, and wear correct PPE
2. Check PA test date
3. Thoroughly check all parts of the electrical equipment for wear, damage and they work properly – including plugs, pipes, wheels, and cables
4. Place warning signs correctly at each entrance/exit point to the area
5. If floor sockets are being used, put a warning sign over the floor socket that is being used
6. Ventilate area (as appropriate)
7. Prepare the cleaning solutions using the correct ratios and to manufacturer's directions, adding the cleaning agent to the water
8. Pre spray any heavy stains (to allow contact time)
9. Wash tiles with warm water and cloth changing water when necessary - buff to dry with cloth

Procedure Continued

10. Wash counters/surfaces with warm water and cloth changing water when necessary – buff to dry with cloth
11. Wash walls with cloth rinsing cloth when necessary – buff to dry
12. Wash skirting boards with cloth rinsing when necessary – buff to dry
13. De-scale stainless steel sink making sure you rinse thoroughly
14. Hard floor deep cleaning, refer to floor scrubbing method statement number 4 for general floor scrubber dryer machines and 4a for specific use of an I-Mop
15. Ensure the appearance of the floor and surrounding areas are satisfactory after completion of the task
16. Check, clean and store equipment, materials, and PPE correctly
17. Remove warning signs and close ventilation (as appropriate)
18. Wash and dry hands thoroughly after completing the task

Oven and Grill Cleaning – Method Statement 59

Equipment and PPE

- Mop and colour coded buckets
- Colour coded cloths
- Paper towel
- Scrubbing brush
- Scraper
- Stainless steel balls or greed pads
- Warning / Safety Signs
- Gloves - Heavy duty
- Gloves - Gauntlet
- Goggles
- Refuse sacks
- Over cleaner, odourless bactericidal detergent and measure

Procedure

1. Select, check, and wear the correct PPE
2. Select, check, and safely assemble the correct equipment
3. Place warning signs.
4. Ventilate area
5. Switch off oven and/or grill. Isolate or disconnect
6. Allow equipment to cool

Inner Surfaces

7. Select oven cleaning chemical and read label.
8. Place all removable shelves and racking in a large sink
9. Scrub inner surfaces with stainless steel balls/green pads whilst wearing gauntlets
10. Steam cleaning of inner and outer surfaces may be used where appropriate. Please refer to steam cleaning method statement

Safety and Control

- Ensure warning signs are displayed
- Make sure that client has removed all food items and equipment in and around all areas of cleaning
- Gloves and googles must be worn
- Suitable Google Must be worn
- Suitable respiratory mask must be worn
- Area must be well ventilated
- Do not splash solution
- When not in use leave handle in an upright position
- Follow COSHH instructions on safe use of chemicals
- Staff must be suitably trained

11. Starting on furthest surface, apply product to all inner surfaces of oven or grill.
12. Replace oven cleaning chemical container cap
13. Scrape / wipe clean all shelves and racking
14. Place racking and trays in large airtight specialist oven equipment cleaning bags. Allow a minimum of 7 to 8 minutes contact time
15. Rinse thoroughly with fresh water and wipe dry
16. Repeat for all inner surfaces starting on the nearest section
17. Refit shelves and racking

Outer Surfaces

18. Select chemical and read label.
19. Measure product and add to warm water in bucket or trigger spray at recommended dilution
20. Replace chemical container cap.
21. Wipe outer surfaces applying solution with cloth, paper towel or trigger spray.
22. Work from top to bottom ensuring passes overlap
23. Rinse cloth frequently and wring out.
24. Check cleaning solution frequently. Change when dirty.
25. Dry wipe all cleaned surfaces
26. Wipe any splashes off floors, walls, and fixtures.
27. Visually inspect task.
28. On completion clean and check all equipment
29. Remove warning signs when area dry and safe for other building users
30. Return equipment to secure store

Deep Fat Fryer Cleaning- Method Statement 56

Equipment and PPE

- Colour coded cloths
- Colour coded bucket
- Scrubbing brush
- Scraper
- Stainless steel balls or greed pads
- Warning / Safety Signs
- Gloves – heavy duty
- Gloves – Gauntlets
- Goggles
- Refuse sacks
- Clean container for dirty solution / chemical
- Odourless bactericidal detergent and measure or degreasing detergent powder

Procedure

1. Select, check, and wear the correct PPE
2. Select, check, and safely assemble the correct equipment.
3. Place warning signs.
4. Ventilate Area
5. Remove food debris from filter
6. Select correct chemical and read label
7. Scrub inner surfaces with stainless steel balls/green pads whilst wearing gauntlets
8. Measure chemical and add to water in fryer at recommended dilution.
9. Replace chemical container cap
10. Drain fryer into container and dispose of safely
11. Clean outer surfaces of fryer with scrubbing brush or steel balls/ green pad using hot solution
12. Steam cleaning may be used where appropriate. Please refer to steam cleaning method
13. Work from top to bottom
14. Ensure passes overlap
15. Prepare fresh water in a bucket.
16. Rinse inner surfaces.
17. Rinse outer surfaces.
18. Dry wipe all cleaned surfaces.
19. Wipe any splashes off skirtings, walls, and fixtures
20. Return basket and filter
21. Visually inspect task
22. On completion clean and check all equipment.
23. Remove warning signs when area dry and safe for other building users
24. Return equipment to secure store

Safety and Control

- **Prior to starting this clean the operative must have had suitable instruction and authorisation from the site manager on how to turn on / ignite this equipment safely**
- Ensure warning signs are displayed
- Do not leave equipment unattended
- Make sure that client has removed all food items and equipment in and around all areas of cleaning
- Gloves and googles must be worn
- Do not splash solution
- Follow COSHH instructions on safe use of chemicals

Dishwasher cleaning - Method Statement 57

Equipment and PPE

- Colour coded cloths
- Colour coded bucket
- Scrubbing brush
- Scraper
- Hand pads
- Warning / Safety Signs
- Gloves (Heavy duty)
- Goggles
- Refuse sacks
- Odourless bactericidal detergent and measure, descaler and measure

Procedure

1. Select, check, and wear the correct PPE
2. Select, check, and safely assemble the correct equipment
3. Place warning signs
4. Ventilate Area
5. Switch off dishwasher. Isolate or disconnect.
6. Select correct chemical and read label
7. Measure chemical and add to water in hot soak and bowl or trigger spray at recommended dilution
8. Replace chemical container cap
9. Remove all trays and flaps and clean in hot soak
10. Remove all food debris from inside unit with damp cloth of brush
11. Wipe all inner surfaces, applying solution with cloth or trigger spray
12. Work from top to bottom
13. Ensure passes overlap
14. Rinse cloth frequently and wring out
15. Check cleaning solution frequently
16. Change when dirty
17. Repeat for all outer services
18. Rinse all surfaces
19. Dry wipe all cleaned surfaces
20. Descale with Lance – refer to method statement
21. Visually inspect task
22. Wipe any splashes off skirtings, walls, and fixtures
23. On completion clean and check all equipment
24. Replace container cap
25. Apply solution with cloth to inner surfaces.
26. Allow a minimum of 7 to 8 minutes contact time
27. Remove scale deposits with brush, steel balls or scraper
28. Rinse thoroughly with fresh water. Rinse and refit trays and flaps
29. Check unit for correct operation and run with correct daily use chemicals
30. Remove warning signs when area dry and safe for other building users
31. Return equipment to secure store

Safety and Control

- Ensure warning signs are displayed
- Do not leave equipment unattended
- Make sure that client has removed all food items and equipment in and around all areas of cleaning
- Gloves and googles must be worn
- Do not splash solution
- Follow COSHH instructions on safe use of chemicals
- Staff must be suitably trained

Canopies, Hoods and Filter Cleaning Method Statement 55

Equipment and PPE

- Colour coded cloths
- Colour coded bucket
- Scrubbing brush
- Scraper
- Steel balls / Green Pads
- paper towel
- Dust sheets
- Warning / Safety Signs
- Gloves (Heavy duty)
- Goggles
- Refuse sacks
- Odourless bactericidal detergent and measure

Procedure

1. Select, check, and wear the correct PPE.
2. Select and assemble equipment. Carry out safety checks for step ladder
3. Switch off ventilation system. Isolate or disconnect.
4. Cover all equipment below work area
5. Erect and secure access equipment
6. **ONLY TRAINED PERSONEL SHOULD USE ACCESS STEP LADDERS**
7. Work in pairs
8. Do not overreach
9. Select correct chemical and read label.
10. Measure chemical and add to water in hot soak, bowl, and trigger spray at recommended dilution.
11. Replace chemical container cap.
12. Remove filters and drip trays
13. Place removable equipment in hot soak. Use industrial dishwasher if appropriate
14. Scrape off heavy fat from canopy and hood.
15. Wipe up loose fat particularly from channels of canopy and hood.
16. Wipe all surfaces applying solution with cloth, paper towel or trigger spray
17. Steam cleaners may be used where appropriate. Please refer to steam clean in method and risk assessment
18. Work from top to bottom
19. Ensure passes overlap
20. Rinse cloth frequently and wring out
21. Check cleaning solution frequently. Change when dirty.
22. Rinse and dry filters and drip trays
23. Refit filters and drip trays
24. Dry wipe all cleaned surfaces
25. Check ventilation system for correct operation.
26. Dismantle access equipment
27. Remove dust covers
28. Wipe any splashes off floors, walls, and fixtures
29. Visually inspect task
30. On completion clean and check all equipment used
31. Remove warning signs when area dry and safe for other building users
32. Return equipment to secure store

Safety and Control

- Work in pairs
- Ensure warning signs are displayed
- Do not leave equipment unattended
- Make sure that client has removed all food items and equipment in and around all areas of cleaning
- Gloves and googles must be worn
- Do not splash solution
- Follow COSHH instructions on safe use of chemicals
- Staff must be suitably trained
- Staff must not use step ladders unless suitably trained

Gully Channels and Drains Cleaning – Method Statement 58

Equipment and PPE

- Mop bucket unit with gear wringer and mop
- Wet pick-up machine
- Colour coded mops
- Colour coded cloths
- Colour coded bucket
- Hose for rinsing
- Scrubbing brush
- Scraper
- Steel balls / greed pads
- Warning / Safety Signs
- Gloves
- Goggles
- Refuse sacks
- Odourless bactericidal detergent and measure

Procedure

1. Select, check, and wear the correct PPE
2. Select, check, and safely assemble the correct equipment.
3. Place warning signs.
4. Select correct chemical and read label.
5. Measure chemical and add to water in hot soak and mop bucket at recommended dilution.
6. Replace chemical container cap.
7. Remove gully covers and drain traps and clean in hot soak.
8. Remove all food debris from gullies and drains with scraper or scrubbing brush.
9. Use steam cleaning if appropriate or refer to 10 - 12
10. Apply solution to gully. Agitate with mop to loosen soiling.
11. Wring out mop into empty bucket.
12. Mop up dirty solution or use wet pick-up machine.
13. Repeat the mopping operation to clean all gully channel
14.
14. Check cleaning solution frequently. Change when dirty
31. Rinse gully channels with fresh water using mopping unit or hose.
32. Use mopping unit or wet pick-up to remove water from surrounding floor area. Rinse and refit gully covers and drain traps.
33. Wipe any splashes off floors, walls, and fixtures.
34. Visually inspect task
35. On completion clean and check all equipment
36. Remove warning signs when area dry and safe for other building users.
37. Return equipment to secure store

Safety and Control

- Ensure warning signs are displayed
- Do not leave equipment unattended
- Make sure that client has removed all food items and equipment in and around all areas of cleaning
- Gloves and googles must be worn
- Do not splash solution
- Follow COSHH instructions on safe use of chemicals
- Staff must be suitably trained

Refrigerators, Freezers and Cold Rooms Cleaning – Method Statmement 60

Equipment and PPE

- Colour coded cloths
- Colour coded bucket
- Scrubbing brush
- Trigger Spray
- Warning / Safety Signs
- Gloves
- Goggles
- Refuse sacks
- Odourless bactericidal detergent and measure
- Green pads

Procedure

1. Prior to commencing clean ensure communicated to customer that unit needs to be empty
2. Select, check, and wear the correct PPE
3. Place warning signs.
4. Select, check, and safely assemble the correct equipment
5. Switch off unit. Isolate or disconnect
6. If unit is walk in open and secure the door open so that it cannot be changed
7. Select correct chemical and read label
8. Measure chemical and add to water in hot soak and bowl or trigger spray at recommended dilution
9. Replace chemical container cap
10. Remove all food debris from inside unit with damp cloth or brush.
11. Remove all shelves and racking and clean in hot soak
12. Wipe all inner surfaces, applying solution with cloth or trigger spray
13. Pay particular attention to ledges, corners, and door seals
14. Work from top to bottom
15. Ensure passes overlap
16. Rinse cloth frequently and wring out
17. Check cleaning solution frequently
18. Change when dirty
19. Rinse and dry wipe all cleaned surfaces
20. Repeat for all outer surfaces
21. Rinse, dry and refit shelves, and racking
22. Unsecure door if walk in unit
23. Check unit for correct operation
24. Return contents to unit
25. Wipe any splashes off skirtings, walls, and fixtures
26. Visually inspect task.
27. On completion clean and check all equipment.
28. Remove warning signs when area dry and safe for other building users
29. Return equipment to secure store

Safety and Control

- Ensure warning signs are displayed
- Do not leave equipment unattended
- Make sure that client has removed all food items and equipment in and around all areas of cleaning
- Gloves and googles must be worn
- Do not splash solution
- Follow COSHH instructions on safe use of chemicals
- Staff must be suitably trained

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Method Statement Number: 67

Wall Washing

Associated Risk Assessments

67: Wall Washing

Associated Method Statements

Associated Tool Box Talks

1: Health and Safety for Everyone
3: Chemical Safe Dilution
7: Safety Signage
8: PPE
16: Colour Coding
17: General Cleaning

Personal Protective and Safety Equipment Requirement

1. Chemical Resistant Gloves EN374-2/3 
2. Warning/Safety Signs 

3. Disposable Mask 

Small Tools / Materials (Refer to folder as to what they need)

1. Colour coded buckets
2. Colour coded cloths
3. Measuring jug
4. Waterproof masking tape
5. Non-abrasive pad
6. Flat mop
7. Waterproof protective sheet (for floor)

Machinery

None

Approved Chemicals			
Chemical	Use	Hazardous Classifications	COSHH Assessment Number
2PURE Odorbac Tec 4	Multi Cleaner, Disinfectant	None – Product is not deemed to have any adverse effects on human health or the environment	89

Identified Risks and Safety Controls	
Identified Risk	**Mitigation**
Manual Handling machines/loads and repetitive strain injuries	
	• All machinery/attachments/chemical containers weigh below 25 Kilos • Rotation of jobs (frequent breaks in pattern of work) • Specific Manual Handling training on Kinetic Lifting for all employees
Awkward Posture (Reaching, Bending, Twisting)	
	• All machinery/attachments/chemical containers weigh below 25 Kilos • Rotation of jobs (frequent breaks in pattern of work) • Specific Manual Handling training on Kinetic Lifting for all employees
Slips, Trips and Falls including wet floors and trailing cables	
	• Warning signs to be placed before work commences • Warning signs displayed in a suitable position to give other users sufficient time to absorb the information before entering hazard area • Signage displayed until floor dry and/or completed • Store signage away safely when completed • Appropriate footwear to be worn (good grip on soles) • All employees trained in safety procedure

Identified Risks and Safety Controls

Identified Risk	Mitigation
Contact with chemical via inhalation/spills/splashes causing irritation of skin and respiratory problems	
	• Only use approved chemicals • Refer and follow required COSHH assessment on safe use of chemicals • Limit the time using chemical • Mandatory wearing of gloves and mask • Natural ventilation to be used prior to work commencing. Instructions and training in the safe use of chemicals. Follow COSHH risk assessment on safe use of chemicals • Appropriate PPE to be worn, first aid facilities to be known in case of emergency

Additional Safety Controls

Preparation

- Use appropriate PPE
- Warning signs must be in place
- Complete visual risk assessment on the wall prior to washing – Checking light switches/plugs/wall lights are not damaged and no wires are showing

Task Procedure

Preparation

1. Select, check and safely assemble correct equipment
2. Place warning signs correctly at each entrance/exit point to the area
3. Select, check and wear personal protective equipment
4. Ventilate the area (where appropriate)
5. Complete visual risk assessment of wall, checking for any damage to light switches, plug sockets and any wall lights – **Do not attempt to carry out the task if there is any damage to any electrical fittings and inform your line manager**
6. Cover light switches, plug sockets and any wall lights with waterproof tape to prevent any moisture getting through
7. Lay waterproof protective sheet on the floor to minimise the risk of any drips
8. Prepare the chemical, fill bucket halfway with warm water and add the Odorbac

Method

1. Starting at the bottom of the allocated area, wash the wall using circular motions being sure to rinse the cloth in the bucket regularly
2. Use a flat mop in the same way as the cloth for areas that are out of reach
3. Once completed, empty the solution from the bucket into the sink, rise the bucket and dry with a hand towel
4. Place used cloths into a bag for laundry washing
5. Remove the tape and plastic protective sheet from the floor
6. Ensure the appearance of the floor and surrounding areas are satisfactory after completion of the task
7. Complete the task without damage or risk to people, furniture, and fittings
8. Check, clean and store equipment and materials
9. Remove and dispose of PPE
10. Remove warning signs and close ventilation (as appropriate)
11. Wash and dry hands thoroughly after completing the task



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Cleaning with a conscience

Method Statement Number: 68

Commercial and Domestic Kitchen General Cleaning

Associated Risk Assessments

4: Floor Scrubber Dryer Machines
9: High Level Dusting
10: Refuse Rubbish Collection – Internal
20: Damp Mopping
27: Step Ladder
44: Wet Pick-Up Machine
68: Commercial and Domestic Kitchen General Cleaning

Associated Method Statements

4: Floor Scrubber Dryer Machines
9: High Level Cleaning Dusting
10: Refuse Rubbish Collection – Internal
20: Damp Mopping
27: Step Ladder
44: Wet Pick-Up Machine

Associated Toolbox Talks

1: Health and Safety for Everyone
2: COSHH 12 Golden Rules
3: Chemical Safe Dilution
8: PPE

Personal Protective and Safety Equipment Requirement

1. Gloves (Heavy duty)



2. Mask



3. Goggles



4. Protective Footwear



5. Warning/Safety Signs (double sided)



6. Coveralls



7. Glove – Gauntlet



Small Tools / Materials

1. Abrasive Pad (Green Scourers)
2. Colour Coded Cloths
3. Colour Coded buckets and mops
4. Blue Roll
5. Dust Control Mop
6. Magic Sponges
7. Refuse Sacks
8. Scraper
9. Stainless Steel Balls
10. Degreaser
11. Odourless bactericidal detergent
12. Trigger spray
13. Broom
14. Dustpan and brush

Machinery

1. Floor Machine Scrubber with drive disk and black scrubbing pad i.e. I-Mop and black pads
2. Wet Pick-Up Machine

Approved Chemicals			
Chemical	Use	Hazardous Classifications	COSHH Assessment Number
Premiere Products: Cater Clean	Kitchen Cleaner and Degreaser	H318 Causes serious eye damage H315 Causes skin irritation H400 Very toxic to aquatic life	47
Premiere Products: Ecoforce Window and Glass Cleaner	Window and Glass Cleaner	H225 Highly Flammable liquid and vapour H226 Flammable liquid and vapour H315 Causes skin irritation H317 May cause an allergic skin reaction H319 Causes serious eye irritation H336 May cause drowsiness or dizziness	54
Clover UBIK 2000	Floor Cleaner	H302 Harmful if swallowed. H314 Causes severe skin burns and eye damage H315 Causes skin irritation H318 Causes serious eye damage H319 Causes serious eye irritation	22
Clover Lance Liquid spray	Descaler	H314 Causes severe skin burns and eye damage H315 Causes skin irritation H318 Causes serious eye damage	20

Identified Risks and Safety Controls	
Identified Risk	**Mitigation**
Faulty cables/equipment (electrocution, electrical fires)	
	• Visual user check on equipment prior to use (sockets, plug, cables, Equipment) • Any faults found are reported immediately to the supervisor and not used • Any RCD used to be tested prior to use • No stretching of cables • Annual PA testing of all electrical appliances
Chemicals, Contact with chemical via spills/splashes causing irritation of skin and respiratory problems	
	• Only use approved chemicals • Refer and follow required COSHH assessment on safe use of chemicals • When using oven cleaner ensure that natural ventilation is used prior to work commencing with the opening of windows and/or use of extractor system. • Limit the time using chemical • Mandatory wearing of gloves 'Rubber or Neoprene.' If there is insufficient ventilation wear suitable respiratory equipment 'Dust Mask' • Natural ventilation to be used prior to work commencing. Instructions and training in the safe use of chemicals. Follow COSHH risk assessment on safe use of chemicals
Slips, Trips and Falls including wet floors and trailing cables	
	• Warning signs to be placed before work commences • Warning signs displayed in a suitable position to give other users sufficient time to absorb the information before entering hazard area • Signage displayed until floor dry and/or completed • Store signage away safely when completed • Appropriate footwear to be worn (good grip on soles) • All employees trained in safety procedure • Always mop up any lying pools of water as the work commences, never leave any pools of water on completion of work area

Identified Risk and Safety Controls	
Identified Risk	**Mitigation**
Awkward Posture (Reaching, Bending, Twisting)	
	• Rotation of jobs • Moving in various directions to spread out the workload to various muscles Use a light grip • Maintain neutral postures • Neck flexion and stretching in opposite directions
Manual Handling machines/loads and repetitive strain injuries	
	• All machinery/attachments/chemical containers weigh below 25 Kilos • Rotation of jobs (frequent breaks in pattern of work) • Specific Manual Handling training on Kinetic Lifting for all employees
Safe Use of Ladders	
	• Check the ladder for missing, loose or damage rungs • Check that there are no slivers of metal or wood on the rungs that could cause you harm • Ensure that all ropes and cables are attached • Make sure there are no missing or loose rubber feet, rivets, nuts, bolts, or hinges • Check that the extension locks and is not loose, damaged, or broken • Ensure the ladder locks and sits correctly when extended • Check that metal ladders have no twisting, splitting or damage to the stiles and rungs should not be painted • Ladders should only be use of for short duration of work • Always use a safety man to the foot of the ladder • Always seek advice from your supervisor before using a ladder or working at height • Employee must be trained, and the employee's signed of training record held on company training data base

Additional Safety Controls

Preparation

1. Make sure that the Client has removed all food items and equipment in and around all areas of cleaning
2. Refer to relevant method statements for other tasks – scrubbing/buffing
3. Ensure warning signs are displayed at all entrances
4. Ensure that all staff have been issued with the correct PPE and that it is worn throughout the task
5. Ensure staff carrying out the task have the correct training and that a record of their training is held on central system
6. All staff have read method statement

Machinery

7. Do not plug in machinery until fully assembled using an RCD (Residual Current Device)
8. Do not leave machinery unattended
9. Cables should be kept behind machinery and away from water
10. Do not allow the cable to become taut at ankle height
11. When not in use machinery should be left in an upright position and unplugged
12. Check electrical equipment in particular plugs and cables to ensure they are safe and test RCD. Report any faults to the supervisor or manager and do not use

Chemicals

13. Do not splash chemical solutions
14. Ensure chemicals are diluted correctly (See Toolbox Talk 3. Chemical- Safe Dilution)
15. Follow COSHH instructions on safe use of chemicals (Toolbox Talk 2: 12 Golden Rules)

Task Procedure

1. Select, check, and wear correct PPE
2. Check PA test date
3. Thoroughly check all parts of the electrical equipment for wear, damage and they work properly – including plugs, pipes, wheels, and cables
4. Place warning signs correctly at each entrance/exit point to the area
5. If floor sockets are being used, put a warning sign over the floor socket that is being used
6. Ventilate area (as appropriate)
7. Prepare the cleaning solutions using the correct ratios and to manufacturer's directions, adding the cleaning agent to the water
8. Pre spray any heavy stains (to allow contact time)
9. Wash tiles with warm water and cloth changing water when necessary - buff to dry with cloth
10. Wash counters/surfaces with warm water and cloth changing water when necessary – buff to dry with cloth
11. Wash walls with cloth rinsing cloth when necessary – buff to dry
12. Wash skirting boards with cloth rinsing when necessary – buff to dry
13. De-scale stainless steel sink making sure you rinse thoroughly
14. Hard floor deep cleaning, refer to floor scrubbing method statement number 4 for general floor scrubber dryer machines and 4a for specific use of an I-Mop
15. Ensure the appearance of the floor and surrounding areas are satisfactory after completion of the task
16. Check, clean and store equipment, materials, and PPE correctly
17. Remove warning signs and close ventilation (as appropriate)
18. Wash and dry hands thoroughly after completing the task



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Cleaning with a conscience

Method Statement Number: 76

Covid-19 Touchpoint Cleaning

Associated Risk Assessments

76: Covid-19 Touchpoint Cleaning

Associated Method Statements

Associated Tool Box Talks

1: Health and Safety for Everyone

8: PPE

16: Colour Coding

17: General Cleaning

Personal Protective and Safety Equipment Requirement

1. Chemical Resistant Gloves EN374-2/3 
2. Warning/Safety Signs 

3. Disposable Mask 

Small Tools / Materials (Refer to folder as to what they need)

1. Colour coded bucket
2. Colour coded microfibre cloths
3. Odorbac spray bottle

Machinery

None

Approved Chemicals			
Chemical	Use	Hazardous Classifications	COSHH Assessment Number
2PURE Odorbac Tec 4	Multi Cleaner, Disinfectant	None – Product is not deemed to have any adverse effects on human health or the environment	89

Identified Risks and Safety Controls

Identified Risk	Mitigation
Manual Handling machines/loads and repetitive strain injuries	
	• All machinery/attachments/chemical containers weigh below 25 Kilos • Rotation of jobs (frequent breaks in pattern of work) • Specific Manual Handling training on Kinetic Lifting for all employees

Additional Safety Controls

- Use appropriate PPE
- Ensure cloths are laundered in line with manufacturer's instructions

Task Procedure

Preparation

1. Select, check and safely assemble correct equipment
2. Place warning signs correctly at each entrance/exit point to the area
3. Select, check and wear personal protective equipment
4. Ventilate the area (where appropriate)
5. Fill the spray bottle as per level on bottle.

Procedure

1. Fold the cloth in half and half again to give eight separate cleaning surfaces.
2. Spray cleaning chemical directly on the cloth
3. Carry out the damp wiping to touch point (railings, lift buttons, handles etc.)
4. Check the cloth and use a fresh side when necessary
5. Place dirty cloth in washing area
6. Clean equipment and return to correct storage place



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Cleaning with a conscience

Method Statement Number: 77

Additional precautions and safety measures in event of cleaning required for suspected and confirmed cases of Covid-19

Associated Risk Assessments

52: Use of an Electrostatic Sprayer Machine
76: Touch Point Cleaning
77: Additional Precautions and safety measures in event of cleaning required for suspected and confirmed cases of Covid-19

Associated Method Statements

52: Use of an Electrostatic Sprayer Machine
76: Touch Point Cleaning

Associated Tool Box Talks

1: Health and Safety for Everyone
6: Slips, Trips and Falls
8: PPE
9: Manual Handling
16: Colour Coding
22: Nviro cleaning operative and office staff activity during Covid-19
23: Nviro cleaning for sites with suspected or Covid case

Personal Protective and Safety Equipment Requirement

1. Warning/Safety Sign 

2. Protective Footwear 

3. Chemical Resistant Gloves EN374-2/3 

4. FFP3 Half Face Mask 

5. Disposable Apron 

6. Goggles EN166 

Small Tools / Materials (Refer to folder as to what they need)

1. Colour coded bucket
2. Colour coded micro fibre cloths
3. Odorbac Spray bottle Purple bottle
4. Clinical waste bags

Machinery

1. Electrostatic Sprayer Machine

Approved Chemicals			
Chemical	Use	Hazardous Classifications	COSHH Assessment Number
2PURE Odorbac Tec 4	Multi Cleaner, Disinfectant	None – Product is not deemed to have any adverse effects on human health or the environment	89
Zoono **(Police sites only)**	Antimicrobial coating	H412: Harmful to aquatic life with long lasting effects	108

Identified Risks and Safety Controls

Identified Risk	Mitigation
Awkward Posture (Reaching, Bending, Twisting)	
	• Rotation of jobs • Moving in various directions to spread out the workload to various muscles. Use a light grip • Maintain neutral postures • Neck flexion and stretching in opposite directions
Manual Handling machines/loads and repetitive strain injuries	
	• All machinery/attachments/chemical containers weigh below 25 Kilos • Rotation of jobs (frequent breaks in pattern of work) • Specific Manual Handling training on Kinetic Lifting for all employees
Slips, Trips and Falls including wet floors and trailing cables	
	• Warning signs to be placed before work commences • Warning signs displayed in a suitable position to give other users sufficient time to absorb the information before entering hazard area • Signage displayed until floor dry and/or completed • Store signage away safely when completed • Appropriate footwear to be worn (good grip on soles) • All employees trained in safety procedure

Identified Risks and Safety Controls	
Identified Risk	**Mitigation**
Faulty cables/equipment (electrocution, electrical fires)	
	• Visual user check on equipment prior to use (sockets, plug, cables, Equipment) • Any faults found are reported immediately to the supervisor and not used • Any RCD used to be tested prior to use • No stretching of cables • Annual PA testing of all electrical appliances
Use of Electrostatic Sprayer. Contact with chemical via inhalation/spills/splashes causing irritation of skin and respiratory problems	
	• Only use approved chemicals • Refer and follow required COSHH assessment on safe use of chemicals • Limit the time using chemical • Mandatory wearing of gloves, masks and goggles • Natural ventilation to be used prior to work commencing. Instructions and training in the safe use of chemicals. Follow COSHH risk assessment on safe use of chemicals • Appropriate PPE to be worn, first aid facilities to be known in case of emergency

Additional Safety Controls

Preparation

- Ensure warning signs are displayed at all entrances
- Prior to work commencement, confirm with the customer what plans are in place regarding the control of entrance points and security of the area whilst being sprayed.
- Where rooms are in 24/7 operation, there is to be no electrostatic spraying, only touchpoint cleaning.
- Equipment used should not then be used for any other task.
- Staff must be suitably trained or supervised.
- PPE and RPE must always be worn whilst spraying is in operation, and kept on until you are leaving the building.
- Any chemical that requires decanting must be added to the water. Never add water to the chemical.

Task Procedure – Electrostatic Spraying

Preparation for use of Electrostatic Sprayer

1. Select, check, and safely assemble the correct equipment.
2. Place warning signs correctly at each entrance/exit to the area.
3. Select, check and wear correct new set of PPE and RPE.
4. Correctly dilute the approved chemical. The chemical should be decanted directly into the unit prior to adding cold water, so as to dilute to manufacturer's instructions, stow away chemical safely when not in use.
5. Check spray gun is in finest mist setting, if not use key to adjust.
6. Click chemical tank on and lock into position.
7. Lock in battery to base of spray gun.

Electrostatic Spraying of Area

1. Unlock the trigger safety switch, turn machine on.
2. Whilst holding the spray gun away from the body, a swooping motion should be used to evenly distribute the chemical over the surface you wish to spray. The spray gun should be around 70 cm away from the surface being sprayed.
3. Logically move around the room spraying all surfaces lightly but evenly. The electro spray will attach underneath items (i.e., chairs).
4. The operative should make sure to avoid saturation by constantly moving the spray gun as if spray painting objects.
5. The spray should always be directed away from the body and the other operatives.
6. Once all areas have had an even distribution the operatives should wait for around 20 minutes for the surfaces to dry.
7. Dry hands thoroughly after completing the task. For comfort PPE can be changed at any time, regular breaks should be sought.

Task Procedure – Touch Point Cleaning

Preparation

1. Select, check, and safely assemble correct equipment.
2. Select, check, and wear personal protective equipment.
3. Ventilate the area (where appropriate)
4. Fill the spray bottle as per level on bottle.

Cleaning of Area

1. Fold the cloth in half and half again to give eight separate cleaning surfaces.
2. Spray cleaning chemical directly on the cloth
3. Carry out the damp wiping to touch point (railings, lift buttons, handles etc.)
4. Check the cloth and use a fresh side when necessary
5. Place dirty cloth in washing area
6. Clean equipment and return to correct storage place

A GUIDE TO THE REPORTING OF INJURIES, DISEASES AND DANGEROUS OCCURRENCES REGULATIONS 2013 (RIDDOR)

Introduction

RIDDOR 2013 Change: From 1st October 2013, RIDDOR 2013 came into force, which introduces significant changes to the existing reporting requirements. The main changes are to simplify the reporting requirements in the following areas:

- The classification of 'major injuries' to workers is being replaced with a shorter list of 'specified injuries'
- The previous list of 47 types of industrial disease is being replaced with eight categories of reportable work-related illness
- Fewer types of dangerous occurrence require reporting.

There are no significant changes to the reporting requirements for:

- Fatal accidents
- Accidents to non-workers (members of the public)
- Accidents which result in the incapacitation of a worker for more than seven days.

Recording requirements remain broadly unchanged, including the requirement to record accidents resulting in the incapacitation of a worker for more than three days.

Legislation

Legislation introduced under the Health and Safety at Work Act 1974 places a duty of care on businesses to ensure the safety of its employees and members of the public. The main legislation affecting incident reporting includes the Reporting of Injuries, Disease and Dangerous Occurrences Regulations 2013 and Manage Health and Safety HSG 65.

Why report?

Reporting certain incidents is a legal requirement. The report informs the enforcing authorities (HSE – Health & Safety Executive, local authorities and the Office for Rail Regulation (ORR) about deaths, injuries, occupational diseases and dangerous occurrences, so they can identify where and how risks arise, and whether they need to be investigated. This allows the enforcing authorities to target their work and provide advice about how to avoid work-related deaths, injuries, ill health and accidental loss.

Who Should Report?

Only 'responsible persons' including employers, the self-employed and people in control of work premises should submit reports under RIDDOR.

If you are an employer

If you are an employer, you must report any work-related deaths, and certain work-related injuries, cases of disease, and near misses involving your employees wherever they are working.

If you are in control of premises

If you are in control of premises, you must report any work-related deaths, certain injuries to members of the public and self-employed people on your premises, and dangerous occurrences (some near miss incidents) that occur on your premises.

The regulations refer to a responsible person. This is:

- Nviro with respect to an employee.
- Nviro, if a visitor or member of the public is injured and that injury arises out of or in connection with the way Nviro carries out their work.
- If the visitor is field based worker or a contractor, for example, (goods or a postal worker, sales representative, refuse collector, building worker or service engineer), then the accident must be reported by that persons employer.

When and How to report

The incident must be reported to the HSE within 15 days of the accident by:

Online

Go to www.hse.gov.uk/riddor and complete the appropriate online report form. The form will then be submitted directly to the RIDDOR database. You will receive a copy for your records.

Telephone

All incidents can be reported online but a telephone service remains for reporting fatal and specified injuries only.

Reporting out of hours

HSE has an out-of-hours duty officer. Circumstances where HSE may need to respond out of hours include:

- A work-related death or situation where there is a strong likelihood of death following an incident at, or connected with, work
- A serious accident at a workplace so that HSE can gather details of physical evidence that would be lost with time; and
- Following a major incident at a workplace where the severity of the incident, or the degree of public concern, requires an immediate public statement from either HSE or government ministers.

If you want to report less serious incidents out of normal working hours, you should complete an online form at www.hse.gov.uk

You can find more information about contacting HSE out of hours at www.hse.gov.uk/contact/outofhours

What to Report

Deaths and injuries

If someone has died or has been injured because of a work-related accident this may have to be reported.

What is meant by 'work- related'

RIDDOR only requires you to report accidents if they happen 'out of or in connection with work'. The fact that there is an accident at work premises does not, in itself, mean that the accident is work-related – the work activity itself must contribute to the accident. An accident is 'work-related' if any of the following played a significant role:

- The way the work was carried out
- Any machinery, plant, substances or equipment used for the work or
- The condition of the site or premises where the accident happened

Types of reportable injury

The death of any person

All deaths to workers and non-workers, with the exception of suicides, must be reported if they arise from a work-related accident, including an act of physical violence to a worker.

Specified injuries to workers

The list of 'specified injuries' in RIDDOR (regulation 4):

- Fractures, other than to fingers, thumbs and toes
- Amputations
- Any injury likely to lead to permanent loss of sight or reduction in sight
- Any crush injury to the head or torso causing damage to the brain or internal organs
- Serious burns (including scalding) which:
    - covers more than 10% of the body
    - causes significant damage to the eyes, respiratory system or other vital organs
- Any scalping requiring hospital treatment
- Any loss of consciousness caused by head injury or asphyxia
- Any other injury arising from working in an enclosed space which:
    - leads to hypothermia or heat-induced illness
    - requires resuscitation or admittance to hospital for more than 24 hours

Over-seven-day incapacitation of a worker

Accidents must be reported where they result in an employee or self-employed person being away from work, or unable to perform their normal work duties, for more than seven consecutive days as the result of their injury. This seven day period does not include the day of the accident, but does include weekends and rest days. The report must be made within 15 days of the accident.

Over-three-day incapacitation

Accidents must be recorded, but not reported where they result in a worker being incapacitated for more than three consecutive days. If you are an employer, who must keep an accident book under the Social Security (Claims and Payments) Regulations 1979, that record will be enough.

Non-fatal accidents to non-workers (e.g. members of the public)

Accidents to members of the public or others who are not at work must be reported if they result in an injury and the person is taken directly from the scene of the accident to hospital for treatment to that injury. Examinations and diagnostic tests do not constitute 'treatment' in such circumstances.

There is no need to report incidents where people are taken to hospital purely as a precaution when no injury is apparent.

Occupational diseases

Employers and self-employed people must report diagnoses of certain occupational diseases, where these are likely to have been caused or made worse by their work: These diseases include (regulations 8 and 9):

- Carpal tunnel syndrome
- Severe cramp of the hand or forearm
- Occupational dermatitis
- Hand-arm vibration syndrome
- Occupational asthma
- Tendonitis or tenosynovitis of the hand or forearm
- Any occupational cancer
- Any disease attributed to an occupational exposure to a biological agent

Dangerous occurrences

Dangerous occurrences are certain, specified near-miss events:

- The collapse, overturning or failure of load-bearing parts of lifts and lifting equipment

- Pressure systems the definition covers the failure of a pressure system (other than a pipeline) with the potential to cause the death of any person. It applies to any such vessel whatever its contents.
- Overhead electrical lines. Any plant or equipment unintentionally coming into:
    - contact with an insulated overhead electric line in which the voltage exceeds 200 volts; or
    - Close proximity with such an electric line, such that it causes an electrical discharge.
- Electrical incidents causing explosion or fire Any explosion or fire caused by an electrical short circuit or overload (including those resulting from accidental damage to the electrical plant) which either:
    - results in the stoppage of the plant involved for more than 24 hours; or
    - causes a significant risk of death
- Explosives Any unintentional: fire, explosion or ignition at a site where the manufacture or storage of explosives requires a licence or registration, as the case may be, under regulation 9, 10 or 11 of the Manufacture and Storage of Explosives Regulations 2005; or explosion or ignition of explosives (unless caused by the unintentional discharge of a weapon, where, apart from that unintentional discharge, the weapon and explosives functioned as they were designed to)
- Any accident or incident which results or could have resulted in the release or escape of a biological agent likely to cause severe human infection or illness.

- Radiation generators and radiography. a radiation generator or its ancillary equipment used in fixed or mobile industrial radiography, the irradiation of food or the processing of products by irradiation, which causes it to fail to de-energise at the end of the intended exposure period; or equipment used in fixed or mobile industrial radiography or gamma irradiation, which causes a radioactive source to fail to return to its safe position by the normal means at the end of the intended exposure period. In this paragraph, 'radiation generator' means any electrical equipment emitting ionising radiation and containing components operating at a potential difference of more than 5 kV.
- Breathing apparatus: the malfunction of breathing apparatus: where the malfunction causes a significant risk of personal injury to the user; or during testing immediately prior to use, where the malfunction would have caused a significant risk to the health and safety of the user had it occurred during use other than at a mine.
- Collapse of scaffolding The complete or partial collapse (including falling, buckling or overturning) of: a substantial part of any scaffold more than 5 metres in height; any supporting part of any slung or suspended scaffold which causes a working platform to fall (whether or not in use); or any part of any scaffold in circumstances such that there would be a significant risk of drowning to a person falling from the scaffold.
- And diving operations, train collisions, wells and pipelines or pipeline works.
- Gas incidents
- Distributors, fillers, importers & suppliers of flammable gas must report incidents where someone has died, lost consciousness, or been taken to hospital for treatment to an injury arising in connection with that gas. Such incidents should be reported using the online Form F2508GIE.
- Registered gas engineers (under the Gas Safe Register,) must provide details of any gas appliances or fittings that they consider to be dangerous, to such an extent that people could die, lose consciousness or require hospital treatment. The danger could be due to the design, construction, installation, modification or servicing of that appliance or fitting, which could cause:
    - An accidental leakage of gas
    - Incomplete combustion of gas or
    - Inadequate removal of products of the combustion of gas.

CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH - COSHH

Introduction

Many substances used in the workplace may produce either acute or chronic symptoms of ill health. The COSHH regulations specify a preventative means of controlling the harmful risks that these substances produce.

A substance shall be regarded as hazardous to health if it is hazardous in the form in which it occurs in the work activity, whether or not its mode of causing injury to health is known, and whether or not the active constituent has been identified. A substance hazardous to health may not necessarily be a single chemical compound but may include mixtures of compounds, micro-organisms allergens.

Workplace Exposure Limits (WEL)

The Health and Safety Commission has established workplace exposure limits for a number of substances hazardous to health which are intended to prevent excessive exposure to specified hazardous substances. A WEL is the maximum concentration of an airborne substance, averaged over a reference period, to which employees may be exposed by inhalation. WEL's should not be considered a hard and fast line between safe and unsafe. The degree to which exposure is reduced below the WEL will be proportionate to the health risk. If the principles of good practice for the control of substances hazardous to health are applied correctly, exposure should be below any relevant WEL.

WEL's refer to concentrations of hazardous substances in the air that people breathe, averaged over a specified period of time referred to as the time-weighted average (TWA). Two time periods are used: long term (8 hours), and short term (15 minutes). Short-term exposure limits (STELS) (15 minute reference period), apply to substances that can cause acute effects and the purpose of the short term limit is to protect against the adverse health effect occurring from brief exposures to the substance.

The Health and Safety Executive's publication EH40/2005 *Workplace Exposure Limits* contains a list of substances assigned WEL's, details of the limit(s) concerned and other essential information including guidance and the approved methods for averaging over the specified reference periods, as well as an explanation of the terms 'respirable' and 'inhalable', together with related material.

Legislation

Legislation introduced under the Health and Safety at Work Act 1974 etc. places a duty of care on business to ensure the safety of their employees. The main pieces of legislation referring to hazardous substances are:

- The Management of Health and Safety at Work Regulations and the health and safety executive suite of guidance's to control risks in the workplace (INDG 163, HSG 268, HSG 65)
- Control of Substances hazardous to Health Regulations 2006 (COSHH) L5 Sixth Edition
- Working with Substances Hazardous to Health guidance NDG136
- The technical basis for *COSHH essentials: Easy steps to control chemicals*

The COSHH regulations require the employer to ensure the following:

- Assess the risks to health and safety
- Decide what precautions are needed to prevent ill health
- Prevent or control exposure
- Make sure that the control measures are used and maintained
- Monitor exposure and carry out health surveillance if appropriate
- Ensure that all employees are properly informed, trained and supervised

Good practice is encapsulated in the following eight generic principles which are incorporated into Nviro procedures:

- Design and operate processes and activities to minimise emission, release and spread of substances hazardous to health
- Take into account all relevant routes of exposure – inhalation, skin absorption and ingestion when developing control measures
- Control exposure by measures that are proportionate to the health risk
- Choose the most effective and reliable control options which minimise the escape and spread of substances hazardous to health
- Where adequate control of exposure cannot be achieved by other means, provide, in combination with other control measures, suitable personal protective equipment (PPE)
- Check and review regularly all elements of control measures for their continuing effectiveness
- Inform and train all employees on the hazards and risks from the substances with which they work and the use of control measures developed to minimise the risks
- Ensure that the introduction of control measures does not increase the overall risk to health and safety

Responsibility

It is the responsibility of the health and safety Manager to complete a COSHH risk assessment on all substances hazardous to health.

Regional Directors, Service/Site Manager to monitor the effectiveness of the COSHH risk assessments and ensure risks controls are maintained and fully understood by Nviro employees.

Procedure

Before any substances or new substances are introduced into Nviro, the product safety data sheet will be obtained and a COSHH risk assessment will be completed. The assessment will cover all aspects of the use of the substance. Only where the COSHH risk assessment identifies that it is 'safe' to do so will the substance be introduced into use. 'Safe' in this context means within the bounds of the information, instruction and training, equipment, including air extraction systems, general ventilation, personal protective equipment and health surveillance.

Where the COSHH risk assessment identifies that equipment or facilities are required in addition to those currently provided, then a substance will not be introduced into service until the requirements identified to be necessary by the COSHH risk assessment have been implemented and it can, therefore, be used safely.

Completed COSHH assessments table will be held in the immediate vicinity in which substances are in use. This will ensure *staff have readily access to details of the substances hazardous to health to which the employee is liable to be exposed including the names of those substance, significant findings of the COSHH assessment and the appropriate precautions and actions to be taken by the employee in order to safeguard himself and other employees at the workplace*
Review COSHH risk assessments at regular interviews. The assessments should be reviewed to ensure they remain suitable and sufficient. The review will assess if any significant change in the process requires the assessment to be re-evaluated. A review is to be conducted:

- Annually or as required
- If there is reason to doubt the effectiveness of the assessment
- Following an accident or near miss
- Following significant changes to the task, process, procedure or Line Management
- Change in Legislation

Training

The Health and Safety Consultant or Health and Safety Manager will train in-house all nominated persons in aspects of COSHH risk assessments to enable them to be competent in the identification and subsequent completion of the COSHH risk assessment process.

COSHH Golden Rules

1.) Always read the label and follow usage and dilution instructions

2.) Never mix chemicals

3.) Never put chemicals in unmarked containers or containers not supplied by Nviro

4.) Familiarise yourself with first aid procedures

5.) Store chemicals safely, keep your storage tidy and secure

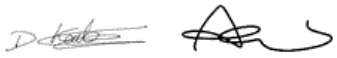
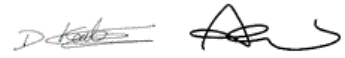
6.) Report any damaged containers, accidents or major spillages to your manager immediately

7.) Always follow the method statement for the task you are completing



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COSHH Assessment Review Sheet

Date chemical list reviewed	Reviewed by	Signature
March 2015	David Keates (Health and Safety Consultant) & Ashley White (Health and Safety Manager)	
March 2016	David Keates (Health and Safety Consultant) & Ashley White (Health and Safety Manager)	
March 2017	David Keates (Health and Safety Consultant) & Ashley White (Health and Safety Manager)	
March 2018	David Keates (Health and Safety Consultant) & Ashley White (Health and Safety Manager)	
May 2019	David Keates (Health and Safety Consultant) & Ashley White (Health and Safety Manager)	
June 2020	David Keates (Health and Safety Consultant) & Ashley White (Health and Safety Manager)	
April 2021	David Keates (Health and Safety Consultant) & Dean Savage (Safety Manager)	
March 2022	David Keates (Health and Safety Consultant) & Dean Savage (Safety Manager)	

COSHH Assessment Review Sheet

nviro
Cleaning with a conscience

Number	Chemical Name	Changes	Number	Chemical Name	Changes
1.	~~Altro LTD - Altro 44~~	Obsolete	30.	Diversey LTD - Taski Sprint Spitfire	V1
2.	Amtico International - Amtico Floor Dressing	V1	31.	~~Evans – Seal Aqua~~	Obsolete
3.	Amtico International - Amtico Floor Maintainer	V1	32.	~~Innu Science - NU Smell Plus~~	Obsolete
4.	Amtico LTD – Amtico Floor Stripper	V1	33.	Jeyes LTD - Jeyes Fluid	V1
5.	Assured Solutions - Ninhydrin Cleaner	V1	34.	Jeyes LTD - Sani Lav Citrus Zest Non	V1
6.	Bona - Sportive Cleaner	V1	35.	~~Johnson and Johnson Medical LTD - Presept Tablets~~	Obsolete
7.	~~Casdron Enterprises - Lithrofin Easy Care~~	Obsolete	36.	Lodi UK - Digrain Control	V1
8.	~~Chemspec - Formula 429~~	Obsolete	37.	~~MDM – Santoemma Acid Foam~~	Obsolete
9.	~~Cleanline - Lavender Furniture Polish~~	Obsolete	38.	~~MDM - Santoemma Sanifoam~~	Obsolete
10.	Cleanline - Multipurpose with Bleach	V1	39.	~~Medimark - Chemgene HLD4~~	Obsolete
11.	Cleanline - Sulphamic Acid Toilet Descaler	V1	40.	Merlin Chemicals - Gum Remover Solution for Gum Machines	V1
12.	Cleanline - Telephone Wipes	V1	41.	~~P&G Professional - Milton Disinfecting Fluid~~	Obsolete
13.	~~Cleanline - Trigger Air Freshener~~	Obsolete	42.	~~P&G Professional - Viakal Descaler Spray~~	Obsolete
14.	Cleanline Eco - Daily use Toilet Cleaner	V1	43.	Premiere Products - Apple Fresh	V1
15.	Cleanline Eco - Lemon Floor Gel	V1	44.	~~Premiere Products - Bio Fresh~~	Obsolete
16.	~~Product obsolete removed from list~~	Obsolete	45.	Premiere Products - Break Up	V1
17.	~~Cleantec Innovation - Pro 40~~	Obsolete	46.	Premiere Products - Carpet Mousse	V1
18.	Clover - Breaker	V1	47.	Premiere Products - Caterclean 50	V1
19.	Clover - Vitalise	V1	48.	Premiere Products - Clean and Buff	V1
20.	Clover - Lance	V1	49.	Premiere Products - Ecoforce Floor Maintainer	V1
21.	~~Clover – Clear Varnish~~	Obsolete	50.	Premiere Products - Ecoforce Heavy Duty Cleaner	V1
22.	Clover – UBIK 2000	V1	51.	Premiere Products - Ecoforce Multipurpose Detergent	V1
23.	Craftex - Kill Odour	V1	52.	Premiere Products - Ecoforce Toilet Cleaner	V1
24.	Diversey LTD - Bourne Seal	V1	53.	Premiere Products - Ecoforce Washroom Cleaner	V1
25.	Diversey LTD - Bryta Oven and Grill Foam Cleaner	V2	54.	Premiere Products - Ecoforce Window and Glass Cleaner	V1
26.	Diversey LTD - Carefree Emulsion Polish	V1	55.	~~Premiere Products - G.C. Lemon~~	Obsolete
27.	Diversey LTD - Carefree Speed Stripper	V1	56.	Premiere Products - Liquid Spray Polish	V1
28.	Diversey LTD - Carefree Stride 1000	V1	57.	Premiere Products - Ovenforce	V1
29.	Diversey LTD - Oxivir Spray E2n	V1	58.	Premiere Products - Platinum 25	V1

COSHH Assessment Review Sheet

59.	Premiere Products - Premstrip 2000	V1	90.	Bio Productions Blu Away - Liquid	V1
60.	Premiere Products - Reflect Maintainer	V1	91.	Oleonix. Full spectrum cleaner - Liquid	V1
61.	Premiere Products - Release	V1	92.	~~Ecolab Maxx Brial 2 - Liquid~~	Obsolete
62.	Premiere Products - Screen	V1	93.	Prochem – Extraction Plus - Liquid	V1
63.	Premiere Products - TD 30	V1	94.	Cleanline – Glass and Stainless-Steel Cleaner - Liquid	V1
64.	Premiere Products - TD Scale	V1	95.	Cleanline – Chewing Gum Remover - Liquid	V1
65.	Premiere Products - Tile 'n' Tap	V1	96.	~~Selden – Seldur Black~~	Obsolete
66.	~~Prochem - Browning Prescription~~	Obsolete	97.	~~Cleanline – Drain Maintainer and unblocker~~	Obsolete
67.	Prochem - Coffee Stain Remover	V1	98.	Clover – Versan Infection Control Chemical	V1
68.	~~Prochem - Extraction Pro/Plus~~	Obsolete	99.	~~Cleanline – Ultra Disinfectant~~	Obsolete
69.	Prochem - Leather Conditioner	V1	100.	Super Professional – Antiviral Disinfectant	V1
70.	Prochem - Multipro	V1	101.	Selden – Selgiene Ultra	V1
71.	Prochem - Procaps	V1	102.	Clover – Hand Sanitiser	V1
72.	Prochem – Ultrapac Renovate	V1	103.	Selden – Hand Sanitiser	V1
73.	Reckitt Benckister - Brasso Metal Liquid Polish	V1	104.	~~Bio Hygiene - All Purpose Sanitiser~~	Obsolete
74.	Reckitt Benckister - Dettol Mould and Mildew Remover	V1	105.	~~Nilaqua – Surface Spray~~	Obsolete
75.	~~Selden - Citus Blast Air Freshener~~	Obsolete	106.	Morrells Induro XL2	V1
76.	~~Selden - D-Solve~~	Obsolete	107.	~~Hygiene Vision Spaldis~~	Obsolete
77.	~~Selden - Selfreez~~	Obsolete	108.	Zoono Bio	V1
78.	~~Selden - Selsafe~~	Obsolete	109.	Medimark Envogene	V1
79.	Servochem - Deep Clean	V1	110.	Nordic Chem	V1
80.	Urimat - MB Active Cleaner	V1	111.	Medimark Chemgene	V1
81.	3M – Scotchgard – Carpet and Upholstery Protector	V1	112.	Ecolab - Actichlor	V1
82.	3M – Professional Glass Cleaner (StingRay)	V1	113.	Diversey R8	V1
83.	~~Kaivac Inc Kaio - Liquid~~	Obsolete	114.	Ecolab - Copper shine	V1
84.	~~Kaiblooey - Kaivac~~	Obsolete	115.	Sani Mist	V1
85.	MIcare – Oven and Grill Cleaner	V1	116.	RBS T 105	V1
86.	Cleanline Eco Hard Surface Cleaner	V1	117.	Diversey – Carefree Satin	V1
87.	~~Henkel Limited – Oust~~	Obsolete	118.	Reliance Medical Sanitiser Spray	V1
88.	Tetrosyl Sugar Soap - Powder	V1	119.	Biohygiene Gum Mark and Graffiti Remover	V1
89.	2 Pure – OdorBac Tec4 - liquid	V1	120.	Premiere Workstation Cleaner	V1

COSHH Assessment Review Sheet

121.	Sanitaire Emergency Clean up Powder	V1			
122.	Bona Freshen Up	V1			
123.	I Gum Chewing Gum Remover	V1			
124.	Cleanline Uniseal 5L (temporary measure until supply issues resolved with No 58.)	V1			

In the event of an emergency always take the container with the injured person to show the medial personnel

Ref	Manufacturer, product name and physical property	Hazardous classifications	Routes of entry into the body	Personal protective equipment to be used when handling	Emergency procedures; First aid and fire	Residual risk rating
2	Amtico international Amtico floor dressing Liquid	H319 Causes serious eye irritation. H315 Causes skin irritation. H332 Harmful if inhaled. H302 Harmful if swallowed. H312 Harmful in contact with skin. H335 May cause respiratory irritation.	Inhalation, Ingestion, Skin contact, Eye contact	Powder free disposable gloves EN374-2/3 Eye protection EN166.1B	**Ingestion:** Rinse mouth thoroughly. Get medical attention if any discomfort continues. **Skin contact:** Remove contaminated clothing. Wash the skin immediately with soap and water. Get medical attention if any discomfort continues. **Eye contact:** Make sure to remove any contact lenses from the eyes before rinsing. Promptly wash eyes with plenty of water while lifting the eye lids. Continue to rinse for at least15 minutes. Get medical attention if any discomfort continues. **Inhalation:** No risk/information.	Low

					This product is not flammable. Use fire-extinguishing media appropriate for surrounding materials.	

In the event of an emergency always take the container with the injured person to show the medial personnel

Ref	Manufacturer, product name and physical property	Hazardous classifications	Routes of entry into the body	Personal protective equipment to be used when handling	Emergency procedures; First aid and fire	Residual risk rating
3	Amtico international Amtico floor Maintainer Liquid	H318 Causes serious eye damage. H319 Causes serious eye irritation. H315 Causes skin irritation. H302 Harmful if swallowed. H312 Harmful in contact with skin. H317 May cause an allergic skin reaction. H413 May cause long lasting harmful effects to aquatic life. H335 May cause respiratory irritation. H411 Toxic to aquatic life with long lasting effects.	Inhalation, Ingestion, Skin contact, Eye contact	Powder free disposable gloves EN374-2/3 Eye protection EN166.1B	**Ingestion:** Rinse mouth thoroughly. Get medical attention if any discomfort continues. **Skin contact:** Remove contaminated clothing. Wash the skin immediately with soap and water. Get medical attention if any discomfort continues. **Eye contact:** Make sure to remove any contact lenses from the eyes before rinsing. Promptly wash eyes with plenty of water while lifting the eye lids. Continue to rinse for at least 15 minutes. Get medical attention if any discomfort continues. **Inhalation:** No risk/information.	Low

		H400 Very toxic to aquatic life.			This product is not flammable. Use fire-extinguishing media appropriate for surrounding materials.	

In the event of an emergency always take the container with the injured person to show the medial personnel

Ref	Manufacturer, product name and physical property	Hazardous classifications	Routes of entry into the body	Personal protective equipment to be used when handling	Emergency procedures; First aid and fire	Residual risk rating
4	Amtico ltd Amtico floor stripper liquid	H318 Causes serious eye damage. H319 Causes serious eye irritation. H314 Causes severe skin burns and eye damage. H315 Causes skin irritation. H332 Harmful if inhaled. H302 Harmful if swallowed. H312 Harmful in contact with skin. H225 Highly flammable liquid and vapour. H336 May cause drowsiness or dizziness. H335 May cause respiratory irritation	Inhalation, Ingestion, Skin contact, Eye contact	Powder free disposable gloves EN374-2/3 Eye protection EN166.1B	**Inhalation:** Rinse nose and mouth with water. Get medical attention if any discomfort continues. **Ingestion:** Rinse mouth thoroughly. Get medical attention if any discomfort continues. **Skin Contact:** Remove affected person from source of contamination. Remove contaminated clothing. Wash the skin immediately with soap and water. Get medical attention if any discomfort continues. **Eye Contact:** Remove victim immediately from source of exposure. Make sure to remove any contact lenses from the eyes before rinsing. Promptly wash eyes with plenty of water while	Low

					lifting the eye lids. Continue to rinse for at least 15 minutes and get medical attention. This product is not flammable. Use fire-extinguishing media appropriate for surrounding materials.	

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In the event of an emergency always take the container with the injured person to show the medial personnel
Only to be used by trained decontamination experts on Hampshire Police Contract only PPE Must Be observed

Ref	Manufacturer, product name and physical property	Hazardous classifications	Routes of entry into the body	Personal protective equipment to be used	Emergency procedures; First aid and fire	Residual risk rating
5	Assured Solutions Ninhyrdrin Cleaner Liquid spray	H302 - Harmful if swallowed. H319 - Causes serious eye irritation. H351 - Suspected of causing cancer. Highly flammable liquid and vapour. H336 - May cause drowsiness or dizziness. H318 - Causes serious eye damage. H302+H312+H332 - Harmful if swallowed H315 - Causes skin irritation. H314 - Causes severe skin burns and eye damage or if inhaled	Skin, Eye, ingestion, inhalation.	Powder free disposable gloves EN374-2/3 Eye protection EN166.1B Respirator mask – Fitted with A1B1E1K1-P3 R filters	**Inhalation:** May cause irritation to mucous membranes. Move the exposed person to fresh air. **Eye contact:** May cause irritation to eyes. Rinse immediately with plenty of water for 15 minutes holding the eyelids open. Seek medical attention if irritation or symptoms persist. **Skin contact:** May cause irritation to skin. Wash off immediately with plenty of soap and water. Remove contaminated clothing. Seek medical attention if irritation or symptoms persist. **Ingestion:** May cause irritation to mucous membranes. DO NOT INDUCE VOMITING. Seek medical attention if irritation or symptoms persist**.**	Med

					FIRE: Use extinguishing media appropriate to the surrounding fire conditions. Burning produces irritating, toxic and obnoxious fumes. Wear suitable respiratory equipment when necessary.	

In the event of an emergency always take the container with the injured person to show the medial personnel

Ref	Manufacturer, product name and physical property	Hazardous classifications	Routes of entry into the body	Personal protective equipment to be used when handling	Emergency procedures; First aid and fire	Residual risk rating
6	Bona Sportive Cleaner liquid	H302 Harmful if swallowed. H315 Causes skin irritation. H319 Causes serious eye irritation	Inhalation, Ingestion, Skin contact, Eye contact	Powder free disposable gloves EN374-2/3 Eye protection EN166.1B	**Eye contact:** Check for and remove any contact lenses. Immediately flush eyes with running water for at least 15 minutes, keeping eyelids open. Seek immediate medical attention. **Inhalation:** Remove to fresh air. Keep person warm and at rest. If not breathing, if breathing is irregular or if respiratory arrest occurs, provide artificial respiration or oxygen by trained personnel. **Skin Contact:** Remove contaminated clothing and shoes. Wash skin thoroughly with soap and water or use recognised skin cleanser. Do NOT use solvents or thinners.	Low

					Ingestion: If swallowed, seek medical advice immediately and show the container or label. Keep person warm and at rest. Do NOT induce vomiting. Extinguish with alcohol-resistant foam, CO_2, powders, water spray. Do not use water jet. Fire will produce black smoke.	

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In the event of an emergency always take the container with the injured person to show the medial personnel

Ref	Manufacturer, product name and physical property	Hazardous classifications	Routes of entry into the body	Personal protective equipment to be used when handling	Emergency procedures; First aid and fire	Residual risk rating
10	Cleanline Multipurpose with bleach Liquid	H302 Harmful if swallowed. H314 Causes severe skin burns and eye damage. H315 Causes skin irritation. H318 Causes serious eye damage. H319 Causes serious eye irritation.	Inhalation, Ingestion, Skin contact, Eye contact	Powder free disposable gloves EN374-2/3 Eye protection EN166.1B	**Inhalation:** Move affected person to fresh air at once. Rinse nose and mouth with water. Get medical attention if any discomfort continues. **Ingestion:** Never give anything by mouth to an unconscious person. Do not induce vomiting. Rinse mouth thoroughly with water. Get medical attention if any discomfort continues. **Skin contact:** Rinse immediately with plenty of water. Remove contaminated clothing. Get medical attention if irritation persists after washing. **Eye contact:** Rinse immediately with plenty of water. Remove any contact lenses and open eyelids wide apart. Continue to rinse for at least 15 minutes. Get medical attention if irritation persists after washing. Show this Safety Data Sheet to the medical personnel.	Med

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Ref	Manufacturer, product name and physical property	Hazardous classifications	Routes of entry into the body	Personal protective equipment to be used when handling	Emergency procedures; First aid and fire	Residual risk rating
11	Cleanline Sulphamic acid toilet descaler Liquid	H315 Causes skin irritation. H317 May cause an allergic skin reaction. H318 Causes serious eye damage. H319 Causes serious eye irritation. H361 Suspected of damaging fertility or the unborn child. H411 Toxic to aquatic life with long lasting effects. H412 Harmful to aquatic life with long lasting effects.	Inhalation, Ingestion, Skin contact, Eye contact	Powder free disposable gloves EN374-2/3 Eye protection EN166.1B Not to be used by expectant mothers In prolonged use	**Inhalation:** Remove affected person from source of contamination. Move affected person to fresh air at once. Get medical attention if any discomfort continues. **Ingestion:** Rinse mouth thoroughly with water. Give plenty of water to drink. DO NOT induce vomiting. Get medical attention immediately. **Skin contact:** Remove contaminated clothing immediately and wash skin with soap and water. Get medical attention if irritation persists after washing. **Eye contact:** Remove any contact lenses and open eyelids wide apart. Continue to rinse for at least 15 minutes. Continue to rinse for at least 15 minutes. Get medical attention immediately. Continue to rinse.	Low

					Extinguish with foam, carbon dioxide, dry powder or water fog. Do not use inert gas.	

In the event of an emergency always take the container with the injured person to show the medial personnel

Ref	Manufacturer, product name and physical property	Hazardous classifications	Routes of entry into the body	Personal protective equipment to be used when handling	Emergency procedures; First aid and fire	Residual risk rating
12	Cleanline Telephone wipes Impregnated solid wipe	H302: Harmful if swallowed. H314: Causes severe skin burns and eye damage.	Inhalation, Ingestion, Skin contact, Eye contact	None in normal use	**Skin contact:** Wash immediately with plenty of soap and water. **Eye contact:** Bathe the eye with running water for 15 minutes. **Ingestion:** Wash out mouth with water. Do not induce vomiting. Consult a doctor. **Inhalation:** Not applicable. Use fire-extinguishing media appropriate for surrounding materials.	Low

		H410 Very toxic to aquatic life with long lasting effects. H411 Toxic to aquatic life with long lasting effects.				

In the event of an emergency always take the container with the injured person to show the medial personnel

Ref	Manufacturer, product name and physical property	Hazardous classifications	Routes of entry into the body	Personal protective equipment to be used when handling	Emergency procedures; First aid and fire	Residual risk rating
14	Cleanline Eco Daily use toilet Cleaner liquid	H315 Causes skin irritation. H317 May cause an allergic skin reaction. H318 Causes serious eye damage. H319 Causes serious eye irritation. H413 May cause long lasting harmful effects to aquatic life.	Inhalation, Ingestion, Skin contact, Eye contact	Powder free disposable gloves EN374-2/3 Eye protection EN166.1B	**Inhalation:** Move affected person to fresh air at once. Rinse nose and mouth with water. Get medical attention if any discomfort continues. **Ingestion:** Remove affected person from source of contamination. Rinse mouth thoroughly with water. Give plenty of water to drink. Get medical attention. **Skin contact:** Remove affected person from source of contamination. Remove contaminated clothing. Wash skin thoroughly with soap and water. Get medical attention if irritation persists after washing. **Eye contact:** Remove any contact lenses and open eyelids wide apart. Continue to rinse for at least 15 minutes. Get medical attention immediately. Continue to rinse.	Low

					Extinguish with foam, carbon dioxide, dry powder or water fog.	

In the event of an emergency always take the container with the injured person to show the medial personnel

Ref	Manufacturer, product name and physical property	Hazardous classifications	Routes of entry into the body	Personal protective equipment to be used when handling	Emergency procedures; First aid and fire	Residual risk rating
15	Cleanline Eco Lemon Floor Gel Viscous Liquid	H226 Flammable liquid and vapour. H314 Causes severe skin burns and eye damage. H315 Causes skin irritation. H317 May cause an allergic skin reaction. H318 Causes serious eye damage. H400 Very toxic to aquatic life. H410 Very toxic to aquatic life with long lasting effects. H411 Toxic to aquatic life with long lasting effects. H412 Harmful to aquatic life with long lasting effects.	Inhalation, Ingestion, Skin contact, Eye contact	Powder free disposable gloves EN374-2/3 Eye protection EN166.1B	**Inhalation:** Remove affected person from source of contamination. Remove person to fresh air and keep comfortable for breathing. Get medical attention if any discomfort continues. **Ingestion:** Do not induce vomiting. If vomiting occurs, the head should be kept low so that vomit does not enter the lungs. Rinse nose and mouth with water. Give plenty of water to drink. Get medical attention immediately. **Skin contact:** Remove contaminated clothing immediately and wash skin with soap and water. Get medical attention if any discomfort continues. **Eye contact:** Remove any contact lenses and open eyelids wide apart. Continue to rinse for	Low

					at least 15 minutes. Get medical attention if symptoms are severe or persist after washing. Extinguish with alcohol-resistant foam, carbon dioxide, dry powder or water fog.	

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Ref	Manufacturer, product name and physical property	Hazardous classifications	Routes of entry into the body	Personal protective equipment to be used when handling	Emergency procedures; First aid and fire	Residual risk rating
18	Clover Breaker Liquid	H302: Harmful if swallowed. H314: Causes severe skin burns and eye damage. H318: Causes serious eye damage.	Inhalation, Ingestion, Skin contact, Eye contact	Powder free disposable gloves EN374-2/3 Eye protection EN166.1B	**Skin contact:** Remove all contaminated clothes and footwear immediately unless stuck to skin. Wash immediately with plenty of soap and water. **Eye contact:** Bathe the eye with running water for 15 minutes. Transfer to hospital for specialist examination. **Ingestion:** Wash out mouth with water. Do not induce vomiting. If conscious, give half a litre of water to drink immediately. Consult a doctor. Extinguish with water. In combustion emits toxic fumes.	Low

In the event of an emergency always take the container with the injured person to show the medial personnel

Ref	Manufacturer, product name and physical property	Hazardous classifications	Routes of entry into the body	Personal protective equipment to be used when handling	Emergency procedures; First aid and fire	Residual risk rating
19	Clover Vitalise liquid	H314: Causes severe skin burns and eye damage. H318: Causes serious eye damage.	Inhalation, Ingestion, Skin contact, Eye contact	Powder free disposable gloves EN374-2/3 Eye protection EN166.1B	**Skin contact:** Wash immediately with plenty of soap and water. **Eye contact:** Bathe the eye with running water for 15 minutes. Transfer to hospital for specialist examination. **Ingestion:** Wash out mouth with water. If conscious, give half a litre of water to drink immediately. Do not induce vomiting. Transfer to hospital as soon as possible. Extinguish with water. In combustion emits toxic fumes.	Low

In the event of an emergency always take the container with the injured person to show the medial personnel

Ref	Manufacturer, product name and physical property	Hazardous classifications	Routes of entry into the body	Personal protective equipment to be used	Emergency procedures; First aid and fire	Residual risk rating
20	Clover Lance Liquid spray	H314: Causes severe skin burns and eye damage. H315: Causes skin irritation. H318: Causes serious eye damage.	Skin, Eye, ingestion.	Powder free disposable gloves EN374-2/3 Eye protection EN166.1B	**Skin contact:** Rinse skin with water. Remove all contaminated clothes and footwear immediately unless stuck to skin. Transfer to hospital if there are burns or symptoms of poisoning. **Eye Contact:** Bathe the eye with running water for 15 minutes. Consult a doctor. **Ingestion:** Do not induce vomiting. Wash out mouth with water. If conscious, give half a litre of water to drink immediately. Consult a doctor. EXTINGUISHING MEDIA – Water.	Low

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22	Clover UBIK 2000 Liquid	H302: Harmful if swallowed. H314: Causes severe skin burns and eye damage. H315: Causes skin irritation. H318: Causes serious eye damage. H319: Causes serious eye irritation	Skin, Eye, ingestion , Inhalation	Powder free disposable gloves EN374-2/3 Eye protection EN166.1B	**Skin contact:** Remove all contaminated clothes and footwear immediately unless stuck to skin. Drench the affected skin with running water for 10 minutes or longer if substance is still on skin. **Eye contact:** Bathe the eye with running water for 15 minutes. Transfer to hospital for specialist examination. **Ingestion:** Wash out mouth with water. Do not induce vomiting. If conscious, give half a litre of water to drink immediately. Consult a doctor. **Inhalation:** Remove casualty from exposure ensuring one's own safety whilst doing so. **EXTINGUISHING MEDIA** – Water.	Low

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Ref	Manufacturer, product name and physical property	Hazardous classifications	Routes of entry into the body	Personal protective equipment to be used when handling	Emergency procedures; First aid and fire	Residual risk rating
23	Craftex Kill Odour liquid	H226 Flammable liquid and vapour	Inhalation, Ingestion, Skin contact, Eye contact	Powder free disposable gloves EN374-2/3 Eye protection EN166.1B	**Inhalation:** Supply fresh air; consult doctor in case of complaints. **Skin contact:** Generally the product does not irritate the skin. **Eye contact:** Rinse opened eye for several minutes under running water. **Ingestion:** If symptoms persist consult doctor. **Fire:** CO2, powder or water spray. Fight larger fires with water spray or alcohol resistant foam**.**	Low

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Ref	Manufacturer, product name and physical property	Hazardous classifications	Routes of entry into the body	Personal protective equipment to be used when handling	Emergency procedures; First aid and fire	Residual risk rating
24	Diversey Ltd Bourne Seal liquid	H226 - Flammable liquid and vapour. H304 - May be fatal if swallowed and enters airways. H312 - Harmful in contact with skin. H315 - Causes skin irritation. H317 - May cause an allergic skin reaction. H318 - Causes serious eye damage. H332 - Harmful if inhaled. H336 - May cause drowsiness or dizziness. H351 - Suspected of causing cancer.	Inhalation, Ingestion, Skin contact, Eye contact	Powder free disposable gloves EN374-2/3 Eye protection EN166.1B –required where splashes may occur If ventilation is insufficient or for prolonged use, suitable respiratory protection must be provided EN149:200.	**Inhalation:** Call a POISON CENTRE, doctor or physician if you feel unwell. **Skin contact:** Wash skin with plenty of lukewarm, gently flowing water. Take off immediately all contaminated clothing and wash it before re-use. If skin irritation occurs: Get medical advice or attention. **Eye contact:** Rinse cautiously with water for several minutes. Remove contact lenses, if present and easy to do. Continue rinsing. **Ingestion:** Rinse mouth. Immediately drink 1 glass of water. Get medical attention or advice if you feel unwell.	Med

		H361 - Suspected of damaging fertility or the unborn child. H400 - Very toxic to aquatic life. H410 - Very toxic to aquatic life with long lasting effects. H411 - Toxic to aquatic life with long lasting effects.			Extinguishing media Carbon dioxide. Dry powder. Sand. Alcohol-resistant foam. Do not use water	

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Ref	Manufacturer, product name and physical property	Hazardous classifications	Routes of entry into the body	Personal protective equipment to be used when handling	Emergency procedures; First aid and fire	Residual risk rating
25	Diversey Ltd Bryta oven and grill foam cleaner Liquid aerosol	H222 - Extremely flammable aerosol. H229 - Pressurised container: May burst if heated. H314 - Causes severe skin burns and eye damage. H290 - May be corrosive to metals.	Inhalation, Ingestion, Skin contact, Eye contact	Please take note of PPE required Powder free disposable gloves EN374-2/3 Eye protection EN166.1B –required where splashes may occur Use only in well ventilated areas. If exposure to liquid particles or splashes cannot be avoided use: half mask (EN 140) with particle filter P2 (EN 143) or full-face mask (EN 136) with particle filter P1 (EN 143) Consider specific local use conditions.	**Inhalation:** Remove person to fresh air and keep comfortable for breathing. Immediately call a POISON CENTRE, doctor or physician. **Skin contact:** Wash skin with plenty of lukewarm, gently flowing water for at least 30 minutes. Take off immediately all contaminated clothing and wash it before re-use. Immediately call a POISON CENTRE, doctor or physician. **Eye contact:** Immediately rinse eyes cautiously with lukewarm water for several minutes. Remove contact lenses, if present and easy to do. Continue rinsing. Immediately call a POISON CENTRE, doctor or physician.	Med

				Disposable protective suit	**Ingestion:** Rinse mouth. Immediately drink 1 glass of water. Do NOT induce vomiting. Keep at rest. Immediately call a POISON CENTRE, doctor or physician. Extinguish with Carbon dioxide. Dry powder. Water spray jet. Fight larger fires with water spray jet or alcohol-resistant foam. Cool endangered packaging with water spray jet.	

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Ref	Manufacturer, product name and physical property	Hazardous classifications	Routes of entry into the body	Personal protective equipment to be used when handling	Emergency procedures; First aid and fire	Residual risk rating
26	Diversey Ltd Carefree emulsion polish liquid	H301 - Toxic if swallowed. H302 - Harmful if swallowed. H311 - Toxic in contact with skin. H314 - Causes severe skin burns and eye damage. H317 - May cause an allergic skin reaction. H318 - Causes serious eye damage. H331 - Toxic if inhaled. H335 - May cause respiratory irritation. H400 - Very toxic to aquatic life. H410 - Very toxic to aquatic life with long lasting effects.	Inhalation, Ingestion, Skin contact, Eye contact	Safety glasses are not normally required. However, their use is recommended in those cases where splashes may occur when handling the product. Use eye protection EN166.1B –required where splashes may occur. Powder free disposable gloves EN374-2/3 should be worn for prolonged use	**Inhalation:** Get medical attention or advice if you feel unwell. **Skin contact:** Wash skin with plenty of lukewarm, gently flowing water. If skin irritation occurs: Get medical advice or attention. **Eye contact:** Rinse cautiously with water for several minutes. If irritation occurs and persists, get medical attention. **Ingestion:** Rinse mouth. Immediately drink 1 glass of water. Get medical attention or advice if you feel unwell. Extinguishing media, Carbon dioxide. Dry powder. Water spray jet. Fight	Low

		H411 - Toxic to aquatic life with long lasting effect			larger fires with water spray jet or alcohol-resistant foam.	

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Ref	Manufacturer, product name and physical property	Hazardous classifications	Routes of entry into the body	Personal protective equipment to be used when handling	Emergency procedures; First aid and fire	Residual risk rating
27	Diversey Ltd Carefree Speed stripper liquid	H302 - Harmful if swallowed. H312 - Harmful in contact with skin. H314 - Causes severe skin burns and eye damage. H315 - Causes skin irritation. H319 - Causes serious eye irritation. H332 - Harmful if inhaled. H335 - May cause respiratory irritation.	Inhalation, Ingestion, Skin contact, Eye contact	If the product is diluted by using specific dosing systems with no risk of splashes or direct skin contact, the personal protection equipment as described in this section is not required. Where possible: use in automated pump system and cover open containers. If there is a risk of contact then Powder free disposable gloves EN374-2/3 and Eye protection EN166.1B should be worn	**Inhalation:** Remove from source of exposure. Get medical attention immediately. **Skin contact:** Rinse with plenty of water. Take off all contaminated clothing immediately. Get medical attention. **Eye contact:** Wash off immediately with plenty of water. Get medical attention immediately. **Ingestion:** Remove material from mouth. Immediately drink 1-2 glasses of water or milk. Get medical attention immediately.	Low

					Carbon dioxide. Dry powder. Water spray jet. Fight larger fires with water spray jet or alcohol-resistant foam.	

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Ref	Manufacturer, product name and physical property	Hazardous classifications	Routes of entry into the body	Personal protective equipment to be used when handling	Emergency procedures; First aid and fire	Residual risk rating
28	Diversey Ltd Carefree stride 1000 Liquid	H302 - Harmful if swallowed. H315 - Causes skin irritation. H317 - May cause an allergic skin reaction. H318 - Causes serious eye damage. H319 - Causes serious eye irritation. H400 - Very toxic to aquatic life. H412 - Harmful to aquatic life with long lasting effects	Inhalation, Ingestion, Skin contact, Eye contact	Eye protection not normally required. However Safety glasses are not normally requiredEN166.1B required where splashes may occur. Powder free disposable gloves EN374-2/3 should be worn for prolonged use	**Inhalation:** Get medical attention or advice if you feel unwell. **Skin contact:** If skin irritation occurs: Get medical advice or attention. Wash skin with plenty of lukewarm, gently flowing water. **Eye contact:** Immediately rinse eyes cautiously with lukewarm water for several minutes. Remove contact lenses, if present and easy to do. Continue rinsing. If irritation occurs and persists, get medical attention. **Ingestion:** Immediately drink 1 glass of water. Get medical attention or advice if you feel unwell.	Low

					Carbon dioxide. Dry powder. Water spray jet. Fight larger fires with water spray jet or alcohol-resistant foam.	

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Ref	Manufacturer, product name and physical property	Hazardous classifications	Routes of entry into the body	Personal protective equipment to be used when handling	Emergency procedures; First aid and fire	Residual risk rating
29	Diversey Ltd Oxivir spray E2n liquid	Essentially non hazardous	Inhalation, Ingestion, Skin contact, Eye contact	Not normally required. Powder free disposable gloves EN374-2/3 should be worn for prolonged use	**Eye contact:** Rinse immediately with copious amounts of water, holding the eyelids open and obtain immediate medical attention. **Skin contact:** Wash thoroughly. Inhalation: Remove from source of exposure. Seek medical advice if effects persist. **Ingestion:** Remove product from mouth, give the casualty a small quantity of water to drink and seek medical advice. DO NOT INDUCE VOMITING. **Inhalation:** No risk. Extinguish with water, foam, carbon dioxide and dry powder extinguishers.	Low

					May evolve toxic fumes if involved in a fire.	

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Ref	Manufacturer, product name and physical property	Hazardous classifications	Routes of entry into the body	Personal protective equipment to be used when handling	Emergency procedures; First aid and fire	Residual risk rating
30	Diversey Ltd. Taski Sprint Spitfire Liquid	H302 - Harmful if swallowed. H312 - Harmful in contact with skin. H314 - Causes severe skin burns and eye damage. H315 - Causes skin irritation. H318 - Causes serious eye damage H319 - Causes serious eye irritation. H332 - Harmful if inhaled. H335 - May cause respiratory irritation. H412 - Harmful to aquatic life with long lasting effects.	Inhalation, Ingestion, Skin contact, Eye contact	Powder free disposable gloves EN374-2/3 should be worn for prolonged use	**Inhalation:** Get medical attention or advice if you feel unwell. **Skin contact:** Wash skin with plenty of lukewarm, gently flowing water. If skin irritation occurs: Get medical advice or attention. **Eye contact:** Immediately rinse eyes cautiously with lukewarm water for several minutes. Remove contact lenses, if present and easy to do. Continue rinsing. If irritation occurs and persists, get medical attention. **Ingestion:** Immediately drink 1 glass of water. Get medical attention or advice if you feel unwell.	

					Use Carbon dioxide. Dry powder. Water spray jet. Fight larger fires with water spray jet or alcohol-resistant foam to fight fire.	

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Ref	Manufacturer, product name and physical property	Hazardous classifications	Routes of entry into the body	Personal protective equipment to be used when handling	Emergency procedures; First aid and fire	Residual risk rating
33	Jeyes Ltd Jeyes Fluid liquid	H225 Highly flammable liquid and vapour. H302 Harmful if swallowed. H312 Harmful in contact with skin. H317 May cause an allergic skin reaction. H318 Causes serious eye damage. H319 Causes serious eye irritation. H336 May cause drowsiness or dizziness. H400 Very toxic to aquatic life.	Inhalation, Ingestion, Skin contact, Eye contact	Powder free disposable gloves EN374-2/3 Eye protection EN166.1B	**Inhalation:** Move injured person into fresh air and keep person calm under observation. If uncomfortable: Seek hospital and bring these instructions. General first aid, rest, warmth and fresh air. **Ingestion:** Immediately rinse mouth and provide fresh air. Do not induce vomiting. Get medical attention. Never make an unconscious person vomit or drink fluids. **Skin contact:** Remove contaminated clothing immediately and wash skin with soap and water. Get medical attention if irritation persists after washing. **Eye contact:** Promptly wash eyes with plenty of water while lifting the eye lids.	Low

					Continue to rinse for at least 15 minutes and get medical attention. Extinguish with foam, carbon dioxide, dry powder or water fog. Use fire-extinguishing media appropriate for surrounding materials.	

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Ref	Manufacturer, product name and physical property	Hazardous classifications	Routes of entry into the body	Personal protective equipment to be used when handling	Emergency procedures; First aid and fire	Residual risk rating
34	Jeyes ltd. Sani Lav citrus zest non Solid	H315 Causes Skin irritation H318 Causes serious eye damage	Inhalation, Ingestion, Skin contact, Eye contact	Powder free disposable gloves EN374-2/3 Eye protection EN166.1B	I**nhalation:** Move injured person into fresh air. **Ingestion:** Give nothing or a little water. Get medical attention if unwell. **Skin contact:** Wash skin with soap and water. **Eye contact:** Promptly wash eyes with plenty of water Continue to rinse for several minutes. Get medical attention if irritation persists. Extinguish with Co2, Dry powder or foam.	Low

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Ref	Manufacturer, product name and physical property	Hazardous classifications	Routes of entry into the body	Personal protective equipment to be used when handling	Emergency procedures; First aid and fire	Residual risk rating
36	Lodi Uk Digrain Control Aerosol	H304 May be fatal if swallowed and enters airways. H225 Highly flammable liquid and vapour. H319 Causes serious eye irritation. H336 May cause drowsiness or dizziness. H220 Extremely flammable gas. H400 Very toxic to aquatic life. H410 Very toxic to aquatic life with long lasting effects. H317 May cause an allergic skin reaction. H302 Harmful if swallowed.	Inhalation, Ingestion, Skin contact, Eye contact	Powder free disposable gloves EN374-2/3 Respiratory protection is not needed for normal use but recommended for comfort of user Cat 3 coverall to be worn as part of standard PPE for decontamination scene.	**Skin contact:** Wash with plenty of water and soap. **Eye contact:** In case of contact with eyes, rinse immediately with plenty of water and seek medical advice. **Ingestion:** Do not under any circumstances induce vomiting. OBTAIN A MEDICAL EXAMINATION IMMEDIATELY. **Inhalation** remove casualty to fresh air and keep warm and at rest.	Low

		H332 Harmful if inhaled				

In the event of an emergency always take the container with the injured person to show the medial personnel

Ref	Manufacturer, product name and physical property	Hazardous classifications	Routes of entry into the body	Personal protective equipment to be used when handling	Emergency procedures; First aid and fire	Residual risk rating
40	Merlin chemicals Gum remover solution for gum machines Liquid	H225 Highly flammable liquid and vapour. H301 Toxic if swallowed. H311 Toxic in contact with skin. H314 Causes severe skin burns and eye damage. H317 May cause an allergic skin reaction. H318 Causes serious eye damage. H319 Causes serious eye irritation. H331 Toxic if inhaled. H335 May cause respiratory irritation. H341 Suspected of causing genetic defects.	Inhalation, Ingestion, Skin contact, Eye contact	Powder free disposable gloves EN374-2/3 Eye protection EN166.1B	**Ingestion:** Do not induce vomiting. Rinse mouth thoroughly with water. Get medical attention immediately. Show this Safety Data Sheet to the medical personnel. **Skin contact:** Remove contaminated clothing immediately and wash skin with soap and water. Get medical attention if irritation persists after washing. **Eye contact:** Remove any contact lenses and open eyelids wide apart. Rinse immediately with plenty of water. Continue to rinse for at least 15 minutes and get medical attention.	Low

		H350 May cause cancer. H370 Causes damage to organs				

In the event of an emergency always take the container with the injured person to show the medial personnel

Ref	Manufacturer, product name and physical property	Hazardous classifications	Routes of entry into the body	Personal protective equipment to be used	Emergency procedures; First aid and fire	Residual risk rating
43	Premiere Products Apple Fresh liquid	H315 Causes skin irritation. H319 Causes serious eye irritation. H412 Harmful to aquatic life with long lasting effects.	Inhalation, ingestion, Skin contact, Eye contact	Powder free disposable gloves EN374-2/3 Eye protection EN166.1B	**Inhalation:** Remove affected person from source of contamination. Move affected person to fresh air at once. Get medical attention. **Ingestion:** Rinse mouth thoroughly with water. Give plenty of water to drink. DO NOT induce vomiting. Get medical attention immediately. **Skin contact:** Remove contaminated clothing immediately and wash skin with soap and water. Get medical attention if irritation persists after washing. **Eye contact:** Rinse immediately with plenty of water. Remove any contact lenses and open eyelids wide apart. Continue to rinse for at least 15 minutes. Get medical attention	Low

					promptly if symptoms occur after washing Extinguish with foam, carbon dioxide, dry powder or water fog.	

In the event of an emergency always take the container with the injured person to show the medial personnel

Ref	Manufacturer, product name and physical property	Hazardous classifications	Routes of entry into the body	Personal protective equipment to be used when handling	Emergency procedures; First aid and fire	Residual risk rating
45	Premiere Products Break up Viscous liquid	H225 Highly flammable liquid and vapour. H226 Flammable liquid and vapour. H315 Causes skin irritation. H317 May cause an allergic skin reaction. H319 Causes serious eye irritation. H336 May cause drowsiness or dizziness. H400 Very toxic to aquatic life. H410 Very toxic to aquatic life with long lasting effects.	Inhalation, Ingestion, Skin contact, Eye contact	Powder free disposable gloves EN374-2/3 Eye protection EN166.1B	**Inhalation:** Move the exposed person to fresh air at once. Get medical attention. **Ingestion:** Do not induce vomiting. If vomiting occurs, the head should be kept low so that stomach vomit doesn't enter the lungs. Get medical attention immediately. **Skin contact:** Wash skin thoroughly with soap and water. **Eye contact:** Immediately flush with plenty of water for up to 15 minutes. Remove any contact. Extinguish with foam, carbon dioxide or dry powder.	Low

In the event of an emergency always take the container with the injured person to show the medial personnel

Ref	Manufacturer, product name and physical property	Hazardous classifications	Routes of entry into the body	Personal protective equipment to be used when handling	Emergency procedures; First aid and fire	Residual risk rating
46	Premiere Products Carpet Mousse Foam - liquid	No classified Hazards Inhalation - No specific symptoms noted. Ingestion- May cause discomfort if swallowed. Skin contact -Prolonged skin contact may cause redness and irritation. Eye contact- May cause temporary eye irritation.	Inhalation, Ingestion, Skin contact, Eye contact	Powder free disposable gloves EN374-2/3 (for prolonged use)	**Inhalation:** Unlikely route of exposure as the product does not contain volatile substances. **Ingestion:** Immediately rinse mouth and drink plenty of water. Keep person under observation. If person becomes uncomfortable take to hospital along with these instructions. **Skin contact:** Rinse with water. **Eye contact:** Rinse with water. Contact physician if discomfort continues. Extinguish with foam, carbon dioxide, dry powder or water fog.	Low

In the event of an emergency always take the container with the injured person to show the medial personnel

Ref	Manufacturer, product name and physical property	Hazardous classifications	Routes of entry into the body	Personal protective equipment to be used when handling	Emergency procedures; First aid and fire	Residual risk rating
47	Premiere Products Caterclean 50 Liquid	H318 Causes serious eye damage. H315 Causes skin irritation. H400 Very toxic to aquatic life.	Inhalation, Ingestion, Skin contact, Eye contact	Powder free disposable gloves EN374-2/3 Eye protection EN166.1B	**Inhalation:** Remove affected person from source of contamination. Move affected person to fresh air at once. Get medical attention if any discomfort continues. **Ingestion:** Rinse mouth thoroughly with water. Give plenty of water to drink. Give milk instead of water if readily available. Never give anything by mouth to an unconscious person. DO NOT induce vomiting. Get medical attention immediately. **Skin contact:** Remove contaminated clothing immediately and wash skin with soap and water. Get medical attention if irritation persists after washing.	Low

					Eye contact: Rinse immediately with plenty of water. Remove any contact lenses and open eyelids wide apart. Continue to rinse for at least 15 minutes. Get medical attention if any discomfort continues. Extinguish with foam, carbon dioxide or dry powder.	

In the event of an emergency always take the container with the injured person to show the medial personnel

Ref	Manufacturer, product name and physical property	Hazardous classifications	Routes of entry into the body	Personal protective equipment to be used when handling	Emergency procedures; First aid and fire	Residual risk rating
48	Premiere Products Clean and Buff Liquid	H301 Toxic if swallowed. H302 Harmful if swallowed. H312 Harmful in contact with skin. H314 Causes severe skin burns and eye damage. H315 Causes skin irritation. H317 May cause an allergic skin reaction. H318 Causes serious eye damage. H319 Causes serious eye irritation. H331 Toxic if inhaled. H351 Suspected of causing cancer.	Inhalation, Ingestion, Skin contact, Eye contact	Powder free disposable gloves EN374-2/3 Eye protection EN166.1B	**Inhalation:** Remove affected person from source of contamination. Move affected person to fresh air and keep warm and at rest in a position comfortable for breathing. Get medical attention if any discomfort continues. If throat irritation or coughing persists, proceed as follows. Get medical attention. Show this Safety Data and the bottle to the medical personnel. **Ingestion:** Rinse mouth thoroughly with water. Give plenty of water to drink. Give milk instead of water if readily available. Keep affected person under observation. Do not induce vomiting. If vomiting occurs, the head should be kept low so that vomit does not enter the lungs. Get medical attention immediately. Show this Safety Data and	Low

		H400 Very toxic to aquatic life. H410 Very toxic to aquatic life with long lasting effects. H411 Toxic to aquatic life with long lasting effects.			the bottle to the medical personnel. Get medical attention immediately. **Skin contact:** Remove contaminated clothing immediately and wash skin with soap and water. **Eye contact:** Remove any contact lenses and open eyelids wide apart. Continue to rinse for at least 15 minutes. Continue to rinse for at least 15 minutes and get medical attention. Extinguish with foam, carbon dioxide, dry powder or water fog.	

In the event of an emergency always take the container with the injured person to show the medial personnel

Ref	Manufacturer, product name and physical property	Hazardous classifications	Routes of entry into the body	Personal protective equipment to be used when handling	Emergency procedures; First aid and fire	Residual risk rating
49	Premiere Products Ecoforce Floor maintainer Liquid	H302 Harmful if swallowed. H314 Causes severe skin burns and eye damage. H317 May cause an allergic skin reaction. H318 Causes serious eye damage. H412 Harmful to aquatic life with long lasting effects.	Inhalation, Ingestion, Skin contact, Eye contact	Powder free disposable gloves EN374-2/3 Eye protection EN166.1B	**Inhalation:** Move affected person to fresh air at once. Rinse nose and mouth with water. Get medical attention if any discomfort continues. Ingestion Remove affected person from source of contamination. Rinse mouth thoroughly with water. Give plenty of water to drink. Get medical attention. **Skin contact:** Remove affected person from source of contamination. Remove contaminated clothing. Wash skin thoroughly with soap and water. Get medical attention if irritation persists after washing. **Eye contact:** Remove any contact lenses and open eyelids wide apart. Remove any contact lenses and open eyelids wide apart. Continue to rinse for at least	Low

					15 minutes. Get medical attention immediately. Continue to rinse. Extinguish with foam, carbon dioxide, dry powder or water fog.	

In the event of an emergency always take the container with the injured person to show the medial personnel

Ref	Manufacturer, product name and physical property	Hazardous classifications	Routes of entry into the body	Personal protective equipment to be used when handling	Emergency procedures; First aid and fire	Residual risk rating
50	Premiere Products Ecoforce heavy duty cleaner Liquid	H302 Harmful if swallowed. H315 Causes skin irritation. H318 Causes serious eye damage. H335 May cause respiratory irritation	Inhalation, Ingestion, Skin contact, Eye contact	Powder free disposable gloves EN374-2/3 Eye protection EN166.1B	**Inhalation:** Move affected person to fresh air at once. Rinse nose and mouth with water. Get medical attention if any discomfort continues. **Ingestion:** Remove affected person from source of contamination. Rinse mouth thoroughly with water. Give plenty of water to drink. Get medical attention. **Skin contact:** Remove affected person from source of contamination. Remove contaminated clothing. Wash skin thoroughly with soap and water. Get medical attention if irritation persists after washing. **Eye contact:** Remove any contact lenses and open eyelids wide apart. Rinse immediately with plenty of water.	Low

					Continue to rinse for at least 15 minutes. Get medical attention if symptoms are severe or persist. Extinguish with foam, carbon dioxide, dry powder or water fog.	

In the event of an emergency always take the container with the injured person to show the medial personnel

Ref	Manufacturer, product name and physical property	Hazardous classifications	Routes of entry into the body	Personal protective equipment to be used when handling	Emergency procedures; First aid and fire	Residual risk rating
51	Premiere Products Ecoforce Multipurpose detergent Liquid	H318 Causes serious eye damage. H319 Causes serious eye irritation. H315 Causes skin irritation	Inhalation, Ingestion, Skin contact, Eye contact	Powder free disposable gloves EN374-2/3 (for prolonged use) Eye protection EN166.1B	**Inhalation:** Move affected person to fresh air at once. Rinse nose and mouth with water. Get medical attention if any discomfort continues. **Ingestion:** Remove affected person from source of contamination. Rinse mouth thoroughly with water. Give plenty of water to drink. Get medical attention. **Skin contact:** Remove affected person from source of contamination. Remove contaminated clothing. Wash skin thoroughly with soap and water. Get medical attention if irritation persists after washing. **Eye contact:** Remove any contact lenses and open eyelids wide apart. Rinse immediately with plenty of water.	Low

					Continue to rinse for at least 15 minutes. Get medical attention if symptoms are severe or persist. Extinguish with foam, carbon dioxide, dry powder or water fog.	

In the event of an emergency always take the container with the injured person to show the medial personnel

Ref	Manufacturer, product name and physical property	Hazardous classifications	Routes of entry into the body	Personal protective equipment to be used when handling	Emergency procedures; First aid and fire	Residual risk rating
52	Premiere Products Ecoforce Toilet cleaner Liquid	H315 Causes skin irritation. H317 May cause an allergic skin reaction. H318 Causes serious eye damage. H319 Causes serious eye irritation. H413 May cause long lasting harmful effects to aquatic life.	Inhalation, Ingestion, Skin contact, Eye contact	Powder free disposable gloves EN374-2/3 Eye protection EN166.1B	**Inhalation:** Move affected person to fresh air at once. Rinse nose and mouth with water. Get medical attention if any discomfort continues. **Ingestion:** Remove affected person from source of contamination. Rinse mouth thoroughly with water. Give plenty of water to drink. Get medical attention. **Skin contact:** Remove affected person from source of contamination. Remove contaminated clothing. Wash skin thoroughly with soap and water. Get medical attention if irritation persists after washing. **Eye contact:** Remove any contact lenses and open eyelids wide apart. Remove any contact lenses and open eyelids	Low

					wide apart. Continue to rinse for at least 15 minutes. Get medical attention immediately. Continue to rinse. Extinguish with foam, carbon dioxide, dry powder or water fog.	

In the event of an emergency always take the container with the injured person to show the medial personnel

Ref	Manufacturer, product name and physical property	Hazardous classifications	Routes of entry into the body	Personal protective equipment to be used when handling	Emergency procedures; First aid and fire	Residual risk rating
53	Premiere Products Ecoforce Washroom cleaner Liquid	H302 Harmful if swallowed. H314 Causes severe skin burns and eye damage. H315 Causes skin irritation. H318 Causes serious eye damage. H319 Causes serious eye irritation.	Inhalation, Ingestion, Skin contact, Eye contact	Powder free disposable gloves EN374-2/3 (for prolonged use) Eye protection EN166.1B	**Inhalation:** Move affected person to fresh air at once. Rinse nose and mouth with water. Get medical attention if any discomfort continues. **Ingestion:** Remove affected person from source of contamination. Rinse mouth thoroughly with water. Give plenty of water to drink. Get medical attention. **Skin contact:** Remove affected person from source of contamination. Remove contaminated clothing. Wash skin thoroughly with soap and water. **Eye contact:** Remove any contact lenses and open eyelids wide apart. Remove any contact lenses and open eyelids wide apart. Continue to rinse for at least	Low

					15 minutes. Get medical attention if any discomfort continues. Extinguish with foam, carbon dioxide, dry powder or water fog.	

In the event of an emergency always take the container with the injured person to show the medial personnel

Ref	Manufacturer, product name and physical property	Hazardous classifications	Routes of entry into the body	Personal protective equipment to be used when handling	Emergency procedures; First aid and fire	Residual risk rating
54	Premiere Products Ecoforce window and glass cleaner Liquid	H225 Highly flammable liquid and vapour. H226 Flammable liquid and vapour. H315 Causes skin irritation. H319 Causes serious eye irritation. H336 May cause drowsiness or dizziness.	Inhalation, Ingestion, Skin contact, Eye contact	Powder free disposable gloves EN374-2/3 Eye protection EN166.1B	**Inhalation:** Move affected person to fresh air at once. Rinse nose and mouth with water. Get medical attention if any discomfort continues. **Ingestion:** Remove affected person from source of contamination. Rinse mouth thoroughly with water. Give plenty of water to drink. Get medical attention. **Skin contact:** Remove affected person from source of contamination. Remove contaminated clothing. Wash skin thoroughly with soap and water. **Eye contact:** Remove any contact lenses and open eyelids wide apart. Remove any contact lenses and open eyelids	Low

					wide apart. Continue to rinse for at least 15 minutes. Extinguish with foam, carbon dioxide, dry powder or water fog.	

In the event of an emergency always take the container with the injured person to show the medial personnel

Ref	Manufacturer, product name and physical property	Hazardous classifications	Routes of entry into the body	Personal protective equipment to be used when handling	Emergency procedures; First aid and fire	Residual risk rating
56	Premiere Products Liquid spray polish Creamy Liquid	H319 Causes serious eye irritation. H226 Flammable liquid and vapour. H225 Highly flammable liquid and vapour. H336 May cause drowsiness or dizziness	Inhalation, Ingestion, Skin contact, Eye contact	Powder free disposable gloves EN374-2/3	**Inhalation:** Remove victim immediately from source of exposure. Move the exposed person to fresh air at once. Get medical attention. **Ingestion:** Rinse mouth thoroughly. Do not induce vomiting. If vomiting occurs, the head should be kept low so that stomach vomit doesn't enter the lungs. Immediately rinse mouth and drink plenty of water (200-300 ml). Get medical attention immediately. **Skin contact:** Remove contaminated clothing immediately and wash skin with soap and water. Get medical attention if irritation persists after washing. **Eye contact:** Immediately flush with plenty of water for up to 15 minutes.	Low

					Remove any contact lenses and open eyes wide apart. Continue to rinse for at least 15 minutes. Get medical attention immediately. Continue to rinse. The product is flammable, and heating may generate vapours which may form explosive vapour/air mixtures. Extinguish with foam, carbon dioxide or dry powder.	

In the event of an emergency always take the container with the injured person to show the medial personnel

Ref	Manufacturer, product name and physical property	Hazardous classifications	Routes of entry into the body	Personal protective equipment to be used when handling	Emergency procedures; First aid and fire	Residual risk rating
57	Premiere products Ovenforce Viscous liquid	H319 Causes serious eye irritation. H314 Causes severe skin burns and eye damage. H315 Causes skin irritation. H332 Harmful if inhaled. H302 Harmful if swallowed. H312 Harmful in contact with skin. H335 May cause respiratory irritation.	Inhalation, Ingestion, Skin contact, Eye contact	Powder free disposable gloves EN374-2/3 Eye protection EN166.1B If ventilation is insufficient, suitable respiratory protection must be provided EN149:2001	**Inhalation:** Remove victim immediately from source of exposure. Move the exposed person to fresh air at once. Rinse nose and mouth with water. Get medical attention. **Ingestion:** Immediately rinse mouth and drink plenty of water (200-300 ml). DO NOT INDUCE VOMITING! Get medical attention immediately. **Skin contact:** Remove contaminated clothing immediately and wash skin with soap and water. Continue to rinse for at least 15 minutes. Get medical attention immediately. **Eye contact:** Immediately flush with plenty of water for up to 15 minutes. Remove any contact lenses and open	Med

					eyes wide apart. Get medical attention immediately. Continue to rinse. Immediately transport to hospital or eye specialist. Extinguish with foam, carbon dioxide or dry powder.	

In the event of an emergency always take the container with the injured person to show the medial personnel

Ref	Manufacturer, product name and physical property	Hazardous classifications	Routes of entry into the body	Personal protective equipment to be used when handling	Emergency procedures; First aid and fire	Residual risk rating
58	Premiere products Platinum 25 Liquid	Not classified - Low risk in normal use	Inhalation, Ingestion, Skin contact, Eye contact	Powder free disposable gloves EN374-2/3 Eye protection EN166.1B	**Inhalation:** Remove affected person from source of contamination. Move affected person to fresh air and keep warm and at rest in a position comfortable for breathing. Get medical attention if any discomfort continues. If throat irritation or coughing persists, proceed as follows. Get medical attention. **Ingestion:** Rinse mouth thoroughly with water. Give plenty of water to drink. Give milk instead of water if readily available. Keep affected person under observation. Do not induce vomiting. If vomiting occurs, the head should be kept low so that vomit does not enter the lungs. Get medical attention immediately. Show this Safety Data Sheet to the medical personnel. Get medical attention immediately.	Low

					Skin contact: Remove contaminated clothing immediately and wash skin with soap and water. Get medical attention if irritation persists after washing. **Eye contact:** Remove any contact lenses and open eyelids wide apart. Continue to rinse for at least 15 minutes and get medical attention. Extinguish with foam, carbon dioxide or dry powder.	

In the event of an emergency always take the container with the injured person to show the medial personnel

Ref	Manufacturer, product name and physical property	Hazardous classifications	Routes of entry into the body	Personal protective equipment to be used when handling	Emergency procedures; First aid and fire	Residual risk rating
59	Premiere Products Premstrip 2000 Liquid	H314 Causes severe skin burns and eye damage. H332 Harmful if inhaled. H302 Harmful if swallowed. H312 Harmful in contact with skin. H335 May cause respiratory irritation.	Inhalation, Ingestion, Skin contact, Eye contact	Powder free disposable gloves EN374-2/3 Eye protection EN166.1B	**Inhalation:** Remove victim immediately from source of exposure. Move the exposed person to fresh air at once. Get medical attention if any discomfort continues. **Ingestion:** Immediately rinse mouth and drink plenty of water (200-300 ml). DO NOT induce vomiting. Get medical attention immediately. **Skin contact:** Remove contaminated clothing immediately and wash skin with soap and water. Get medical attention immediately. **Eye contact:** Promptly wash eyes with plenty of water while lifting the eye lids. Continue to rinse for at least 15	Low

					minutes. Get medical attention immediately. Continue to rinse. Extinguish with foam, carbon dioxide, dry powder or water fog.	

In the event of an emergency always take the container with the injured person to show the medial personnel

Ref	Manufacturer, product name and physical property	Hazardous classifications	Routes of entry into the body	Personal protective equipment to be used when handling	Emergency procedures; First aid and fire	Residual risk rating
60	Premiere Products Reflect Maintainer Liquid	H301 Toxic if swallowed. H302 Harmful if swallowed. H312 Harmful in contact with skin. H314 Causes severe skin burns and eye damage. H315 Causes skin irritation. H317 May cause an allergic skin reaction. H318 Causes serious eye damage. H319 Causes serious eye irritation. H331 Toxic if inhaled. H361 Suspected of damaging fertility or the unborn child.	Inhalation, Ingestion, Skin contact, Eye contact	Powder free disposable gloves EN374-2/3 Eye protection EN166.1B	**Inhalation:** Move affected person to fresh air and keep warm and at rest in a position comfortable for breathing. **Ingestion:** Rinse mouth thoroughly with water. Give plenty of water to drink. Give milk instead of water if readily available. Never give anything by mouth to an unconscious person. Get medical attention. **Skin contact:** Rinse with water. **Eye contact:** Rinse immediately with plenty of water. Continue to rinse for at least 15 minutes. Get medical attention if any discomfort continues.	Low

		H400 Very toxic to aquatic life. H410 Very toxic to aquatic life with long lasting effects. H411 Toxic to aquatic life with long lasting effects.			Extinguish with alcohol-resistant foam, carbon dioxide, dry powder or water fog.	

In the event of an emergency always take the container with the injured person to show the medial personnel

Ref	Manufacturer, product name and physical property	Hazardous classifications	Routes of entry into the body	Personal protective equipment to be used when handling	Emergency procedures; First aid and fire	Residual risk rating
61	Premiere Products Release Liquid	None in normal use This product does not contain any PBT or vPvB substances.	Inhalation, Ingestion, Skin contact, Eye contact	Powder free disposable gloves EN374-2/3	**Inhalation:** Remove victim immediately from source of exposure. Move into fresh air and keep at rest. Get medical attention. **Ingestion:** Rinse mouth thoroughly. Immediately rinse mouth and drink plenty of water (200-300 ml). Do not induce vomiting. Get medical attention. **Skin contact:** Remove contaminated clothing. Wash the skin immediately with soap and water. Get medical attention if irritation persists after washing. **Eye contact:** Immediately flush with plenty of water for up to 15 minutes. Remove any contact lenses and open eyes wide apart. Continue to rinse for at	Low

					least 15 minutes. Get medical attention immediately. Continue to rinse. Extinguish with foam, carbon dioxide, dry powder or water fog.	

In the event of an emergency always take the container with the injured person to show the medial personnel

Ref	Manufacturer, product name and physical property	Hazardous classifications	Routes of entry into the body	Personal protective equipment to be used when handling	Emergency procedures; First aid and fire	Residual risk rating
62	Premiere Products Screen Liquid	H226 Flammable liquid and vapour. H302 Harmful if swallowed. H304 May be fatal if swallowed and enters airways. H314 Causes severe skin burns and eye damage. H315 Causes skin irritation. H318 Causes serious eye damage. H319 Causes serious eye irritation. H336 May cause drowsiness or dizziness. H400 Very toxic to aquatic life.	Inhalation, Ingestion, Skin contact, Eye contact	Powder free disposable gloves EN374-2/3 Eye protection EN166.1B	**Inhalation:** Remove affected person from source of contamination. Move affected person to fresh air at once. Get medical attention. **Ingestion:** Rinse mouth thoroughly with water. Give plenty of water to drink. DO NOT induce vomiting. Get medical attention immediately. **Skin contact:** Remove contaminated clothing immediately and wash skin with soap and water. Get medical attention if irritation persists after washing. **Eye contact:** Rinse immediately with plenty of water. Remove any contact lenses and open eyelids wide apart. Continue to rinse for at least 15 minutes. Get medical attention	Low

		H410 Very toxic to aquatic life with long lasting effects. H411 Toxic to aquatic life with long lasting effects			promptly if symptoms occur after washing. Extinguish with foam, carbon dioxide, dry powder or water fog.	

In the event of an emergency always take the container with the injured person to show the medial personnel

Ref	Manufacturer, product name and physical property	Hazardous classifications	Routes of entry into the body	Personal protective equipment to be used when handling	Emergency procedures; First aid and fire	Residual risk rating
63	Premiere Products TD 30 Liquid	H314 Causes severe skin burns and eye damage.	Inhalation, Ingestion, Skin contact, Eye contact	Powder free disposable gloves EN374-2/3 Eye protection EN166.1B	**Inhalation:** Remove victim immediately from source of exposure. Move the exposed person to fresh air at once. Get medical attention if any discomfort continues. **Ingestion:** Immediately rinse mouth and drink plenty of water (200-300 ml). DO NOT induce vomiting. Get medical attention immediately. **Skin contact:** Remove contaminated clothing immediately and wash skin with soap and water. Get medical attention immediately. **Eye contact:** Promptly wash eyes with plenty of water while lifting the eye lids. Continue to rinse for at least 15	Low

					minutes. Get medical attention immediately. Continue to rinse. Extinguish with foam, carbon dioxide, dry powder or water fog.	

In the event of an emergency always take the container with the injured person to show the medial personnel

Ref	Manufacturer, product name and physical property	Hazardous classifications	Routes of entry into the body	Personal protective equipment to be used when handling	Emergency procedures; First aid and fire	Residual risk rating
64	Premiere Products TD Scale Liquid	H314 Causes severe skin burns and eye damage. H335 May cause respiratory irritation.	Inhalation, Ingestion, Skin contact, Eye contact	Powder free disposable gloves EN374-2/3 Eye protection EN166.1B	**Inhalation:** Remove victim immediately from source of exposure. Move the exposed person to fresh air at once. Get medical attention if any discomfort continues. **Ingestion:** Immediately rinse mouth and drink plenty of water (200-300 ml). DO NOT induce vomiting. Get medical attention immediately. **Skin contact:** Remove contaminated clothing immediately and wash skin with soap and water. Get medical attention immediately! **Eye contact:** Promptly wash eyes with plenty of water while lifting the eye lids. Continue to rinse for at least 15	Low

					minutes. Get medical attention immediately. Continue to rinse. No advice listed for extinguishing.	

In the event of an emergency always take the container with the injured person to show the medial personnel

Ref	Manufacturer, product name and physical property	Hazardous classifications	Routes of entry into the body	Personal protective equipment to be used when handling	Emergency procedures; First aid and fire	Residual risk rating
65	Premiere Products Tile 'n' Tap Liquid	H302 Harmful if swallowed. H304 May be fatal if swallowed and enters airways. H314 Causes severe skin burns and eye damage. H317 May cause an allergic skin reaction. H318 Causes serious eye damage. H319 Causes serious eye irritation. H411 Toxic to aquatic life with long lasting effects.	Inhalation, Ingestion, Skin contact, Eye contact	Powder free disposable gloves EN374-2/3 Eye protection EN166.1B	**Inhalation:** Remove affected person from source of contamination. Move affected person to fresh air at once. Get medical attention. **Ingestion:** Rinse mouth thoroughly with water. Give plenty of water to drink. DO NOT induce vomiting. Get medical attention immediately. **Skin contact:** Remove contaminated clothing immediately and wash skin with soap and water. Get medical attention if irritation persists after washing. **Eye contact:** Rinse immediately with plenty of water. Remove any contact lenses and open eyelids wide apart. Continue to rinse for at least 15 minutes. Get medical attention	Low

					promptly if symptoms occur after washing. Extinguish with foam, carbon dioxide, dry powder or water fog.	

In the event of an emergency always take the container with the injured person to show the medial personnel

Ref	Manufacturer, product name and physical property	Hazardous classifications	Routes of entry into the body	Personal protective equipment to be used when handling	Emergency procedures; First aid and fire	Residual risk rating
67	Prochem Coffee Stain remover Liquid	H319 Causes serious eye irritation.	Inhalation, Ingestion, Skin contact, Eye contact	Powder free disposable gloves EN374-2/4. Eye protection EN166.1B	**Inhalation:** Move into fresh air and keep at rest. Get medical attention if any discomfort continues. I**ngestion:** Do not induce vomiting. Immediately rinse mouth and drink plenty of water (200-300 ml). Do not give victim anything to drink if they are unconscious. Get medical attention. **Skin contact:** Flush skin thoroughly with water. Get medical attention if irritation persists after washing. **Eye contact:** Immediately flush with plenty of water for up to 15 minutes. Remove any contact lenses and open eyes wide apart. Get medical attention if any discomfort continues.	Low

					This product is not flammable. Use fire-extinguishing media appropriate for surrounding materials. Water spray, dry powder or carbon dioxide.	

In the event of an emergency always take the container with the injured person to show the medial personnel

Ref	Manufacturer, product name and physical property	Hazardous classifications	Routes of entry into the body	Personal protective equipment to be used when handling	Emergency procedures; First aid and fire	Residual risk rating
69	Prochem Leather conditioner Viscous liquid	Not classified though thought to cause damage to eyes and should not be ingested	Inhalation, Ingestion, Skin contact, Eye contact	Powder free disposable gloves EN374-2/3 Eye protection EN166.1B	**Inhalation:** Move affected person to fresh air and keep warm and at rest in a position comfortable for breathing. Get medical attention if any discomfort continues. **Ingestion:** Do not induce vomiting. Rinse mouth thoroughly with water. Give plenty of water to drink. Never give anything by mouth to an unconscious person. Get medical attention. **Skin contact:** Wash skin thoroughly with soap and water. Get medical attention if irritation persists after washing. **Eye contact:** Rinse immediately with plenty of water. Remove any contact lenses and open eyelids wide apart. Continue to rinse for at least 15	Low

					minutes. Get medical attention if any discomfort continues. The product is not flammable. Use fire-extinguishing media suitable for the surrounding fire. Water spray, dry powder or carbon dioxide.	

In the event of an emergency always take the container with the injured person to show the medial personnel

Ref	Manufacturer, product name and physical property	Hazardous classifications	Routes of entry into the body	Personal protective equipment to be used when handling	Emergency procedures; First aid and fire	Residual risk rating
70	Prochem Multipro Liquid	H290 May be corrosive to metals. H302 Harmful if swallowed. H314 Causes severe skin burns and eye damage. H315 Causes skin irritation. H318 Causes serious eye damage. H319 Causes serious eye irritation. H335 May cause respiratory irritation.	Inhalation, Ingestion, Skin contact, Eye contact	Powder free disposable gloves EN374-2/4. Eye protection EN166.1B	**Inhalation:** Move affected person to fresh air and keep warm and at rest in a position comfortable for breathing. Get medical attention if any discomfort continues. I**ngestion:** Do not induce vomiting. Rinse mouth thoroughly with water. Give plenty of water to drink. Never give anything by mouth to an unconscious person. Get medical attention. Skin contact Rinse immediately with plenty of water. Get medical attention if irritation persists after washing. **Eye contact:** Rinse immediately with plenty of water. Remove any contact lenses and open eyelids wide apart. Continue to rinse for at least 15	Med

					minutes. Get medical attention immediately. The product is not flammable. Use fire-extinguishing media suitable for the surrounding fire. Water spray, dry powder or carbon dioxide.	

In the event of an emergency always take the container with the injured person to show the medial personnel

Ref	Manufacturer, product name and physical property	Hazardous classifications	Routes of entry into the body	Personal protective equipment to be used when handling	Emergency procedures; First aid and fire	Residual risk rating
71	Prochem Procaps Liquid	H315 Causes skin irritation. H318 Causes serious eye damage. H319 Causes serious eye irritation.	Inhalation, Ingestion, Skin contact, Eye contact	Powder free disposable gloves EN374-2/3 Eye protection EN166.1B	I**nhalation:** Move affected person to fresh air and keep warm and at rest in a position comfortable for breathing. Get medical attention if any discomfort continues. **Ingestion:** Do not induce vomiting. Rinse mouth thoroughly with water. Give plenty of water to drink. Never give anything by mouth to an unconscious person. Get medical attention. **Skin:** Contact Rinse immediately with plenty of water. Get medical attention if irritation persists after washing. **Eye contact:** Rinse immediately with plenty of water. Remove any contact lenses and open eyelids wide apart. Continue to rinse for at least 15	Low

					minutes. Get medical attention if any discomfort continues. The product is not flammable. Use fire-extinguishing media suitable for the surrounding fire. Water spray, dry powder or carbon dioxide.	

In the event of an emergency always take the container with the injured person to show the medial personnel

Ref	Manufacturer, product name and physical property	Hazardous classifications	Routes of entry into the body	Personal protective equipment to be used	Emergency procedures; First aid and fire	Residual risk rating
72	Prochem Ultracpac renovate Liquid	H290 May be corrosive to metals. H302 Harmful if swallowed. H314 Causes severe skin burns and eye damage. H318 Causes serious eye damage. H319 Causes serious eye irritation. H335 May cause respiratory irritation. H373 May cause damage to organs through prolonged or repeated exposure. H400 Very toxic to aquatic life.	Skin, Eye, ingestion, inhalation.	Powder free disposable gloves EN374-2/3 Eye protection EN166.1B	**Inhalation:** Move affected person to fresh air at once. Get medical attention if any discomfort continues. **Ingestion:** Drink a few glasses of water or milk. Rinse mouth thoroughly with water. Get medical attention immediately. Never give anything by mouth to an unconscious person. Do not induce vomiting. **Skin contact:** Rinse immediately with plenty of water. Get medical attention if irritation persists after washing. **Eye contact:** Remove any contact lenses and open eyelids wide apart. Continue to rinse for at least 15 minutes. Get medical attention. **EXTINGUISHING MEDIA -** The product is not flammable. Extinguish with the	MED

		H411 Toxic to aquatic life with long lasting effects.			following media: Water spray, dry powder or carbon dioxide.	

In the event of an emergency always take the container with the injured person to show the medial personnel

Ref	Manufacturer, product name and physical property	Hazardous classifications	Routes of entry into the body	Personal protective equipment to be used when handling	Emergency procedures; First aid and fire	Residual risk rating
73	Reckitt Benckiser Brasso metal liquid polish Liquid	H226 Flammable liquid and vapour H304 Maybe fatal if swallowed and enters airways H314 Causes severe skin burns and eye damage H318 Causes serious eye damage H319 Causes serious eye irritation H335 May cause respiratory irritation (respiratory tract) H336 May cause dizziness or drowsiness H400 very toxic to aquatic life	Inhalation, Ingestion, Skin contact, Eye contact	Powder free disposable gloves EN374-2/3 Eye protection EN166.1B If ventilation is insufficient or for prolonged use, suitable respiratory protection must be provided EN149:2001	**Eye contact:** Immediately flush eyes with plenty of water, occasionally lifting the upper and lower eye lids. Check for and remove any contact lenses. Continue to rinse for at least 10 minutes. Seek medical attention if irritation continues. **Inhalation:** Remove victim to fresh air and keep in a rest position combatable for breathing. If it is suspected that fumes are still present the rescuer should wear the appropriate mask. It may be dangerous for the person giving first aid to commence mouth to mouth resuscitation. Artificial respiration should only be given by trained personnel. Seek medical attention in the case of unconsciousness and maintain open airway.	Med

		H412 harmful to aquatic life with long lasting effects			**Skin contact:** Flush with plenty of water, remove contaminated clothing. Seek medical attention if irritation persists. **Ingestion:** Wash mouth out removing any dentures. Move to fresh air. If material has been swallowed, give small quantities of water to drink. Stop if the exposed person feels nauseous. Do not induce vomiting unless directed by trained medical personnel. If vomiting occurs the head should be kept low to avoid vomit entering the lungs. Never give anything by mouth an unconscious person. Seek medical attention in the case of unconsciousness and maintain open airway. Extinguish with dry chemical, water fog or foam. Do not use water jet This liquid and its vapour is flammable. In a fire or if heated a pressure increase will occur, with the risk of subsequent explosion.	

In the event of an emergency always take the container with the injured person to show the medial personnel

Ref	Manufacturer, product name and physical property	Hazardous classifications	Routes of entry into the body	Personal protective equipment to be used when handling	Emergency procedures; First aid and fire	Residual risk rating
74	Reckitt Benckiser Dettol mould and mildew remover Liquid	H314 Causes severe skin burns and eye damage H400 Very Toxic to aquatic life	Inhalation, Ingestion, Skin contact, Eye contact	Powder free disposable gloves EN374-2/3 Eye protection EN166.1B	**Eye contact:** Immediately flush eyes with plenty of water. Seek medical attention if irritation continues. **Inhalation:** remove victim to fresh air seek medical advice if symptoms persist. **Skin contact:** Flush with plenty of water, Seek medical attention if irritation persists. **Ingestion:** Seek medical advice, do not induce vomiting, and never give liquid to unconscious persons. Extinguish in line with surrounding media.	Low

					minutes. Get medical attention if any discomfort continues. Containers close to fire should be removed or cooled with water. Use Powder, Dry chemicals, sand, dolomite etc. Water spray, fog or mist to extinguish.	

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In the event of an emergency always take the container with the injured person to show the medial personnel

Ref	Manufacturer, product name and physical property	Hazardous classifications	Routes of entry into the body	Personal protective equipment to be used when handling	Emergency procedures; First aid and fire	Residual risk rating
79	Servochem Deep Clean Liquid	Causes burns and irritating to respiratory system. Do not use on stainless steel.	Inhalation, Ingestion, Skin contact, Eye contact	Powder free disposable gloves EN374-2/3 Eye protection EN166.1B – Use only in well ventilated areas. If exposure to liquid use: half mask (EN 140) with particle filter P2 (EN 143) Only to be used by specified trained personnel	**Inhalation:** Irritating to respiratory system. Inhalation may cause coughing, tightness of the chest and irritation of the respiratory system. Move the exposed person to fresh air. Keep the affected person warm and at rest. Seek medical attention. **Eye contact:** Irritating to eyes. Rinse immediately with plenty of water for 15 minutes holding the eyelids open. Contact lenses should be removed. Seek medical attention if irritation or symptoms persist. **Skin contact:** Irritating to skin. Wash off immediately with plenty of soap and water. Remove contaminated clothing. Seek medical attention if irritation or symptoms persist.	Med

					Ingestion: Is irritating to the respiratory tract and may cause damage to the central nervous system. DO NOT INDUCE VOMITING. Rinse mouth thoroughly. Drink 1 to 2 glasses of water. Never give anything by mouth to an unconscious person. Seek medical attention if irritation or symptoms persist. Extinguish in line with surrounding.	

In the event of an emergency always take the container with the injured person to show the medial personnel

Ref	Manufacturer, product name and physical property	Hazardous classifications	Routes of entry into the body	Personal protective equipment to be used when handling	Emergency procedures; First aid and fire	Residual risk rating
80	Urimat MB Active cleaner liquid	H225 Highly flammable liquid and vapour. H315 Causes skin irritation. H318 Causes serious eye damage. H319 Causes serious eye irritation. H336 May cause drowsiness or dizziness.	Inhalation, Ingestion, Skin contact, Eye contact	Powder free disposable gloves EN374-2/3 Eye protection EN166.1B	**Inhalation:** Supply fresh air; consult doctor in case of symptoms. **Skin contact:** Rinse with plenty of water. If skin irritation continues, consult a doctor. **Eye contact:** Rinse opened eye for several minutes under running water. If symptoms persist, consult doctor. **Ingestion:** Rinse out mouth and then drink plenty of water. Do not induce vomiting! In case of persistent symptoms consult doctor.	Low

					Use firefighting measures that suit the environment. Product is flammable.	

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Ref	Manufacturer, product name and physical property	Hazardous classifications	Routes of entry into the body	Personal protective equipment to be used	Emergency procedures; First aid and fire	Residual risk rating
81	3M SCOTCHGARD™ Carpet and Upholstery Protector Concentrate	None listed though may irritate skin	Skin, Eye, ingestion , Inhalation	Powder free disposable gloves EN374-2/3	**Eye Contact:** Flush eyes with large amounts of water. If signs/symptoms persist, get medical attention. **Skin Contact:** Remove contaminated clothing and shoes. Immediately flush skin with large amounts of water. Get medical attention. Wash contaminated clothing and clean shoes before reuse. **Inhalation:** Remove person to fresh air. If signs/symptoms develop, get medical attention. **Ingestion:** If Swallowed: No need for first aid is anticipated. **EXTINGUISHING MEDIA** Non-combustible. Choose material suitable for surrounding fire.	Low

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Ref	Manufacturer, product name and physical property	Hazardous classifications	Routes of entry into the body	Personal protective equipment to be used when handling	Emergency procedures; First aid and fire	Residual risk rating
82	3m Professional Glass Cleaner (Stingray The Ultimate Indoor Cleaning Tool)	H318 Causes Serious eye damage. H302 Harmful if swallowed. H412 Harmful to aquatic life with long lasting effects. H315 Causes skin irritation. H335 May cause respiratory irritation. H225 Highly flammable liquid and vapour. H319 Causes serious eye irritation.	Skin, Eye, ingestion , Inhalation	Gloves should be worn for prolonged use	**Inhalation:** Due to the small packaging the risk of inhalation is minimal. IF INHALED: Move into fresh air and keep at rest. **Skin contact:** Wash skin with soap and water. **Eye contact:** Immediately flush with plenty of water for up to 15 minutes. Remove any contact lenses and open eyelids widely. If irritation persists: Seek medical attention and bring along these instructions. **Ingestion:** Immediately rinse mouth and drink plenty of water .DO NOT INDUCE VOMITING! If medical advice is needed, have product container or label at hand.	Low

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Ref	Manufacturer, product name and physical property	Hazardous classifications	Routes of entry into the body	Personal protective equipment to be used	Emergency procedures; First aid and fire	Residual risk rating
85	MIcare Oven and grill cleaner	H314 Causes severe burns and eye damage.	Skin, Eye, ingestion, inhalation.	**Powder free disposable gloves EN374-2/3** **The glove material (EN 374) must be impermeable and resistant to the product.** **Disposable Respirator mask** **Eye Protection EN166**	**Inhalation**: Remove person to fresh air and keep comfortable for breathing. **Ingestion**: Do NOT induce vomiting; Rinse mouth; Drink plenty of water; Get medical advice/attention. **Skin Contact**: Wash with plenty of soap and water; Take off immediately all contaminated clothing and wash it before reuse. **Eye Contact**: Immediately rinse with water for a prolonged period while holding the eyelids wide open; Get immediate medical advice/attention. Get medical advice/attention if you feel unwell.	Med

In the event of an emergency always take the container with the injured person to show the medial personnel

Ref	Manufacturer, product name and physical property	Hazardous classifications	Routes of entry into the body	Personal protective equipment to be used	Emergency procedures; First aid and fire	Residual risk rating
86	Cleanline Eco Hard surface cleaner Liquid	H302 Harmful if swallowed. H315 Causes skin irritation. H318 Causes serious eye damage. H335 May cause respiratory irritation.	Inhalation, Ingestion, Skin contact, Eye contact	Powder free disposable gloves EN374-2/3 Eye protection EN166.1B	**Inhalation:** Move affected person to fresh air at once. Rinse nose and mouth with water. Get medical attention if any discomfort continues. Ingestion Remove affected person from source of contamination. Rinse mouth thoroughly with water. Give plenty of water to drink. Get medical attention. **Skin contact:** Remove affected person from source of contamination. Remove contaminated clothing. Wash skin thoroughly with soap and water. Get medical attention if irritation persists after washing. **Eye contact:** Remove any contact lenses and open eyelids wide apart. Rinse immediately with plenty of water. Continue to rinse for at least 15	Low

					minutes. Get medical attention if symptoms are severe or persist. **Suitable extinguishing media:** Extinguish with foam, carbon dioxide, dry powder or water fog.	

In the event of an emergency always take the container with the injured person to show the medial personnel

Ref	Manufacturer, product name and physical property	Hazardous classifications	Routes of entry into the body	Personal protective equipment to be used	Emergency procedures; First aid and fire	Residual risk rating
88	TETROSYL Sugar Soap Powder	H302 Harmful if swallowed. H315 Causes skin irritation. H318 Causes serious eye damage. H319 Causes serious eye irritation. H335 May cause respiratory irritation.	Skin, Eye, ingestion, inhalation.	Powder free disposable gloves EN374-2/3 The glove material (EN 374) must be impermeable and resistant to the product. Eye Protection EN166	**Inhalation** Remove affected person from source of contamination. Get medical attention if any discomfort continues. **Ingestion** Rinse mouth thoroughly with water. Give plenty of water to drink. Get medical attention if any discomfort continues. **Skin contact** Get medical attention promptly if symptoms occur after washing. Wash skin thoroughly with soap and water. **Eye contact** Important! Immediately rinse with water for at least 15 minutes. Remove any contact lenses and open eyelids wide apart. Get medical	LOW

					attention promptly if symptoms occur after washing. **Extinguishing media** Extinguish with the following media: Foam, carbon dioxide or dry powder. Water. Use fire extinguishing media suitable for the surrounding fire.	

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Ref	Manufacturer, product name and physical property	Hazardous classifications	Routes of entry into the body	Personal protective equipment to be used	Emergency procedures; First aid and fire	Residual risk rating
89	2PURE OdorBac Tec4 Liquid	None – Product is not deemed to have any adverse effects on human health or the environment.	Skin, Eye, ingestion, inhalation.	Though no specific PPE recommendations are given operatives are required to wear gloves Powder free disposable gloves EN374-2/3	**INHALATION**: In case of adverse reaction, remove casualty from area of exposure. If breathing is difficult, remove victim to fresh air and keep at rest in a position comfortable for breathing. If concerned or the victim continues to feel unwell, seek medical attention. **SKIN CONTACT:** In case of adverse (allergic) reaction, drench the affected area with running water for 10 minutes, or longer if necessary. If concerned, symptoms persist or the victim feels unwell, seek medical attention. **EYE CONTACT:** Rinse cautiously with running water for 15 minutes. Remove contact lenses is present and easy to do so. If concerned, symptoms persist or	LOW

					the victim feels unwell, seek medical attention. **INGESTION:** Give 1 pint of water to drink immediately and consult a doctor if deemed necessary. Do not induce vomiting. If concerned or the victim feels unwell, seek medical attention.	

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Ref	Manufacturer, product name and physical property	Hazardous classifications	Routes of entry into the body	Personal protective equipment to be used	Emergency procedures; First aid and fire	Residual risk rating
90.	Bio Productions Blu Away Liquid	None	Skin, Eye, ingestion, inhalation.	Though no specific PPE recommendations are given operatives are required to wear gloves	**INHALATION**: Remove person to fresh air and keep comfortable for breathing. **SKIN CONTACT:** Wash skin with plenty of water. **EYE CONTACT:** Rinse eyes with water as a precaution. **INGESTION:** Rinse mouth. Do NOT induce vomiting. Call a POISON CENTER or doctor/physician if you feel unwell.	LOW

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Ref	Manufacturer, product name and physical property	Hazardous classifications	Routes of entry into the body	Personal protective equipment to be used	Emergency procedures; First aid and fire	Residual risk rating
91.	Oleonix Full Spectrum Cleaner Liquid	H319 Causes Serious Eye Irritation	Skin, Eye, ingestion, inhalation.	Gloves. Safety glasses. Contact with walking surface may result in formation of slippery film/falling hazard.	**INHALATION**: Remove person to fresh air and keep comfortable for breathing. **SKIN CONTACT:** Wash skin with plenty of water. **EYE CONTACT:** In case of eye contact, immediately rinse with clean water for10 - 15 minutes. Remove contact lenses if present and easy to do so. Obtain medical attention if irritation persists **INGESTION:** Rinse mouth. Get medical advice/attention	LOW

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Ref	Manufacturer, product name and physical property	Hazardous classifications	Routes of entry into the body	Personal protective equipment to be used	Emergency procedures; First aid and fire	Residual risk rating
93	Prochem Extraction Pro/plus Liquid	H319 Causes serious eye irritation.	Skin, Eye, ingestion, inhalation.	Powder free disposable gloves EN374-2/3 Eye protection EN166.1B	**Inhalation:** Unlikely route of exposure **Ingestion:** Do not induce vomiting. Rinse mouth thoroughly with water. Give plenty of water to drink. Never give anything by mouth to an unconscious person. Get medical attention. **Skin contact:** Rinse immediately with plenty of water. Get medical attention if irritation persists after washing. **Eye contact:** Rinse immediately with plenty of water. Remove any contact lenses and open eyelids wide apart. Continue to rinse for at least 15 minutes. Get medical attention if any discomfort continues. The product is not flammable. Use fire-extinguishing media suitable for the surrounding fire. Extinguish with foam, carbon dioxide, dry powder or water fog.	Low

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Ref	Manufacturer, product name and physical property	Hazardous classifications	Routes of entry into the body	Personal protective equipment to be used	Emergency procedures; First aid and fire	Residual risk rating
94	Cleanline Glass and Stainless-Steel Cleaner Liquid	H225 Highly flammable liquid and vapour. H319 Causes serious eye irritation. H336 May cause drowsiness or dizziness.	Skin, Eye, ingestion, inhalation.	Powder free disposable gloves EN374-2/3 Eye protection EN166.1B	**Inhalation:** Move affected person to fresh air at once. Rinse nose and mouth with water. Get medical attention if any discomfort continues. **Ingestion:** Never give anything by mouth to an unconscious person. Do not induce vomiting. Rinse mouth thoroughly with water. Get medical attention if any discomfort continues. **Skin contact:** Rinse immediately with plenty of water. Remove contaminated clothing. Get medical attention if irritation persists after washing. **Eye contact:** Rinse immediately with plenty of water. Remove any contact lenses and open eyelids wide apart. Continue to rinse for at least 15 minutes. Get medical attention if irritation persists after washing. Show	Low

					this Safety Data Sheet to the medical personnel. **The product is not flammable:** Use fire-extinguishing media suitable for the surrounding fire.	

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Ref	Manufacturer, product name and physical property	Hazardous classifications	Routes of entry into the body	Personal protective equipment to be used	Emergency procedures; First aid and fire	Residual risk rating
95	Cleanline Chewing Gum Remover Liquid	H226: Flammable liquid and vapour. H302: Harmful if swallowed. H314: Causes severe skin burns and eye damage. H315: Causes skin irritation. H317: May cause an allergic skin reaction. H318: Causes serious eye damage. H319: Causes serious eye irritation. H400: Very toxic to aquatic life. H410: Very toxic to aquatic life with long lasting effects.	Skin, Eye, ingestion, inhalation.	Powder free disposable gloves EN374-2/3 Eye protection EN166.1B	**Skin contact:** Remove all contaminated clothes and footwear immediately unless stuck to skin. Drench the affected skin with running water for 10 minutes or longer if substance is still on skin. Transfer to hospital if there are burns or symptoms of poisoning. **Eye contact:** Bathe the eye with running water for 15 minutes. Transfer to hospital for specialist examination. **Ingestion:** Wash out mouth with water. Do not induce vomiting. Give 1 cup of water to drink every 10 minutes. Transfer to hospital as soon as possible. **Inhalation:** Remove casualty from exposure ensuring one's own safety whilst doing so. If conscious, ensure the casualty sits or lies down. If breathing	Med

		H411: Toxic to aquatic life with long lasting effects			becomes bubbly, have the casualty sit and provide oxygen if available. Transfer to hospital as soon as possible	

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Ref	Manufacturer, product name and physical property	Hazardous classifications	Routes of entry into the body	Personal protective equipment to be used	Emergency procedures; First aid and fire	Residual risk rating
98	Clover Versan Liquid	H290: May be corrosive to metals. H314: Causes severe skin burns and eye damage. H315: Causes skin irritation. H319: Causes serious eye irritation. H400: Very toxic to aquatic life. H412: Harmful to aquatic life with long lasting effects.	Skin, Eye, ingestion, inhalation.	**Hand protection:** Gloves (alkali-resistant). **Eye protection:** Safety glasses.	**Skin contact:** Rinse skin with water **Eye contact:** Bathe the eye with running water for 15 minutes. Transfer to hospital for specialist examination. **Ingestion:** Wash out mouth with water. If conscious, give half a litre of water to drink immediately. Give 1 cup of water to drink every 10 minutes. Transfer to hospital as soon as possible **Inhalation:** Transfer to hospital as soon as possible	LOW

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Ref	Manufacturer, product name and physical property	Hazardous classifications	Routes of entry into the body	Personal protective equipment to be used when handling	Emergency procedures; First aid and fire	Residual risk rating
100	Super Professional Antiviral Disinfectant Liquid	No Hazardous classifications	**Skin contact** Prolonged contact may cause redness, irritation and dry skin. **Eye contact** May cause temporary eye irritation.	Powder free disposable gloves EN374-2/3	**Inhalation** Move affected person to fresh air at once. Rinse nose and mouth with water. Get medical attention if any discomfort continues. **Ingestion** Never give anything by mouth to an unconscious person. Do not induce vomiting. Rinse mouth thoroughly with water. Get medical attention if any discomfort continues. **Skin contact** Rinse immediately with plenty of water. Remove contaminated clothing. Get medical attention if irritation persists after washing. **Eye contact** Rinse immediately with plenty of water. Remove any contact lenses and open eyelids wide	Low

					apart. Continue to rinse for at least 15 minutes. Get medical attention if irritation persists after washing. Show this Safety Data Sheet to the medical personnel.	

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Ref	Manufacturer, product name and physical property	Hazardous classifications	Routes of entry into the body	Personal protective equipment to be used when handling	Emergency procedures; First aid and fire	Residual risk rating
101	Selden SELGIENE ULTRA Liquid	H302 Harmful if swallowed. H314 Causes severe skin burns and eye damage. H315 Causes skin irritation. H318 Causes serious eye damage. H319 Causes serious eye irritation	Inhalation, Ingestion, Skin contact, Eye contact	Powder free disposable gloves EN374-2/3 Eye protection EN166.1B	**Eye contact:** Rinse cautiously with water for several minutes. Remove contact lenses, if present and easy to do. Continue rinsing. If eye irritation persists: Get medical advice/attention. **Ingestion:** Give nothing or a little water to drink. Get medical advice/attention if you feel unwell **Inhalation:** Remove person to fresh air and keep comfortable for breathing **Skin contact:** Wash with plenty of water	Low

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Ref	Manufacturer, product name and physical property	Hazardous classifications	Routes of entry into the body	Personal protective equipment to be used when handling	Emergency procedures; First aid and fire	Residual risk rating
102	Clover Alcohol Hand Sanitiser Liquid	H225: Highly flammable liquid and vapour. H336: May cause drowsiness or dizziness.	Inhalation, Ingestion, Skin contact, Eye contact		**Eye contact:** Bathe the eye with running water for 15 minutes. Transfer to hospital for specialist examination. **Ingestion:** Do not induce vomiting. Wash out mouth with water. If conscious, give half a litre of water to drink immediately. If unconscious and breathing is OK, place in the recovery position. Transfer to hospital as soon as possible. **Inhalation:** Remove casualty from exposure ensuring one's own safety whilst doing so. If conscious, ensure the casualty sits or lies down. If unconscious and breathing is OK, place in the recovery position. Transfer to hospital as soon as possible	Low

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Ref	Manufacturer, product name and physical property	Hazardous classifications	Routes of entry into the body	Personal protective equipment to be used when handling	Emergency procedures; First aid and fire	Residual risk rating
103	Selden Hand Sanitiser Liquid	H225 - Highly flammable liquid and vapour	Inhalation, Ingestion, Skin contact, Eye contact		**Inhalation:** Remove person to fresh air and keep comfortable for breathing. **Eyes**: Rinse cautiously with water for several minutes. Remove contact lenses, if present and easy to do. Continue rinsing. If eye irritation persists: Get medical advice/attention. **Ingestion**: Do NOT induce vomiting. Rinse mouth. Drink plenty of water. Get medical advice/attention.	Low

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Ref	Manufacturer, product name and physical property	Hazardous classifications	Routes of entry into the body	Personal protective equipment to be used	Emergency procedures; First aid and fire	Residual risk rating
106	Morrells Induro XL2 Liquid	H315 Causes skin irritation. H317 May cause an allergic skin reaction. H318 Causes serious eye damage. H332 Harmful if inhaled. H335 May cause respiratory irritation.	Skin, Eye, ingestion, inhalation.	Powder free disposable gloves EN374-2/3 Eye protection EN166.1B F3 respiratory masks	**Inhalation.-** Move the exposed person to fresh air at once. Rinse nose and mouth with water. Get medical attention if symptoms continue **Ingestion -**NEVER MAKE UNCONSCIOUS PERSONS VOMIT OR DRINK FLUIDS! Rinse mouth thoroughly. Get medical attention if any discomfort continues. **Skin Contact. -**Remove affected person from source of contamination. Remove clothing. Wash the skin immediately with soap and water. Get medical attention if any discomfort continues. **Eye Contact -**remove any contact lenses from the eyes before rinsing. Promptly wash eyes with plenty of water while lifting the eye lids. Continue to rinse for at least 15 minutes. Get medical attention if any discomfort continues. **NON flammable –** Use standard extinguishing media for area	Med

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Ref	Manufacturer, product name and physical property	Hazardous classifications	Routes of entry into the body	Personal protective equipment to be used	Emergency procedures; First aid and fire	Residual risk rating
108	Zoono bioshield Liquid	H412: Harmful to aquatic life with long lasting effects	Skin, Eye, ingestion, inhalation.	Powder free disposable gloves EN374-2/3 Eye protection EN166.1B Respiratory masks – Precautionary Applied by electrostatics	**Inhalation:** In case of accidental inhalation or feeling unwell, remove to fresh air room exposure. If symptoms develop, seek medical advice. **skin contact: I**f symptoms develop, consult a physician. Take off contaminated clothing. **Ingestion:** If accidently swallowed, rinse the mouth with plenty of water (only if the person is conscious) and consult a physician. **Eye contact:** Rinse cautiously for several minutes. Remove contact lenses if present and easy to do so. Continue rinsing. If eye irritation persists, get medica advice/attention. The product is not flammable. Use fire extinguishing media appropriate for surrounding materials	LOW

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Ref	Manufacturer, product name and physical property	Hazardous classifications	Routes of entry into the body	Personal protective equipment to be used	Emergency procedures; First aid and fire	Residual risk rating
109	Envogene Medimark Liquid	H302: Harmful if swallowed. H314: Causes severe skin burns and eye damage. H318: Causes serious eye damage. H373: May cause damage to organs through prolonged or repeated exposure. State route of exposure if it is conclusively proven that no other routes of exposure cause the hazard	Skin, Eye, ingestion, inhalation.	Powder free disposable gloves EN374-2/3 Eye protection EN166.1B Respiratory masks p2 – Mandatory	**Skin contact:**Wash immediately with plenty of soap and water. Take off immediately all contaminated clothing and wash before reuse. If irritation develops seek medical advice. **Eye contact:** Bathe the eye with running water for 15 minutes. Consult a doctor. **Ingestion:** Rinse mouth and then drink plenty of water. Do not induce vomiting. Seek medical advice. **Inhalation:** Remove victim to fresh air and seek medical attention if symptoms occur. The product is not flammable. Use fire extinguishing media appropriate for surrounding materials	Med

		H400: Very toxic to aquatic life. H410: Very toxic to aquatic life with long lasting effects. H412: Harmful to aquatic life with long lasting effects.				

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Ref	Manufacturer, product name and physical property	Hazardous classifications	Routes of entry into the body	Personal protective equipment to be used when handling	Emergency procedures; First aid and fire	Residual risk rating
110	Nordic Chem Anti-Microbial Liquid	H225 Highly flammable liquid and vapour. H301 Toxic if swallowed. H311 Toxic in contact with skin. H315 Causes skin irritation. H318 Causes serious eye damage. H331 Toxic if inhaled. H370 Causes damage to organs. H371 May cause damage to organs. H400 Very toxic to aquatic life.	Inhalation, Ingestion, Skin contact, Eye contact	**Hand protection:** Protective gloves **Eye protection:** Safety glasses **Skin and body protection:** Wear suitable protective clothing **Respiratory protection:** Where exposure through inhalation may occur from use, respiratory protection equipment is recommended	**Eye contact:** Rinse immediately with plenty of water. Get medical attention if symptoms occur. **Ingestion:** Do not induce vomiting. Rinse mouth. Obtain emergency medical attention. **Inhalation:** Remove person to fresh air and keep comfortable for breathing. **Skin contact:** Remove affected clothing and wash all exposed skin area with mild soap and water, followed by warm water rinse.	Low – Supplied in diluted form

		H410 Very toxic to aquatic life with long lasting effects. H411 Toxic to aquatic life with long lasting effects.			**Suitable extinguishing media :** Water spray. Dry powder. Foam. Carbon dioxide. Unsuitable extinguishing media : Do not use a heavy water stream.	

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This product is for authorized use only and must be cleared for use on site by Health and Safety Manager

Ref	Manufacturer, product name and physical property	Hazardous classifications	Routes of entry into the body	Personal protective equipment to be used when handling	Emergency procedures; First aid and fire	Residual risk rating
111	Medimark Chemgene HLD4L Concentrate Liquid/Liquid impregnated wipes	H302: Harmful if swallowed. H314: Causes severe skin burns and eye damage. H318: Causes serious eye damage. H373: May cause damage to organs <or state all organs affected, if known> through prolonged or repeated exposure <state route of exposure if it is conclusively proven that no other routes of exposure cause the hazard>.	Inhalation, Ingestion, Skin contact, Eye contact	Full decontamination PPE should be worn when using this product in decontamination cleaning situations Full protective disposable suits, Powder free disposable gloves EN374-2/3, Overshoes, Eye protection EN166.1B, A1B1E1K1 P3 R filters with use with mask to En140:1998 to avoid inhalation and irritation	**Skin contact:** Remove all contaminated clothes and footwear immediately unless stuck to skin. Drench the affected skin with running water for 10 minutes or longer if substance is still on skin. Transfer to hospital if there are burns or symptoms of poisoning. **Eye contact:** Bathe the eye with running water for 15 minutes. Transfer to hospital for specialist examination. I**ngestion:** Wash out mouth with water. Do not induce vomiting. Give 1 cup of water to drink every 10 minutes. If unconscious, check for	Medium

		H400: Very toxic to aquatic life. H410: Very toxic to aquatic life with long lasting effects. H412: Harmful to aquatic life with long lasting effects.			breathing and apply artificial respiration if necessary. If unconscious and breathing is OK, place in the recovery position. Transfer to hospital as soon as possible. **Inhalation:** Remove casualty from exposure ensuring one's own safety whilst doing so. If unconscious and breathing is OK, place in the recovery position. If conscious, ensure the casualty sits or lies down. If breathing becomes bubbly, have the casualty sit and provide oxygen if available. Transfer to hospital as soon as possible. **Extinguishing media:** Suitable extinguishing media for the surrounding fire should be used. Use water spray to cool containers.	

In the event of an emergency always take the container with the injured person to show the medial personnel

Ref	Manufacturer, product name and physical property	Hazardous classifications	Routes of entry into the body	Personal protective equipment to be used when handling	Emergency procedures; First aid and fire	Residual risk rating
112	Ecolab Ltd. ACTICHLOR 1.7g NaDCC Tablet	H319 Causes serious eye irritation. H335 May cause respiratory irritation. H410 Very toxic to aquatic life with long lasting effects. Mixing this product with acid or ammonia releases chlorine gas. Do not mix with bleach or other chlorinated products – will cause chlorine gas.	Inhalation, Ingestion, Skin contact, Eye contact	**Eye/face protection (EN 166)** : Safety glasses with side-shields **Hand Protection:** Disposable gloves to be worn.	**In case of eye contact :** Rinse immediately with plenty of water, also under the eyelids, for at least 15 minutes. Remove contact lenses, if present and easy to do. Continue rinsing. Get medical attention. **In case of skin contact :** Rinse with plenty of water. **If swallowed :** Rinse mouth. Get medical attention if symptoms occur. **If inhaled :** Remove to fresh air. Treat symptomatically. Get medical attention if symptoms occur.	

In the event of an emergency always take the container with the injured person to show the medial personnel

Ref	Manufacturer, product name and physical property	Hazardous classifications	Routes of entry into the body	Personal protective equipment to be used when handling	Emergency procedures; First aid and fire	Residual risk rating
113	Diversey Room Care R8 Liquid	H314 - Causes severe skin burns and eye damage. H290 - May be corrosive to metals.	Inhalation, Ingestion, Skin contact, Eye contact	Due to only being used to de-scale kettles the below PPE is sufficient: Powder free disposable gloves EN374-2/3 Glasses/Goggles Eye protection EN166.1B	**Inhalation:** Get medical attention or advice if you feel unwell. **Skin contact:** Wash skin with plenty of lukewarm, gently flowing water for at least 30 minutes. Take off immediately all contaminated clothing and wash it before re-use. Immediately call a POISON CENTRE, doctor or physician. **Eye contact:** Hold eyelids apart and flush eyes with plenty of lukewarm water for at least 15 minutes. Remove contact lenses, if present and easy to do. Continue rinsing. Immediately call a POISON CENTRE, doctor or physician.	Low

					Ingestion: Rinse mouth. Immediately drink 1 glass of water. Never give anything by mouth to an unconscious person. Do NOT induce vomiting. Keep at rest. Immediately call a POISON CENTRE, doctor or physician. **Extinguishing media:** Carbon dioxide. Dry powder. Water spray jet. Fight larger fires with water spray jet or alcohol-resistant foam.	

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Ref	Manufacturer, product name and physical property	Hazardous classifications	Routes of entry into the body	Personal protective equipment to be used when handling	Emergency procedures; First aid and fire	Residual risk rating
	Ecolab Copper Shine Special Liquid	H315 Causes skin irritation. H319 Causes serious eye irritation. H335 May cause respiratory irritation	Inhalation, Ingestion, Skin contact, Eye contact	Eye/face protection (EN 166) Safety glasses with side-shields must be worn when using this chemical. Hand protection-gloves (EN 374) must be worn when using this chemical.	**Eye contact** : Rinse immediately with plenty of water, also under the eyelids, for at least 15 minutes. Remove contact lenses, if present and easy to do. Continue rinsing. Get medical attention. **Skin contact** : Wash off immediately with plenty of water for at least 15 minutes. Use a mild soap if available. Get medical attention if irritation develops and persists. **Ingestion** : Rinse mouth. Get medical attention if symptoms occur. I**nhalation** : Remove to fresh air. Treat symptomatically. Get medical attention if symptoms occur.	Low

					Suitable extinguishing media : Use extinguishing measures that are appropriate to local circumstances and the surrounding environment.	

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Ref	Manufacturer, product name and physical property	Hazardous classifications	Routes of entry into the body	Personal protective equipment to be used when handling	Emergency procedures; First aid and fire	Residual risk rating
115	Castle(EU) TRIPLE 8 PROTECT SANI MIST 500ML Aerosol	H222 Extremely flammable aerosol. H229 Pressurised container: may burst if heated	Inhalation, Ingestion, Skin contact, Eye contact	Powder free disposable gloves EN374-2/3 Eye protection EN166.1B FFP3 Mask	**Ingestion:** Rinse mouth thoroughly with water. Give plenty of water to drink. **Skin contact:** In the event of any sensitisation symptoms developing, ensure further exposure is avoided. Get medical attention if irritation persists after washing. **Eye contact:** Rinse immediately with plenty of water. Remove contact lenses, if present and easy to do. Continue rinsing. Continue to rinse for at least 15 minutes and get medical attention.	Low

					Inhalation: Move affected person to fresh air and keep warm and at rest in a position comfortable for breathing. Maintain an open airway. Loosen tight clothing such as collar, tie or belt. When breathing is difficult, properly trained personnel may assist affected person by administering oxygen. Place unconscious person on their side in the recovery position and ensure breathing can take place. **Firefighting instructions** : Use fire-extinguishing media suitable for the surrounding fire. Use carbon dioxide or dry powder to extinguish.	

Ref	Manufacturer, product name and physical property	Hazardous classifications	Routes of entry into the body	Personal protective equipment to be used when handling	Emergency procedures; First aid and fire	Residual risk rating
116	Carl Roth RBS T105 Liquid	H302 harmful if swallowed H314 causes severe skin burns and eye damage H315 causes skin irritation H319 causes serious eye irritation H400 very toxic to aquatic life	Inhalation, Ingestion, Skin contact, Eye contact	**Skin Protection:** Powder free disposable gloves EN374-2/3 Staff should be aware that if any breakages occur to the disposable glove to replace immediately **Eye protection:** EN166.1B with side protection **Respiratory protection:** FFP3	**General notes** Take off contaminated clothing. **Inhalation:** Provide fresh air. In all cases of doubt, or when symptoms persist, seek medical advice. **Skin contact:** In case of skin irritation, consult a physician. **Eye contact:** Irrigate copiously with clean, fresh water for at least 10 minutes, holding the eyelids apart. In case of eye irritation consult an ophthalmologist. **Ingestion:** Rinse mouth. Call a doctor if you feel unwell. **Suitable extinguishing media** Co-ordinate fire-fighting measures to the fire surroundings water spray, foam, dry extinguishing powder, carbon dioxide (CO2)	Low

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Ref	Manufacturer, product name and physical property	Hazardous classifications	Routes of entry into the body	Personal protective equipment to be used when handling	Emergency procedures; First aid and fire	Residual risk rating
117	Diversey Carefree Satin Liquid	H302-Harmful if swallowed. H315-Causes skin irritation. H317May cause an allergic skin reaction. H318-Causes serious eye damage. H319 Causes serious eye irritation. H330-Fatal if inhaled	Inhalation, Ingestion, Skin contact, Eye contact	**Eye / face protection:** Safety glasses are not normally required. However, their use is recommended in those cases where splashes may occur when handling the product (EN 166).	**Inhalation:** Get medical attention or advice if you feel unwell. **Skin contact:** Wash skin with plenty of lukewarm, gently flowing water. If skin irritation occurs: Get medical advice or attention. **Eye contact:** Rinse cautiously with water for several minutes. If irritation occurs and persists, get medical attention. **Ingestion:** Rinse mouth. Immediately drink 1 glass of water. Get medical attention or advice if you feel unwell. **Suitable extinguishing media**: Carbon dioxide. Dry powder. Water spray jet. Fight larger fires with water spray jet or alcohol-resistant foam.	Low

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Ref	Manufacturer, product name and physical property	Hazardous classifications	Routes of entry into the body	Personal protective equipment to be used when handling	Emergency procedures; First aid and fire	Residual risk rating
118	Reliance Medical Ltd. Sanitiser Spray 878 Liquid	H225 Highly flammable liquid and vapour. H319 Causes serious eye irritation. H336 May cause drowsiness or dizziness	Inhalation, Ingestion, Skin contact, Eye contact	No additional PPE, please follow PPE requirements for RAMS number 37 Fatality and Crime Scene Cleaning.	**Eye contact :** Check for contact lenses which must be removed from the eyes before rinsing. Promptly rinse eyes with plenty of clean water while lifting the eyelids. Continue to rinse for at least 15 minutes. Continue until the eyes are free of all traces of contamination. Get medical attention if any discomfort or irritation persists. **Skin contact :** Seek medical attention if irritation develops or persists. Wash with warm soapy water. **Ingestion :** Rinse out mouth with water. DO NOT INDUCE VOMITING. **Inhalation:** Remove affected person from source of contamination. Move affected person to fresh air and keep warm and at rest in a position comfortable of breathing. Get medical attention if any discomfort continues. **Suitable extinguishing media:** Extinguish with alcohol-resistant foam, carbon dioxide or dry powder. Water spray, fog or mist.	Low

In the event of an emergency always take the container with the injured person to show the medical personnel

Ref	Manufacturer, product name and physical property	Hazardous classifications	Routes of entry into the body	Personal protective equipment to be used when handling	Emergency procedures; First aid and fire	Residual risk rating
119	BIOHYGIENE GUM, MARK & GRAFFITI REMOVER Liquid	H315: Causes skin irritation. H319: Causes serious eye irritation.	Inhalation, Ingestion, Skin contact, Eye contact	Powder free disposable gloves EN374-2/4. Eye protection EN166.1B	**Skin contact:** Wash immediately with plenty of soap and water. **Eye contact:** Immediately flush eyes with water for at least 15 minutes and seek medical attention if irritation develops. **Ingestion:** Wash out mouth with water. **Inhalation:** Not applicable. **Extinguishing media:** Suitable extinguishing media for the surrounding fire should be used. Use water spray to cool containers.	Low

In the event of an emergency always take the container with the injured person to show the medical personnel

Ref	Manufacturer, product name and physical property	Hazardous classifications	Routes of entry into the body	Personal protective equipment to be used when handling	Emergency procedures; First aid and fire	Residual risk rating
120	Premiere Products WORKSTATION RTU CLEANER Liquid	None	Inhalation, Ingestion, Skin contact, Eye contact	None	**Inhalation:** Remove person to fresh air and keep comfortable for breathing. **Skin contact:** Wash with plenty of soap and water. **Eye contact:** IF IN EYES: Rinse cautiously with water for several minutes. Remove contact lenses if present and easy to do. Continue rinsing. If eye irritation persists: Get medical advice/attention. **Ingestion:** Give nothing or a little water to drink. Get medical advice/attention if you feel unwell. **Suitable extinguishing media**: Carbon dioxide. Dry powder. Foam	Low

In the event of an emergency always take the container with the injured person to show the medical personnel

Ref	Manufacturer, product name and physical property	Hazardous classifications	Routes of entry into the body	Personal protective equipment to be used when handling	Emergency procedures; First aid and fire	Residual risk rating
121	Bio Productions Sanitaire Powder	None	Inhalation, Ingestion, Skin contact, Eye contact	Follow PPE requirements for task 38 Body spills or 37 Fatality and Crime Scene Cleaning Disposable suit Gloves Safety glasses Disposable mask	**Inhalation**: Remove person to fresh air and keep comfortable for breathing. **Skin contact**: Wash skin with plenty of water. **Eye contact**: Rinse eyes with water as a precaution. **Ingestion** : Do not give anything by mouth to an unconscious person. Wash mouth out with water, then drink plenty of water. Do NOT induce vomiting	Low

In the event of an emergency always take the container with the injured person to show the medical personnel

Ref	Manufacturer, product name and physical property	Hazardous classifications	Routes of entry into the body	Personal protective equipment to be used when handling	Emergency procedures; First aid and fire	Residual risk rating
122	Bona Freshen up Floor Maintainer Liquid	The product is not classified as hazardous according to Regulation (EC) 1272/2008 as amended.	Inhalation, Ingestion, Skin contact, Eye contact	Powder free disposable gloves EN374-2/3 Eye protection EN166.1B Only use in well ventilated area, open doors/windows before use.	**Eye Contact:** Remove contact lenses, irrigate copiously with clean, fresh water, holding the eyelids apart for at least 10 minutes and seek immediate medical advice. **Skin Contact:** Remove contaminated clothing and shoes. Wash skin thoroughly with soap and water or use recognised skin cleanser. Do NOT use solvents or thinners. **Inhalation:** Remove to fresh air. Keep person warm and at rest. If not breathing, if breathing is irregular or if respiratory arrest occurs, provide artificial respiration or oxygen by trained personnel. **Ingestion:** If swallowed, seek medical advice immediately and show the container or label. Keep	Low

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Ref	Manufacturer, product name and physical property	Hazardous classifications	Routes of entry into the body	Personal protective equipment to be used when handling	Emergency procedures; First aid and fire	Residual risk rating
123	I Gum Chewing gum remover Liquid	H301 Toxic if swallowed. H311 Toxic in contact with skin. H314 Causes severe skin burns and eye damage. H317 May cause an allergic skin reaction. H318 Causes serious eye damage. H319 Causes serious eye irritation. H331 Toxic if inhaled. H400 Very toxic to aquatic life. H410 Very toxic to aquatic life with long lasting effects	Inhalation, Ingestion, Skin contact, Eye contact	Cut resistant L3 gloves must be worn when using IGum Machine due to heat of wand Powder free disposable gloves EN374-2/4. Eye protection EN166.1B	**Inhalation**:Move affected person to fresh air and keep warm and at rest in a position comfortable for breathing. Get medical attention if any discomfort continues. **Ingestion:** Do not induce vomiting. Rinse mouth thoroughly with water. Get medical attention immediately. Show this Safety Data Sheet to the medical personnel. **Skin contact:** Remove contaminated clothing immediately and wash skin with soap and water. Get medical attention if irritation persists after washing. **Eye contact:** Remove any contact lenses and open eyelids wide apart. Rinse immediately with plenty of water. Continue to rinse for at least 15 minutes and get medical attention. **Suitable extinguishing media:** The product is non-combustible. Use fire-extinguishing media suitable for the surrounding fire.	Low

In the event of an emergency always take the container with the injured person to show the medial personnel

Ref	Manufacturer, product name and physical property	Hazardous classifications	Routes of entry into the body	Personal protective equipment to be used when handling	Emergency procedures; First aid and fire	Residual risk rating
124	Cleanline Uniseal Liquid	Not classified - Low risk in normal use	Inhalation, Ingestion, Skin contact, Eye contact	Powder free disposable gloves EN374-2/3 Eye protection EN166.1B	**Inhalation:** Remove person to fresh air and keep comfortable for breathing **Ingestion:** Call a poison center or a doctor if you feel unwell. **Skin contact:** Wash skin with plenty of water. **Eye contact:** Rinse eyes with water as a precaution. **Extinguishing media:** Water spray. Dry powder. Foam. Carbon dioxide.	Low

DISPLAY SCREEN EQUIPMENT

Introduction

The main risks associated with work involving Display Screen Equipment (DSE), are musculoskeletal disorders such as back pain, upper limb disorders and visual/mental fatigue. Such symptoms are usually the accumulative result of poor posture, poor workstation equipment or poor workstation setup.

Definition

Workstation is regarded as including:

- The furniture provided such as desk, chair and drawers
- Computer equipment such as computer, keyboard, mouse and monitor
- Component equipment such as document holders, telephone, desk lamps and footrests
- The environment in the immediate working vicinity such as lighting, noise from other work or equipment

Nviro staff that only use DSE occasionally and only for limited purpose are not classed as Designated Users i.e. a Senior Manager who only uses DSE for occasional monitoring of data and does not depend on DSE for most of their work and can choose whether or not to use it, without detriment to his/her work output/activities is not a designated user. Please refer to the HR Manual or speak to your line manager for the definition of a designated user.

Legislation

Legislation introduced under the Health and Safety at Work Act 1974 etc. places a duty of care on business to ensure employee safety. The main regulation referring to display screen equipment is

Work with display screen equipment: Health and Safety (Display Screen Equipment) Regulations 1992 as amended by the Health and Safety (Miscellaneous Amendments) Regulations 2002 Doc L26

Working with Display Screen equipment guidance INDG36

Under the Health and Safety (Display Screen Equipment) Regulations there is a duty of care to eliminate or reduce injury or ill health to all employees who operate Display Screen Equipment (DSE). Nviro is obliged, where a screen is used by a member of staff or a contracted person who meets the criteria defined as a user, to perform an analysis of the workstation. Such an analysis must look at the equipment, the furniture and the immediate working environment.

Under regulation 5 of the Display Screen Equipment Regulations 2002, Nviro is required to pay for an eye examination or screening for employees who are designated users of DSE and who request such an examination, as well as for the cost of the spectacles, if an optician recommends them specifically for display screen use.

Responsibility

Line Managers are responsible for providing all staff under their control that use DSE, with adequate information, instruction and training relevant to the safe use of DSE equipment and the associated potential health hazards.

This information should include advice on the provision of eye sight tests for designated DSE Users. Line Managers must ensure the appropriate DSE risk assessment has been conducted and documented for all their staff and associated DSE workstations.

DSE Users all have an active role and responsibility to comply with the procedures listed below and will be accountable for non-compliance.

Designated DSE User

Each Designated DSE User will be required to complete an assessment of their own workstation set up**.** This must be completed when there is any significant changes, such as a move of workstation, a change in equipment, or as part of Nviro's policy, at 18 month intervals. DSE users are responsible for ensuring that any personal known health and safety issues associated with using their DSE are brought to the attention of their Line Manager and Human Resources department as soon as is reasonable.

Procedure

Any additional health issues (and potential health concerns raised by the DSE User) highlighted as a result of the assessment must be brought to the immediate attention of their Line Manager.

Any actions highlighted as a result of the DSE Risk Assessment, which cannot be resolved at line management level, for example, funding, provision of specialist equipment or environmental issues, etc... Must be raised and addressed through the management chain who can seek further advice and assistance from the Health and Safety Manager and/or Health and Safety Consultant.

POSTURE GUIDANCE

A GUIDE TO WORKPLACE POSTURE

Sitting Posture

Sitting with the chair too low and too far from the desk encourages a slouched posture with no support from the chair back.

The head is tilted forward.

Feet are hooked around the chair base restricting blood circulation.

Shoulders may be hunched.





Shorter people often set the chair height so that their feet are firmly on the floor.

If this is too low for the desk, it is likely to result in arms stretched forwards (or sideways) and/or shoulder lifting.

This causes undue muscle tension





Set the chair position and height as already described.

Use a foot rest if the feet do not touch the ground.

Height-adjustable chair arms provide additional support for the upper body when not keying.

If the armrests restrict desk access, consider removing them altogether.

Touch Typists

If the monitor is set too low, this encourages the operator to tilt the head downwards.

As a result, the whole body tends to lean forward, moving away from the support of the chair back and encouraging slouching.





TOUCH TYPISTS can raise the monitor so that the visible screen top is just below eye level.

Any document holder should be at screen height and in the same focal plane to minimise head twisting and tilting.

COPY TYPISTS may prefer the screen to one side and the document holder directly in front.





"Hunt and Peck" Typists

If the monitor is set too low, this encourages the operator to tilt the head downwards.

As a result, the whole body tends to lean forward, moving away from the support of the chair back and encouraging slouching.

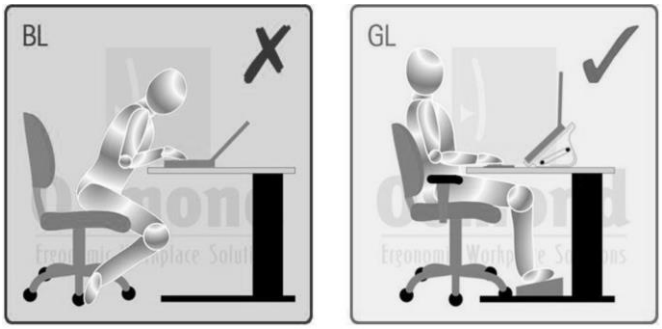
"Hunt and Peck" typists who need to look at the keyboard may want to position the monitor lower to minimise "nodding" between the two.

The document holder should be placed between the monitor and keyboard to avoid twisting.

Important!

- Avoid sustained postures
- Remember that even **appropriate** postures become **inappropriate** when maintained for too long
- You will not benefit from these instructions unless you know **how to adjust your chair**
- If you are unfamiliar with the chair controls, consult your Health and Safety Consultant or chair supplier

Laptop Users



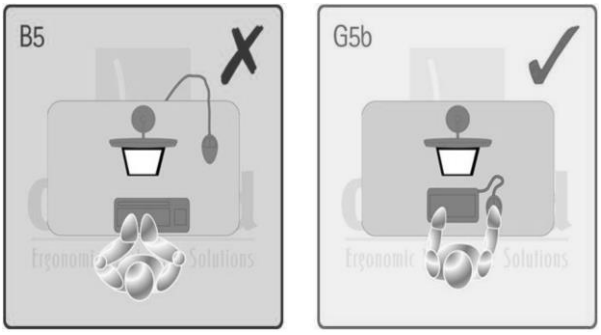
Laptop use is a major source of musculo-skeletal problems.

Using a laptop on its own for any length of time will inevitably cause poor posture.

This in turn is likely to lead to head, neck and/or back pain.

A separate keyboard and mouse will make a significant improvement to layout flexibility.

By using one of the proprietary laptop stands to tilt the computer, it is possible to raise the screen to an acceptable height and viewing distance.



Workstation

Arrange your desk layout to make best use of available space.

Document management is very important.

If you need to look at the keyboard when typing, the best place for the document holder is between the monitor and the keyboard.

Other tools, such as the telephone, should also be readily accessible without stretching and twisting.

If you write whilst using the telephone, hold the handset with your “non-writing” hand.

A telephone headset will dramatically improve comfort and convenience.

With traditional monitors, you may need to move the desk away from the wall (or the desk behind) to create sufficient screen distance.

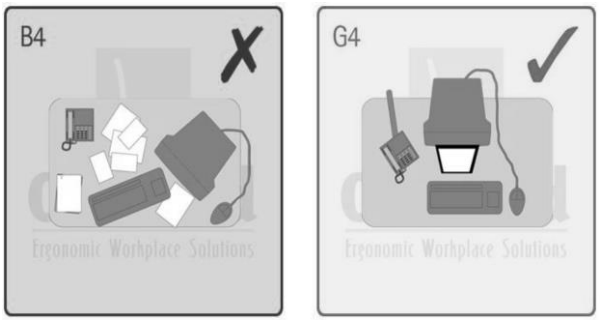
Workstation

If your PC is occupying too much desk space, move it off the desk.

Ensure your legs are not obstructed by any drawers under the desk.

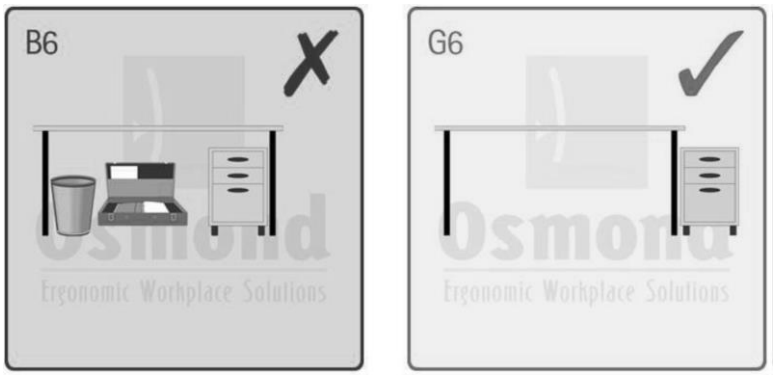
If you do not use the numeric keypad extensively, consider a mini keyboard.

This brings the mouse/trackball much closer to you on the right and can reduce muscle tension significantly.



Clear the space under the desk so that you can place your legs underneath it without twisting or leaning forward.

If the drawers or pedestal are free-standing or detachable and you have sufficient space, create further legroom by moving them clear of the desk.



Display screen equipment (DSE) workstation checklist



This is a web-friendly version of *Display screen equipment (DSE) workstation checklist* published 05/13

Workstation location and number (if applicable):	.....
User:	.....
Checklist completed by:	.....
Assessment checked by:	.....
Any further action needed:	**Yes/No**
Follow-up action completed on:	.....

The following checklist can be used to help you complete a risk assessment and comply with the Schedule to the Health and Safety (Display Screen Equipment) Regulations 1992 as amended by the Health and Safety (Miscellaneous Amendments) Regulations 2002.

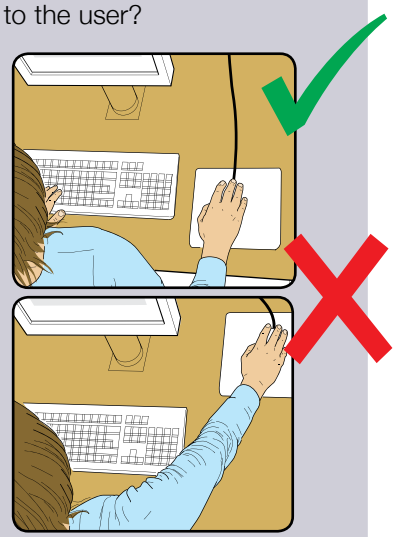
The questions and 'Things to consider' in the checklist cover the requirements of the Schedule. If you can answer 'Yes' in the second column against all the questions, having taken account of the 'Things to consider', you are complying. You will not be able to address some of the questions and 'Things to consider', eg on reflections on the screen, or the user's comfort, until the workstation has been installed. These will be covered in the risk assessment you do once the workstation is installed.

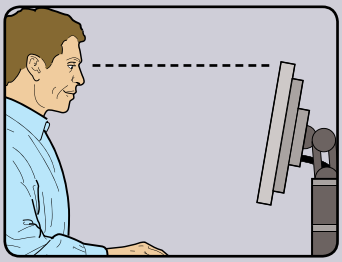
Work through the checklist, ticking either the 'Yes' or 'No' column against each risk factor:

- 'Yes' answers require no further action.
- 'No' answers will require investigation and/or remedial action by the workstation assessor. They should record their decisions in the 'Action to take' column. Assessors should check later that actions have been taken and have resolved the problem.

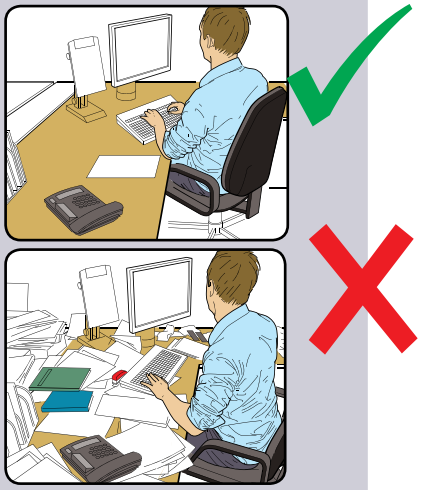
Remember, the checklist only covers the workstation and work environment. You also need to make sure that risks from other aspects of the work are avoided, eg by giving users health and safety training, and providing for breaks or changes of activity. For more advice on these see *Working with display screen equipment (DSE): A brief guide*.

Risk factors	Tick answer		Things to consider	Action to take
	Yes	No		
1 Keyboards				
Is the keyboard separate from the screen?			This is a requirement, unless the task makes it impracticable (eg where there is a need to use a portable).	
Does the keyboard tilt?			Tilt need not be built in.	
Is it possible to find a comfortable keying position? 			Try pushing the display screen further back to create more room for the keyboard, hands and wrists. Users of thick, raised keyboards may need a wrist rest.	
Does the user have good keyboard technique?			Training can be used to prevent: ■ hands bent up at the wrist; ■ hitting the keys too hard; ■ overstretching the fingers.	
Are the characters clear and readable?			Keyboards should be kept clean. If characters still can't be read, the keyboard may need modifying or replacing. Use a keyboard with a matt finish to reduce glare and/or reflection.	

Risk factors	Tick answer		Things to consider	Action to take
	Yes	No		
2 Mouse, trackball etc				
Is the device suitable for the tasks it is used for?			If the user is having problems, try a different device. The mouse and trackball are general-purpose devices suitable for many tasks, and available in a variety of shapes and sizes. Alternative devices such as touch screens may be better for some tasks (but can be worse for others).	
Is the device positioned close to the user? 			Most devices are best placed as close as possible, eg right beside the keyboard. Training may be needed to: ■ prevent arm overreaching; ■ encourage users not to leave their hand on the device when it is not being used; ■ encourage a relaxed arm and straight wrist.	
Is there support for the device user's wrist and forearm?			Support can be gained from, for example, the desk surface or arm of a chair. If not, a separate supporting device may help. The user should be able to find a comfortable working position with the device.	
Does the device work smoothly at a speed that suits the user?			See if cleaning is required (eg of mouse ball and rollers). Check the work surface is suitable. A mouse mat may be needed.	
Can the user easily adjust software settings for speed and accuracy of pointer?			Users may need training in how to adjust device settings.	

Risk factors	Tick answer		Things to consider	Action to take
	Yes	No		
3 Display screens				
Are the characters clear and readable? Health and safety Health and safety			Make sure the screen is clean and cleaning materials are available. Check that the text and background colours work well together.	
Is the text size comfortable to read?			Software settings may need adjusting to change text size.	
Is the image stable, ie free of flicker and jitter?			Try using different screen colours to reduce flicker, eg darker background and lighter text. If there are still problems, get the set-up checked, eg by the equipment supplier.	
Is the screen's specification suitable for its intended use?			For example, intensive graphic work or work requiring fine attention to small details may require large display screens.	
Are the brightness and/or contrast adjustable?			Separate adjustment controls are not essential, provided the user can read the screen easily at all times.	
Does the screen swivel and tilt? 			Swivel and tilt need not be built in; you can add a swivel and tilt mechanism. However, you may need to replace the screen if: ■ swivel/tilt is absent or unsatisfactory; ■ work is intensive; and/or ■ the user has problems getting the screen to a comfortable position.	

Risk factors	Tick answer		Things to consider	Action to take
	Yes	No		
Is the screen free from glare and reflections? 			Use a mirror placed in front of the screen to check where reflections are coming from. You might need to move the screen or even the desk and/or shield the screen from the source of the reflections. Screens that use dark characters on a light background are less prone to glare and reflections.	
Are adjustable window coverings provided and in adequate condition?			Check that blinds work. Blinds with vertical slats can be more suitable than horizontal ones. If these measures do not work, consider anti-glare screen filters as a last rssort and seek specialist help.	
4 Software				
Is the software suitable for the task?			Software should help the user carry out the task, minimise stress and be user-friendly. Check users have had appropriate training in using the software. Software should respond quickly and clearly to user input, with adequate feedback, such as clear help messages.	

Risk factors	Tick answer		Things to consider	Action to take
	Yes	No		
5 Furniture				
Is the work surface large enough for all the necessary equipment, papers etc? 			Create more room by moving printers, reference materials etc elsewhere. If necessary, consider providing new power and telecoms sockets, so equipment can be moved. There should be some scope for flexible rearrangement.	
Can the user comfortably reach all the equipment and papers they need to use?			Rearrange equipment, papers etc to bring frequently used things within easy reach. A document holder may be needed, positioned to minimise uncomfortable head and eye movements.	
Are surfaces free from glare and reflection?			Consider mats or blotters to reduce reflections and glare.	
Is the chair suitable? Is the chair stable? Does the chair have a working: ■ seat back height and tilt adjustment? ■ seat height adjustment? ■ castors or glides?			The chair may need repairing or replacing if the user is uncomfortable, or cannot use the adjustment mechanisms.	

Risk factors	Tick answer		Things to consider	Action to take
	Yes	No		
Is the chair adjusted correctly? 			The user should be able to carry out their work sitting comfortably. Consider training the user in how to adopt suitable postures while working. The arms of chairs can stop the user getting close enough to use the equipment comfortably. Move any obstructions from under the desk.	
Is the small of the back supported by the chair's backrest?			The user should have a straight back, supported by the chair, with relaxed shoulders.	
Are forearms horizontal and eyes at roughly the same height as the top of the DSE?			Adjust the chair height to get the user's arms in the right position, and then adjust the DSE height, if necessary.	
Are feet flat on the floor, without too much pressure from the seat on the backs of the legs?			If not, a footrest may be needed.	

Risk factors	Tick answer		Things to consider	Action to take
	Yes	No		
6 Environment				
Is there enough room to change position and vary movement?			Space is needed to move, stretch and fidget. Consider reorganising the office layout and check for obstructions. Cables should be tidy and not a trip or snag hazard.	
Is the lighting suitable, eg not too bright or too dim to work comfortably?			Users should be able to control light levels, eg by adjusting window blinds or light switches. Consider shading or repositioning light sources or providing local lighting, eg desk lamps (but make sure lights don't cause glare by reflecting off walls or other surfaces).	
Does the air feel comfortable?			DSE and other equipment may dry the air. Circulate fresh air if possible. Plants may help. Consider a humidifier if discomfort is severe.	
Are levels of heat comfortable?			Can heating be better controlled? More ventilation or air conditioning may be required if there is a lot of electronic equipment in the room. Or, can users be moved away from the heat source?	
Are levels of noise comfortable?			Consider moving sources of noise, eg printers, away from the user. If not, consider soundproofing.	

7 Final questions to users...

- Has the checklist covered all the problems they may have working with their DSE?
- Have they experienced any discomfort or other symptoms which they attribute to working with their DSE?
- Has the user been advised of their entitlement to eye and eyesight testing?
- Does the user take regular breaks working away from DSE?

Write down the details of any problems here:

Further information

Working with display screen equipmemt (DSE): A brief guide Leaflet INDG36(rev4) HSE books 2013 www.hse.gov.uk/pubns/indg36.htm

For information about health and safety, or to report inconsistencies or inaccuracies in this guidance, visit www.hse.gov.uk/. You can view HSE guidance online and order priced publications from the website. HSE priced publications are also available from bookshops.

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This guidance is issued by the Health and Safety Executive. Following the guidance is not compulsory, unless specifically stated, and you are free to take other action. But if you do follow the guidance you will normally be doing enough to comply with the law. Health and safety inspectors seek to secure compliance with the law and may refer to this guidance.

MANUAL HANDLING

Introduction

Manual Handling is the term used to describe the movement of loads by human effort being applied either directly to a load or indirectly by means such as hauling on a rope or pulling a lever. It includes transporting a load that may be moved or supported by the hands or any other part of the body such as the shoulder. It also includes the intentional dropping or throwing of a load. Mechanical assistance, such as the use of a sack truck, may reduce but not eliminate manual handling since effort will still be required to move, steady or position a load.

Manual handling does, therefore, cover all aspects of the physical effort involved in the lifting, pushing and pulling of loads.

Legislation

Legislation introduced under the Health and Safety at Work Act 1974 places a duty of care on business to ensure the safety of its employees. The main legislation affecting Manual Handling is: The Manual Handling Operations Regulations 2002, getting to grip with manual handling INDG 143
This legislation requires that the potential for harm to staff as a result of undertaking manual handling operations is either prevented, or where that is not reasonably practicable, is adequately controlled. The Manual Handling Operations Regulations recommends that a preliminary assessment to be carried out when making a general assessment under the Management of Health and Safety at Work Regulations. Employers should consider whether the operation can be eliminated, automated or mechanized. The duty to assess the risk of manual handling tasks takes into account the **task**, the **load**, the **working environment** and **individual capability**.

A distinction should be made between the employer's assessment required by regulation and the everyday judgments which supervisors and others will have to make in dealing with manual handling operations.

Where Nviro employees are required to undertake manual handling activities of any kind, all employees must ensure that the following hierarchy of risk control measures as required under the regulations are applied.

Please be aware, that reliance on simple safe lifting techniques (Kinetic Lifting) as described overleaf should be applied on top of as well as the list below:

- Is there an easier way (use of lifting equipment, split the load etc.)?
- Is it necessary?
- Do I need help?
- Is the route clear?

General manual handling loads guidance can be found overleaf.

MANUAL HANDLING TECHNIQUE – KINETIC LIFTING



Think before handling/lifting. Plan the lift/handling activity.
Where is the load going to be placed?
Use appropriate handling aids where possible.
Will help be needed with the load?
Remove obstructions, such as discarded wrapping materials.
For long lifts, such as from floor to shoulder height, consider resting the load mid-way on a table or bench to change grip.



Keep the load close to the waist. Keep the load close to the waist for as long as possible while lifting. The distance of the load from the spine at waist height is an important factor in the overall load on the spine and back muscles.
Keep the heaviest side of the load next to the body. If a close approach to the load is not possible, try to slide it towards the body before attempting to lift it.

Adopt a stable position. The feet should be apart with one leg slightly forward to maintain balance (alongside the load if it is on the ground).
The worker should be prepared to move their feet during the lift to maintain a stable posture. Wearing over-tight clothing or unsuitable footwear may make this difficult.

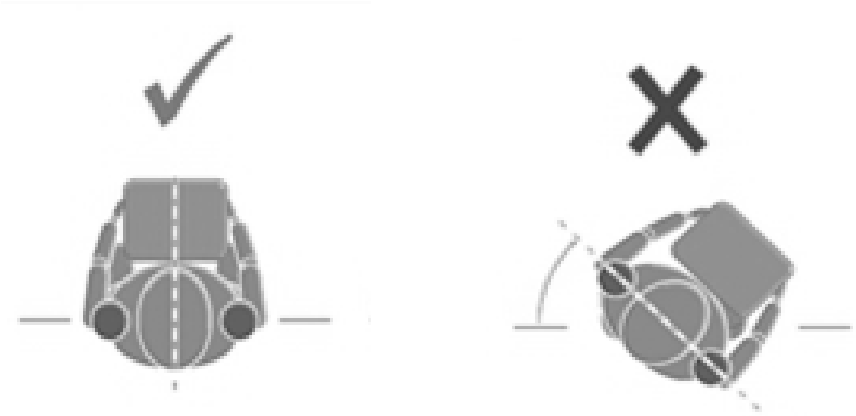


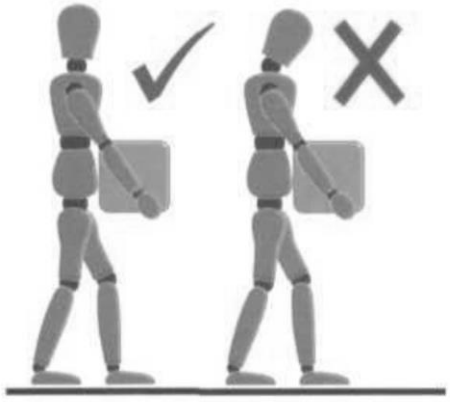
Ensure a good hold on the load. Where possible hug the load as close as possible to the body. This may be better than gripping it tightly only with the hands.



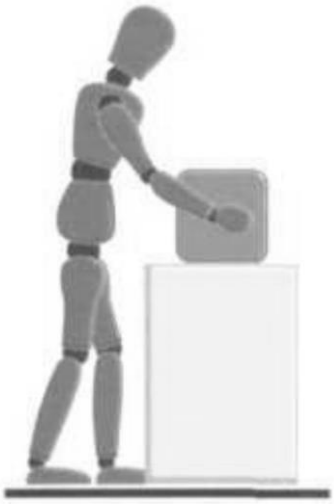
Moderate flexion (slight bending) of the back, hips and knees at the start of the lift is preferable to either fully flexing the back (stooping) or fully flexing the hips and knees (full/deep squatting).
Don't flex the back any further while lifting. This can happen if the legs begin to straighten before starting to raise the load.

Avoid twisting the back or leaning sideways especially while the back is bent. Keep shoulders level and facing in the same direction as the hips. Turning by moving the feet is better than twisting and lifting at the same time.



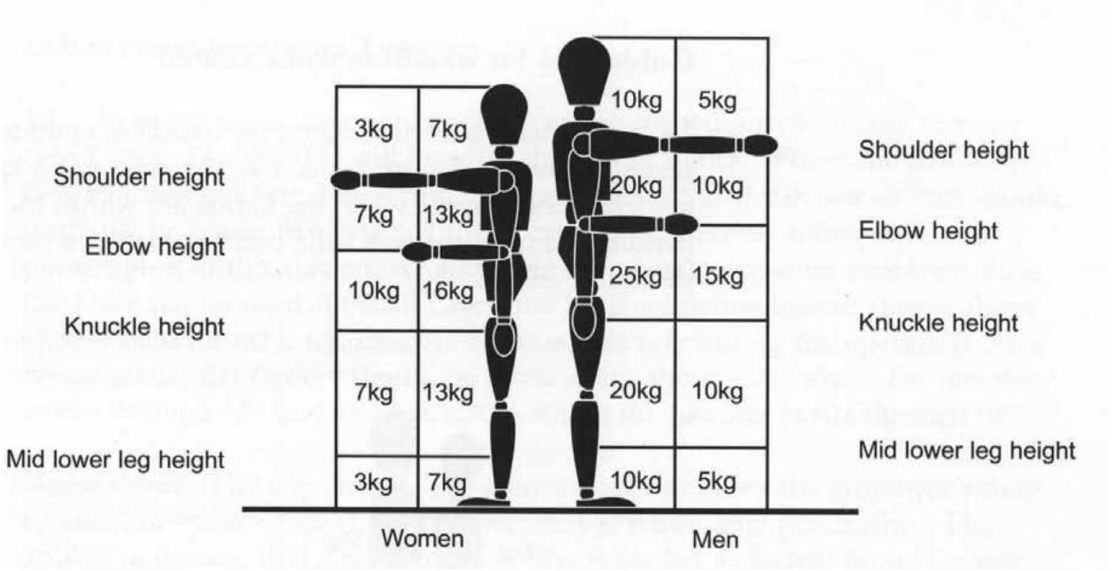


Keep the head up when handling. Look ahead, not down at the load once it has been held securely.
Move smoothly. Do not jerk or snatch the load as this can make it harder to keep control and can increase the risk of injury.
Don't lift or handle more than can be easily managed. There is a difference between what people can lift and what they can safely lift. If in doubt, seek advice or get help



Put down then adjust. If precise positioning of the load is necessary, put it down first then slide it into the desired position.

LIFTING AND LOWERING GUIDELINES



NOISE AT WORK

Introduction

Hearing loss caused by work is preventable. Damage can cause loss of hearing ability and people may also suffer a permanent sensation of ringing in the ears, known as tinnitus.

Noise is defined as an unwanted sound.

LE, d
This is the daily personal noise exposure averaged over a measured time scale to give the total noise dose received, (Average dB rating).

LC Peak
This is a peak sound pressure level that appears as short duration, impulse or impact sounds. (Think of the noise a press makes).

Legislation

Legislation introduced under the Health and Safety at Work Act 1974 places a duty of care on business to ensure the health and safety of its employees. The main legislation associated with noise at work is:

The Control of Noise at Work Regulations 2005
Controlling the risk of noise at work INDG 362
The Control of Noise at Work Regulations 2005.

The Control of Noise at Work Regulations 2005 (the Noise Regulations) came into force for all industry sectors in Great Britain on 6 April 2006 (except for the music and entertainment sectors where they come into force on 6 April 2008).

The aim of the Noise Regulations is to ensure that workers' hearing is protected from excessive noise at their place of work, which could cause them to lose their hearing and/or to suffer from tinnitus (permanent ringing in the ears).

The Control of Noise at Work Regulations 2005 replaces the Noise at Work Regulations 1989**.** The level at which employers must provide hearing protection and hearing protection zones is now 85 decibels (daily or weekly average exposure) and the level at which employers must assess the risk to workers' health and provide them with information and training is now 80 decibels. There is also an exposure limit value of 87 decibels, taking account of any reduction in exposure provided by hearing protection, above which workers must not be exposed.

The Regulations require noise to be eliminated at source or if not practicable, to as low as is reasonably practicable. There are three values that employers need to be aware of including the actions that are triggered when these value are reached.

Lower Action Value LEP, d of 80dB or LC Peak of 135dB

On reaching this value the employer must:

- Inform, instruct and train employees of the dangers of noise
- Provide hearing protection on request
- Maintain equipment provided to reduce the risk of exposure
- Ensure the equipment is used

Upper Action Value LEP, d of 85dB or LC Peak of 137dB

On reaching this value the manager must:

- Ensure that all duties contained for the lower action value are adhered to
- Reduce exposure by a programme of technical and organisational means
- Provide hearing protection to all exposed persons
- Ensure equipment and hearing protection are used
- Provide health surveillance to all workers regularly exposed above the upper exposure action values
- If exposure is between the upper and lower action values, then health surveillance will only be required if information comes to light that an individual may be particularly sensitive, (medical background or past employment audiometric test results)

Exposure Limit Value LEP, d of 87dB or LC Peak of 140dB

This is the maximum permitted exposure at the ear (taking into account of any hearing protection if applicable). This is not a target for hearing performance on noise control.

Initially a noise problem will occur if two persons standing 2 metres apart are unable to hear each other's conversations easily. Where a noise problem is expected a noise survey should be undertaken.

A noise meter conforming to a TYPE 2 multi-functional sound meter should be used to assess the noise levels. This meter can convert sound waves into the standard decibel weighted readings of (A) and (C), which are used to define the values as required by legislation.

PERSONAL PROTECTIVE EQUIPMENT - PPE

Introduction

Personal protection equipment is to be used at work wherever there are risks to health and safety that cannot be adequately controlled in other ways. PPE is regarded as a last resort in the hierarchy of risk control as it protects the individual rather than everyone who is at risk.

Definition

Personal Protective equipment is all equipment (including clothing providing protection against the weather) which is intended to be worn or held by a person at work and which protects him/her against one or more risks to their health and safety, e.g. safety helmet, gloves, eye protection, hi vis clothing, safety footwear and safety harness.

Legislation

Introduction under the health and safety at work act places a duty of care on businesses to ensure the safety of its employees and that of others. The main legislation relating to personal protective equipment is:

The Health and Safety at Work Act section 2
The Personnel Protective Equipment regulations 2015 Third edition Doc L 15 give the main requirements

Hearing protection and respiratory protective equipment are not covered by this regulation, but must remain compatible with any other PPE provided.

- PPE must be supplied and used at work wherever there are risks to health and safety that cannot be controlled by other means
- PPE must be properly assessed before use to ensure it is suitable.
- PPE must be maintained and stored correctly
- Those supplied with PPE must be instructed on how it is to be used safely
- That it is correctly used by employees
- PPE is to be supplied free of charge

Nviro must assess the suitability of the PPE by considering the following requirements:

- Is it appropriate for the risks involved and the conditions at the place where exposure to the risk may occur?
- Does it prevent or adequately control the risks involved without increasing the overall risk?
- Can it be adjusted to fit the wearer correctly?
- Has the state of the health of the wearer been considered?
- What are the needs of the task, and the demands upon the wearer?
- If more than one item of PPE is being worn, are they compatible for fit and comfort?
- To supervise or regularly check that PPE is being used and investigate fully any reasons why it is not.

The employee must:

- Wear the PPE supplied
- Report any damage or wear immediately
- Do not use any equipment that is damaged or worn to the extent of not providing an adequate protection from the hazard
- Ensure that PPE supplied is stored and maintained to prevent loss, damage or reduced integrity
- Never to make exceptions from using PPE for those tasks taking '*just a few minutes*'

THE HEALTH AND SAFETY OF YOUNG PEOPLE AT WORK

Introduction

INDG364
Young workers are seen as being particularly at risk because of their lack of awareness of existing or potential risks, and inexperience.

Children under the age of 13 years are generally prohibited from any form of employment. Children between the age of 13 and the minimum school leaving age (MSLA) are prohibited from being employed in industrial understandings such as factories, construction site etc., except when on work experience schemes approved by the local education authority.

Legislation

Legislation introduced under the Health and Safety at Work Act 1974 places a duty of care on business to ensure that hazards and risks are reduced to as low as is reasonably practicable. Legislation of particular interest includes:

The Health and Safety at Work Act section 2
Management of Health and Safety at work regulations
The Health and Safety of Young People at work guidance INDG 364 Health and safety executive suite of guidance's to control risks in the workplace (INDG 163, HSG 268, HSG 65)

Child: As respect England and Wales, means a person who is not for the purpose of the Education ACT 1944 over compulsory school age.

Young Child: Any person who has not attained the age of 18.

The regulations introduce restrictions on young people working in jobs which give rise to significant risks and which cannot be safely controlled or avoided.

Young people should not undertake:

- Work which is beyond their physical or psychological capacity
- Work involving harmful exposure to agents which are toxic, carcinogenic, or which in any other way chronically affects health
- Work involving the risk of accidents which will not be recognised or avoided by young people because of their carelessness or lack of experience or training
- Work involving risks to health from extremes of temperatures
- Work involving risks to health from vibration
- Work involving risks to health from noise

Responsibility

Generally Nviro will be concerned with young people between the MSLA and 18 years of age. Nviro will:

- Assess risks to young people, under 18 years old, before they start work
- Take into account their inexperience, lack of awareness of existing or potential risks and inexperience
- Address specific factors in the risk assessment
- Provide information to parents of school age children about the risk and the control measures introduced

WORKING HOURS AND YOUNG WORKERS

A young worker is defined i as someone who has attained the age of 15, but not the age of 18 and who, with the respect of England and Wales is **over compulsory school age.** The guidelines are as follows:

Working time limits

A young worker cannot usually be made to work more than eight hours per day or 40 hours per week. These hours cannot be averaged over a longer period and you're not allowed to ignore these restrictions.

You'll only be able to work longer hours if you either need to:

- Keep the continuity of service or production
- Respond to a surge in demand for a service or product

And provided that:

- There is no adult available to do the work
- Their training needs are not negatively affected
- The young worker has had the opportunity of a free assessment of their health and capacities or an assessment has been carried out previously and is still valid.
- A young worker is entitled to a rest break of not less than 48 hours in each 7 day period. The minimum period may be reduced where it is justified by technical or organisational reasons, but not less than 36 consecutive hours.
- Where a young worker daily work time is more than four and a half hours, they are entitled to a rest break of 30 minutes which shall be consecutive if possible and spend away from the work station.

WORKING AT HEIGHT

Introduction

The Work at Height Regulations 2005 apply to all work undertaken at height wherever there is the potential for a fall to occur which may cause personal injury. No height limits are specified in the Regulations in recognition that all work undertaken at height has the ability to result in injury. The Regulations apply to work undertaken inside or outside of buildings and place duties on employers, the self-employed and any person who controls the work of others.

The Regulations do not apply to the provision of paid instruction or leadership in caving or climbing undertaken for sport, recreation, teambuilding, or similar activities. Work at height will range from the routine use of a stepladder to potentially higher risk activities undertaken such as working form ladders or gaining access to high level activities.

This guidance will, therefore, need to be read in conjunction with all activities involving work at height in order to minimise any risk of injury occurring.

Legislation

Legislation introduced under the Health and Safety at Work Act 1974 places a duty of care on business to ensure employee safety. Regulations referring to work at height and the assessment of include:
The Management of Health and Safety at Work Regulations and the health and safety executive suite of guidance's to control risks in the workplace (INDG 163, HSG 268, HSG 65)
The Work at Height Regulations 2005

Procedure

Managers are required to do all that is reasonably practicable to prevent anyone falling and set out the following simple hierarchy for managing and selecting equipment for work at height:

- Avoid work at height wherever possible
- Use work equipment or other measures to prevent falls where working at height cannot be avoided
- Where the risk of a fall cannot be eliminated, use work equipment or other measures to minimise the distance and consequences of a fall should one occur

These duties require that:

- All work at height is properly planned and organised
- Where applicable, all work at height takes account of weather conditions that could endanger health and safety
- Those involved in work at height are trained and competent to do so
- The place where work at height is undertaken is safe
- Equipment used for work at height is appropriately selected, used, inspected and maintained
- The risks from fragile surfaces are properly controlled
- The risks from falling objects are properly controlled

The above measures require that the risks arising from such work is, therefore, risk assessed and that risk control measures commensurate with those risks are implemented.

Managers must ensure that:

- No work is undertaken at height if it is safe and reasonably practicable to do it other than at height
- The work is properly planned, appropriately supervised and carried out in as safe a way as is reasonably practicable
- They plan for emergencies and rescue
- They take account of the findings of the risk assessment referred to above

Where work is undertaken at height, which includes the means of access, it must be able to be undertaken safely and have appropriate features to prevent a fall, unless this would mean that it is not reasonably practicable for the worker to carry out the task safely (taking into account the demands of the task, equipment and working environment). Detailed safety requirements relating to where work is undertaken at height are set out in the Schedule to the Regulations and should be consulted where further information is required. When selecting equipment for work at height:

- Use the most suitable work equipment
- Give collective protection measures (e.g. guard rails) priority over personal protection measures (e.g. safety harnesses)
- Take account of:
    - The working conditions; and
    - Risks to the safety of all those at the place where the work equipment is to be used.

LONE WORKING

Introduction

Lone workers are defined by the Health and Safety Executive as: 'Those who work by themselves without close or direct supervision, including some who work in a fixed establishment, and mobile workers working away from their fixed base'.

Lone Workers are precisely that, i.e. employees who work by themselves; they can be found in a range of situations and can face varying degrees of risk. It is important to recognise that while risks do exist, the nature will vary from service to service and/or site to site. Realistically for the vast majority of employees they are low and by adopting good working practices they can be reduced even further.

It is important to ensure that a lone worker is not put at any higher risk than other workers.

For these purposes, Nviro's lone workers can be described as follows irrespective of hours worked:

Isolated Workers	Travelling Alone
• People who work in an isolated part of an occupied building • Workers in rural locations where support networks are slow to respond • People who work late after others have left the building	• People who use any mode of transport (car, bike, on foot) to move from one setting to another during paid working hours
Situations/Events with Risk:	**Situations/Events with Risk:**
• Fear of attack, assault, abduction, etc. • Unable to access immediate assistance • Help may take too long to arrive	• Vehicle may break down • Finding safe parking • Walking to and from the car • Road rage of other drivers • Being followed by another vehicle

Legislation

There is no general legal prohibition on working alone. Legislation introduced under the Health and Safety at Work Act 1974 places a duty of care on business to identify hazards at work, assessing the risks involved and putting measures in place to avoid or control risks. Legislation of particular relevance is The Management of Health and Safety at Work Regulations and the health and safety executive suite of guidance's to control risks in the workplace (INDG 163, HSG 268, and HSG 65)

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Ref: Working Together for Site Safety – Site Hazard Surveys

Site Name

Dated

To Whom It May Concern,

As part of Nviro's Health and Safety management system, the Hazard survey is our site-specific risk assessment, and it gathers information that we need to know about your site where our operatives work.

Under Health and Safety Legislation: where two or more employers share a workplace, whether on a temporary or permanent basis, each employer shall cooperate with other employers and take reasonable steps to inform other employers where there are risks to health and safety. All parties should establish procedures for any worker to follow if situations presenting serious and imminent dangers were to arise.

As you know your site far better than we do and are already aware of any hazards there may be, we are seeking your support in helping our Service Manager to complete this hazard survey. Thank you in advance for your co-operation.

What we are looking for:

- What the site security procedures and arrangements are? (Do operatives need keys/access cards?)
- What should our operatives do in event of a fire? (Where is their fire muster point?)
- Is there Asbestos on site? (If so, where is the asbestos register kept?)
- What first aid arrangements are there on site? (Where are first aid kits located?)
- Anything else we need to know that could be an imminent or serious risk in the foreseeable future? (Are there radiation hazards/Chemicals/fuels stored?)

Our Service Manager will then ensure that any control measures are put in place based on the hazards that have been identified. Please be aware that under legislation "all employers involved should satisfy themselves that the arrangements adopted are adequate". Any hazards will then be discussed with our employees, a copy of this form placed in the Nviro Health and Safety Site Manual, and a copy kept on file at Nviro's Head Office.

In the meantime, if you have any queries in the meantime, please feel free to contact me using the details below.

Yours sincerely,

Safety Manager, Nviro
dsavage@nviro.co.uk
M: 07384 546006

NVIRO SITE ASSESSMENT: SITE HAZARD SURVEY FORM 1:
TO BE COMPLETED BY THE CLIENT

POTENTIAL SITE HAZARD	DETAILED ASPECTS/STANDARD CONTROLS (If not applicable to site-insert N/A)	RISK ASSESSMENT RATING (Low, Medium, High (Please enter your risk rating from existing risk assessment or leave blank if preferred.)
1. Site Security: Procedures and Arrangements		
2. Fire Evacuation Procedure		
3. Asbestos on Site		
4. First Aid Arrangements		
5. Please inform us of any other relevant site specific hazards: (Chemicals, Fuels, Oils, Biological, Radiation, Confined Spaces. Etc)		

Name of site (print): _____

Survey carried out by (print): _____ Signature: _____

Job title: _____ Date survey completed: _____

NVIRO SITE ASSESSMENT: SITE HAZARD SURVEY FORM 1:

TO BE COMPLETED BY NVIRO PERSONNEL

Further action/measures recommended:		
Senior/site manager - remarks: I agree with the Health and Safety Assessment recorded overleaf. * There are no outstanding actions/I have taken the following actions: (* Delete as appropriate) Employees working on this site/s will be made aware of the hazards detailed overleaf. A copy of this hazard survey will be placed on the site Health and Safety Manual for the employees to reference as required.		
Nviro Assessor		
Position/Name:	Signature:	Date:
Date to be Reviewed:	Reason for Review: *Follow up action/Tri - Annual review/Task Change: (*Delete as appropriate)	

nviro
Cleaning with a conscience

TOOL BOX TALK

Date:	
Briefing Given By:	
Position	
Subject:	

POINTS OF DISCUSSION/INFORMATION:

NAME	DATE	SIGNED

Safety Audit

Date:	
Location/ Building	
CCTV / Lighting? Is there any CCTV? Is lighting sufficient to be able to do your task?	
Has signage been placed effectively?	
Name of Operative observed	
Does the Operative understand COVID precautions?	

Task Observations:

Task 1:	
Task 2:	

Operative discussion

Question	Comments	Actions
Can you name some hazards involved in the work you do here?		
Do you think you have had enough training?		
Do you have enough time to complete tasks?		
Do you know what method statements and risk assessments are?		
Have you seen the hazard survey for this site? Do you know where to find it?		
Do you have access to a Health and Safety Manual?		
Can you explain the Lone Working procedure?		
Where is the First aid box?		

Question	Comments	Actions
Can you lock the cleaning cupboard - do you have a key?		
Where can you find information on the chemicals you use?		
If an accident happens, what should you do?		
Where do you go in the event of a fire?		
When checking machinery, what do you look for? What happens if it is broken?		
Do you feel safe at work? What could we do more?		

Site / cleaning cupboard checks

Question	Comments	Actions
Was uniform being worn?		
Is there enough signage on site?		

Question	Comments	Actions
Is there enough PPE on site?		
Who do you call if you run low?		
PAT dates on machinery?		
Are emergency contact details correct and clearly displayed?		
Is there a copy of the Hazard Survey in the Cleaning Cupboad?		
Has the Health Safety Manual been removed from the cupboard?		
How many people are on site when the Operative is working?		

Please list all chemicals that are on site	

Please detail anything else of interest?	
Please take photographs if required?	