Risk Assessment

Activity: Pavilion Cleaners		Assessment date: 01/05/24 (JL – Clerk and MA – Pavilion Administrator)		Review date: 01/05/25	
HAZARD AND RISK	PEOPLE AT RISK	OUR CONTROLS	FUTURE WORK	RISK LEVEL	TARGET DATE/BY WHOM
Chemical storage	Cleaners/Pavilion hirers	* Stored in locked cage (JL, MA and JT have key – spare in Pav office cupboard)	* PA to regularly check procedure is effective	LOW	Ongoing
Chemical use	Cleaners/Staff/Pavilion hirers	* Cleaners are experienced in handling chemicals * PA experienced in handling chemicals * Cleaning products kept in cupboard * No children allowed in kitchen * Gloves provided for cleaning purposes * Pavilion users asked to provide own products if allergic/sensitive	* PA to regularly check procedure is effective	LOW	Ongoing
Working at height or low levels	Cleaners/Staff	* No work at height needed but report to PA if this becomes necessary * PA to call Clerk or cleaners in the unlikely event any work at height needed to ensure 2 people present	* PA to regularly check procedure is effective	LOW	Ongoing
Manual handling	Cleaners	* 2 people on site to move tables (Caretakers employed) * All staff to take Manual Handling course https://academy.theknightsofsafety.com/collections * PA to be advised if bins are too heavy to carry	* PA to regularly check procedure is effective	LOW	Ongoing
Lone working	Cleaners	* Lock external doors for safety purposes * Ensure mobile phone is available for an emergencies * Advise PA if any change to usual working routines	* PA to regularly check procedure is effective	LOW	Ongoing
Equipment	Cleaners	* PAT tested			

use		* Trained – training video available for floor cleaner, hoover and carpet cleaner	* All new cleaners to be trained by PA	LOW	Ongoing
Equipment storage	Cleaners/hirers	* Designated cleaners cupboard for storage * PA advises hirers on viewing and booking confirmation	* PA to regularly check procedure is effective	LOW	Ongoing
Bin emptying	Cleaners	* Nappy and sanitary bin handling – gloves to be worn * Rodent control at main bin * Main bin emptied weekly	* Nappy bin and bin liners purchased	LOW	Ongoing
Cleaning sickness and diarrhea	Cleaners	* Report to PA * Bio waste handling procedure * Hirer's to report to PA and PA to pass on information to cleaners in advance of cleaning * Cleaning signs to be displayed * Carpet cleaner provided and on site (JT to train AB/VM how to use)	* Bio hazard bucket and mop provided	LOW	Ongoing
Cleaning windows	Cleaners	* External window cleaning by specialist company * Internal window cleaning carried out by experienced cleaner	* PA to regularly check procedure is effective	LOW	Ongoing