

hazards?	how?			who?	when?	
Work at height	Staff risk bruising and fracture injuries if they fall from any height	<ul style="list-style-type: none"> • No need for staff work from stepladders etc and they are instructed not to do so. • 'No standing on chairs' policy. • Staff trained in safe system of work for cleaning stairs. 	• None			
Machine cleaning of floors	Staff and others risk injury from improper use Of the machine, eg if the machine were to buck and hit feet or ankles.	<ul style="list-style-type: none"> • Machine provided is the right machine for the job, • Cleaners trained in safe use of the machine. • Machine regularly examined by a competent and maintained as necessary. 	• Cleaners reminded not to use use machine if they have doubts about its safety.	Manager		
Lone working	Staff may suffer sudden illness / accident while alone and be unable to summon help.	• Cleaning staff sign in/out at the front desk. If they have not signed out by 7.15 pm, security staff look for them.	• None			
Electrical	Staff risk electric shocks or burns from faulty electrical equipment.	<ul style="list-style-type: none"> • Staff check for damaged Plugs, cables and on/off switches before using the cleaning machines. • If defect is noted, the machine is taken out of use. • Staff trained not to splash water near sockets or Electrical appliances. 	• Manager to regularly check plugs, cables and switches of cleaning machines.	Manager	First check	