



RISK ASSESSMENTS



PART ONE

Risk Assessments

How Do I carry Out a Risk Assessment?

Before the risk assessment process is considered, it is essential to ensure those undertaking Risk Assessments have a clear understanding of the key terms. These are summarised below:

- **HAZARD** Something with the potential to cause harm
- **LIKELIHOOD** The probability of a hazard being realised
- **SEVERITY** A measure of the harm caused by the hazard
- **RISK** This is a combined assessment of the likelihood and severity for any given hazard

When assessing the likelihood and severity, the following tables can be used for guidance:

LIKELIHOOD			SEVERITY		
Title	Description	Score	Title	Description	Score
Probable	Likely to occur several times in the relevant period.	3	Catastrophic	Death or total systems loss	5
			Critical	"Major" injury or illness. Major damage Major environmental impact	4
Occasional	Likely to occur at least once in the relevant period	2	Serious	Loss of time/injury Illness or damage Environmental impact	3
			Marginal	First Aid Accident Routine maintenance repair	2
Remote	Unlikely to occur in the relevant period	1	Negligible	Very minor Little consequence	1

From the above, the risk can be assessed, and the following table can then be used to determine the risk score/rating:

	Catastrophic	Critical	Serious	Marginal	Negligible
Frequent	15	12	9	6	3
Occasional	10	8	6	4	2
Rare	5	4	3	2	1
Score	Actions (All risks must be eliminated or reduced as far as is reasonably practicable)				
10+	High Risk - Not acceptable. Apply mitigation to eliminate or to further reduce the risk.				
5-9	Medium Risk - Apply mitigation to eliminate or reduce the risk, and if it remains a high risk, develop robust control measures to limit and manage the effects of any hazards.				
1-4	Low Risk - May be accepted if all reasonably practicable control measures are in place, however, if more can be done to reduce or eliminate the risk, then it should be done.				

The steps to be taken during the risk assessment process are summarised below:

1. Review the task and activities which are to be carried out
2. Identify the hazards associated with each task
3. Where possible modify or redefine the tasks so as to eliminate the identified hazards
4. Where the hazards cannot be eliminated, assess the likelihood and severity of the hazards to give a risk score or risk rating
5. Give further consideration to the management and control of the High and Very High Risks
6. Identify the persons affected by the hazards and wherever possible restrict access to those persons carrying out the task, so that others are not affected
7. Develop a safe system of work and ensure the appropriate control measures are identified
8. Personal Protective Equipment (PPE) should always be provided as the last line of defence
9. Ensure information about the hazards, risks and control measures are communicated to those undertaking the work (keep a record of all briefing sessions held with staff – see attached briefing record)
10. Ensure a safe system of work is implemented in accordance with the risk assessment
11. Ensure adequate supervision is provided to enforce and monitor the effectiveness of the control measures

RISK ASSESSMENT BRIEFING RECORD

BRIEFING TITLE:			
Applicable Risk Assessments:			
Briefing Given By:		Date:	

Ref.	Employees Name	Signature	Comments
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			
14			
15			

RISK ASSESSMENTS INDEX

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31	BLANK
32	BLANK
33	BLANK
34	BLANK
35	BLANK

RISK ASSESSMENT

Company Name:	Wizard Cleaning Ltd	Risk Assess. No.:	2							
Task/Activity:	Slips, Trips and Falls on the Same Level	Ref. No.:								
		Date Prepared:								
HAZARDS		Likelihood			Severity					Risk Score
Ref.	Key hazards associated with the above task/activity.	Probable	Occasional	Remote	Catastrophic	Critical	Serious	Marginal	Negligible	Likelihood x Severity
	Score:	3	2	1	5	4	3	2	1	
1	Uneven surfaces		X					X		4
2	Poor lighting along walkways		X					X		4
3	Unsuitable, poorly maintained surfaces			X			X			3
4	Trailing leads/cables		X					X		4
5	Spills		X				X			6
6	Poorly designed stairs/steps			X			X			3
7	Pedestrian routes clear of obstructions		X					X		4
8										
9										
10										
Risk Assessment Scores:		10+ High Risk			5-9 Medium Risk			1-4 Low Risk		

PERSONS AFFECTED					
Members of Staff	X	Members of Public	X	Visitors	X
Contractors	X	Young Persons	X	Others	

PPE REQUIREMENTS				
Safety Footwear		Hi-Viz Clothing		Respiratory Protection
Hearing Protection		Eye Protection		Head Protection
Gloves				

ADDITIONAL CONTROL MEASURES	
Information/Instruction/Training	Managerial/Procedural Controls
<ul style="list-style-type: none"> ➤ All staff are to be instructed to walk calmly and not to run ➤ Staff are to stick to the identified pedestrian walkways at all times 	<ul style="list-style-type: none"> ➤ Office manager to carry out regular inspections to ensure adequate standards are maintained. ➤ Supervisors given the responsibility of maintaining standards in their areas.

Physical Controls	HSE & Other Guidance
<ul style="list-style-type: none"> ➤ Reasonable housekeeping standards to be maintained ➤ No trailing cables to be left across walkways ➤ Floors, staircases and doors cleaned on a regular basis by the cleaners. ➤ Repairs and maintenance of doors, floors and walkways to be carried out when necessary. ➤ Stairs and corridors to be well lit and handrail 	<ul style="list-style-type: none"> ➤ INDG225 Preventing Slips and Trips at Work ➤ HSG 155 Slips and Trips: Guidance for employers on identifying hazards and controlling risks

Physical Controls	HSE & Other Guidance
provided.	

Comments
➤

RISK ASSESSMENT

Company Name:	Wizard Cleaning Ltd	Risk Assess. No.:	3							
Task/Activity:	Electricity in the Workplace	Ref. No.:								
		Date Prepared:								
HAZARDS		Likelihood			Severity					Risk Score
Ref.	Key hazards associated with the above task/activity.	Probable	Occasional	Remote	Catastrophic	Critical	Serious	Marginal	Negligible	Likelihood x Severity
	Score:	3	2	1	5	4	3	2	1	
1	Overloaded sockets		X				X			6
2	Damaged cables and equipment		X				X			6
3	Use of Multiple extension bars (Daisy Chaining)		X				X			6
4	Use of electrical equipment in moist/humid conditions			X				X		2
5	Spilling liquids over equipment			X			X			3
6	Electrocution			X	X					5
7	Trailing cables		X					X		4
8										
9										
10										
Risk Assessment Scores:		10+ High Risk			5-9 Medium Risk			1-4 Low Risk		

PERSONS AFFECTED					
Members of Staff	X	Members of Public		Visitors	
Contractors	X	Young Persons	X	Others	

PPE REQUIREMENTS					
Safety Footwear		Hi-Viz Clothing		Respiratory Protection	
Hearing Protection		Eye Protection		Head Protection	
Gloves					

ADDITIONAL CONTROL MEASURES	
Information/Instruction/Training	Managerial/Procedural Controls
<ul style="list-style-type: none"> ➤ Only competent experienced electricians to carry out electrical installations ➤ All persons should be instructed in how to inspect and check electrical equipment prior to using it ➤ At least one person in the workplace shall have received training in electric shock treatment 	<ul style="list-style-type: none"> ➤ Lockout procedures required for the isolation of incoming electrical supplies ➤ Test all equipment before installing/modifying to ensure that it has been isolated and is not live ➤ All installations should be formally inspected and tested before first use

Physical Controls	HSE & Other Guidance
<ul style="list-style-type: none"> ➤ Ensure the electrical system is appropriately designed and will not become overloaded ➤ Ensure all exposed metalwork is earthed ➤ Ensure all switchgear and distribution panels are securely locked and signed ➤ Ensure cables are securely fixed and do not create 	<ul style="list-style-type: none"> ➤ INDG 231 Electrical Safety and You ➤ HSG 85 Electricity at Work: Safe Working Practices ➤ BS7671 Requirements for Electrical Installations – IEE Wiring Regulations (16th Edition)

Physical Controls	HSE & Other Guidance
a trip hazard	

Comments
➤ Carbon Dioxide fire extinguishers to be available throughout the works

RISK ASSESSMENT

Company Name:	Wizard Cleaning Ltd	Risk Assess. No.:	4							
Task/Activity:	Lone Working	Ref. No.:								
		Date Prepared:								
HAZARDS		Likelihood			Severity					Risk Score
Ref.	Key hazards associated with the above task/activity.	Probable 3	Occasional 2	Remote 1	Catastrophic 5	Critical 4	Serious 3	Marginal 2	Negligible 1	Likelihood x Severity
	Score:									
1	Violence and aggression against staff			X		X				4
2	Work in remote/isolated areas		X			X				8
3	Manual handling		X				X			6
4	Exposure to hazardous environments/substances			X				X		2
5	Poor communications	X					X			9
6	Road rage			X			X			3
7										
8										
9										
10										
Risk Assessment Scores:		10+ High Risk			5-9 Medium Risk			1-4 Low Risk		

PERSONS AFFECTED					
Members of Staff	X	Members of Public		Visitors	
Contractors		Young Persons	X	Others	

PPE REQUIREMENTS					
Safety Footwear		Hi-Viz Clothing		Respiratory Protection	
Hearing Protection		Eye Protection		Head Protection	
Gloves		Attack Alarm	X	Mobile Phone	X

ADDITIONAL CONTROL MEASURES	
Information/Instruction/Training	Managerial/Procedural Controls
<ul style="list-style-type: none"> ➤ All staff to receive appropriate training for the work they are to undertake, including manual handling, safe use of chemicals and what to do in an emergency. ➤ Staff should be informed not to leave personal possessions/valuables on display. ➤ Suitable training will be provided for staff in how to deal with violent and abusive persons. 	<ul style="list-style-type: none"> ➤ All staff working alone whilst away from the office are to advise their line manager of where they will be, what they will be doing and when they intend to return. ➤ Staff should report back to the office on a regular basis and inform them of any changes to their plans. ➤ Lone working shall only be permitted where the risk to employees is considered low. ➤ Wherever possible meeting with members of the general public should be held in the companies premises and not in the homes of individuals, though where this cannot be avoided, two members of staff should ideally be present.

Physical Controls	HSE & Other Guidance
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Physical Controls	HSE & Other Guidance
<ul style="list-style-type: none">➤ Systems to be established to restrict the entry of non-authorized persons into the company's premises.➤ All staff involved in lone working to be provided with a suitable means of communication and a personal first aid kit.➤ No single member of staff shall be permitted to take and collect cash from the bank, if this is not possible external agencies shall be used in this respect.	<ul style="list-style-type: none">➤ INDG 73 Working Alone in Safety➤ INDG 69 Violence at Work

Comments
<ul style="list-style-type: none">➤ Lone working will not be permitted where the risks are considered too high, ie: visiting potentially violent/abusive persons, whilst using hazardous chemicals/substances or whilst working in a potentially hazardous environment or site such as a construction site or derelict building.

RISK ASSESSMENT

Company Name:	Wizard Cleaning Ltd	Risk Assess. No.:	6							
Task/Activity:	Spillages	Ref. No.:								
		Date Prepared:								
HAZARDS		Likelihood			Severity					Risk Score
Ref.	Key hazards associated with the above task/activity.	Probable	Occasional	Remote	Catastrophic	Critical	Serious	Marginal	Negligible	Likelihood x Severity
	Score:	3	2	1	5	4	3	2	1	
1	Chemical spills			X		X				4
2	Water on floors from cleaning	X						X		6
3	Spilt drinks		X					X		4
4	Other spilt fluids			X				X		2
5										
6										
7										
8										
9										
10										
Risk Assessment Scores:		10+ High Risk			5-9 Medium Risk			1-4 Low Risk		

PERSONS AFFECTED					
Members of Staff	X	Members of Public	X	Visitors	X
Contractors	X	Young Persons	X	Others	

PPE REQUIREMENTS					
Safety Footwear	X	Hi-Viz Clothing		Respiratory Protection	
Hearing Protection		Eye Protection		Head Protection	
Gloves					

ADDITIONAL CONTROL MEASURES	
Information/Instruction/Training	Managerial/Procedural Controls
<ul style="list-style-type: none"> ➤ All staff to be informed in the risks and hazards presented by spills and spillages, particularly where they are within pedestrian walkways ➤ Where chemicals are present in the workplace, staff should ensure that all spills are cleaned up promptly using the correct appropriate materials. 	<ul style="list-style-type: none"> ➤ Managers to ensure all safeguards are in place and that the appropriate PPE is provided and used ➤ Ensure cleaning staff are provided with the equipment and resources to clean up any spills

Physical Controls	HSE & Other Guidance
<ul style="list-style-type: none"> ➤ Erect appropriate warning signs on footpaths where spills have occurred. 	<ul style="list-style-type: none"> ➤ INDG 225 Preventing Slips and Trips at Work

Comments

- Cleaning fluids and other such substances should always be stored correctly and spillages dealt with immediately. If in doubt about what is best practice, seek professional advice.

RISK ASSESSMENT

Company Name:	Wizard Cleaning Ltd	Risk Assess. No.:	9							
Task/Activity:	Hazardous Substances	Ref. No.:								
		Date Prepared:								
HAZARDS		Likelihood			Severity					Risk Score
Ref.	Key hazards associated with the above task/activity.	Probable	Occasional	Remote	Catastrophic	Critical	Serious	Marginal	Negligible	Likelihood x Severity
	Score:	3	2	1	5	4	3	2	1	
1	Injury through inhalation		X			X				8
2	Injury through ingestion		X			X				8
3	Injury through injection			X		X				4
4	Injury through absorption		X			X				8
5	Explosion			X		X				4
6										
7										
8										
9										
10										
Risk Assessment Scores:		10+ High Risk			5-9 Medium Risk			1-4 Low Risk		

PERSONS AFFECTED					
Members of Staff	X	Members of Public	X	Visitors	X
Contractors	X	Young Persons	X	Others	

PPE REQUIREMENTS					
Safety Footwear		Hi-Viz Clothing		Respiratory Protection	X
Hearing Protection		Eye Protection	X	Head Protection	
Gloves	X				

ADDITIONAL CONTROL MEASURES	
Information/Instruction/Training	Managerial/Procedural Controls
<ul style="list-style-type: none"> ➤ All staff to be informed of the potential hazards to their health from contact with hazardous substances ➤ All staff who are considered to be at risk should be provided with instruction on the precautions to be taken when using and handling such substances ➤ All staff who are considered to be at risk should be provided with instruction on how to safely clean up and dispose of any potentially hazardous substances ➤ All staff to be informed that a specific COSHH assessment must be completed for every potentially hazardous substance used in the workplace 	<ul style="list-style-type: none"> ➤ Managers to ensure all safeguards are in place and that the appropriate PPE is provided and used ➤ All hazardous substances must be identified. ➤ Any substance that is no longer in use must be disposed of safely, and in accordance with information on the Material Safety Data Sheet (MSDS). ➤ A MSDS must be obtained for every hazardous material used in the workplace. ➤ The need to use hazardous substances must be eliminated wherever possible.

Physical Controls	HSE & Other Guidance
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Physical Controls	HSE & Other Guidance
<ul style="list-style-type: none">➤ Substitute any substance with an equally effective but less hazardous material wherever possible➤ A written COSHH risk assessment must be completed for any hazardous substances retained or used in the workplace➤ Staff must be made aware of, and adhere to the control measures on the specific COSHH/risk assessments➤ The COSHH/risk assessments need to be reviewed on a regular basis➤ Contractors must not be allowed to bring chemicals onto the premises unless they have undertaken an assessment of risk and have adequate control measures in place to reduce those risks➤ Suitable PPE must be provided and worn where the COSHH assessment determines this to be necessary➤ All substances must be adequately and securely stored	<ul style="list-style-type: none">➤ INDG136 COSHH: A Brief Guide to the Regulations➤ COSHH essentials: Easy steps to control chemicals. Control of Substances Hazardous to Health Regulations HSG193➤ Control of substances hazardous to health. The Control of Substances Hazardous to Health Regulations 2002 (as amended). Approved Code of Practice and guidance L5

Comments
<ul style="list-style-type: none">➤ This assessment is not substance specific and a specific COSHH Assessment must be carried out for all hazardous substances used in the workplace.

RISK ASSESSMENT

Company Name:	Wizard Cleaning Ltd	Risk Assess. No.:	10							
Task/Activity:	Work Related Upper Limb Disorders	Ref. No.:								
		Date Prepared:								
HAZARDS		Likelihood			Risk Score					
Ref.	Key hazards associated with the above task/activity.	Probable	Occasional	Remote	Catastrophic	Critical	Serious	Marginal	Negligible	Likelihood x Severity
	Score:	3	2	1	5	4	3	2	1	
1	Uncomfortable working positions	X					X			6
2	Having to use excessive force		X				X			6
3	Having to carry out repetitive tasks		X				X			6
4	Poor ergonomic design		X				X			6
5										
6										
7										
8										
9										
10										
Risk Assessment Scores:		10+ High Risk			5-9 Medium Risk			1-4 Low Risk		

PERSONS AFFECTED					
Members of Staff	X	Members of Public		Visitors	
Contractors		Young Persons	X	Others	

PPE REQUIREMENTS			
Safety Footwear		Hi-Viz Clothing	Respiratory Protection
Hearing Protection		Eye Protection	Head Protection
Gloves			

ADDITIONAL CONTROL MEASURES	
Information/Instruction/Training	Managerial/Procedural Controls
<ul style="list-style-type: none"> ➤ All staff to be trained in safe manual handling techniques ➤ All staff to be informed of the risks to their health from WRULD such as RSI and what they should do to minimise the risk ➤ Where staff are required to use equipment such as display screen equipment or other equipment, they should be provided with full instruction on how to adjust the equipment and the best way for the equipment to be used 	<ul style="list-style-type: none"> ➤ Managers to ensure all safeguards are in place and that the appropriate PPE is provided and used ➤ Ensure when purchasing new equipment and work stations, that they are ergonomically designed and adjustable to suit the needs of the individual ➤ Ensure all staff are provided with sufficient rest breaks and welfare facilities ➤ Ensure all manual handling operations are properly assessed

Physical Controls	HSE & Other Guidance
<ul style="list-style-type: none"> ➤ Ensure all necessary safety equipment is provided and that staff are familiar with its use 	<ul style="list-style-type: none"> ➤ INDG171 Arching Arms (or RSI) in Small Businesses

Physical Controls	HSE & Other Guidance
<ul style="list-style-type: none">➤ Ensure all workstations are of an appropriate design and give consideration to the ergonomic needs of the individual	

Comments
<ul style="list-style-type: none">➤

RISK ASSESSMENT

Company Name:	Wizard Cleaning Ltd	Risk Assess. No.:	16							
Task/Activity:	Workplace Equipment	Ref. No.:								
		Date Prepared:								
HAZARDS		Likelihood			Severity					Risk Score
Ref.	Key hazards associated with the above task/activity.	Probable	Occasional	Remote	Catastrophic	Critical	Serious	Marginal	Negligible	Likelihood x Severity
	Score:	3	2	1	5	4	3	2	1	
1	Electrocution			X	X					5
2	Noise/vibration		X				X			6
3	Trailing cables		X					X		4
4	Entanglement with moving parts or contact with hazardous elements			X			X			3
5										
6										
7										
8										
9										
10										
Risk Assessment Scores:		10+ High Risk			5-9 Medium Risk			1-4 Low Risk		

PERSONS AFFECTED					
Members of Staff	X	Members of Public		Visitors	
Contractors		Young Persons	X	Others	

PPE REQUIREMENTS					
Safety Footwear		Hi-Viz Clothing		Respiratory Protection	
Hearing Protection		Eye Protection		Head Protection	
Gloves					

ADDITIONAL CONTROL MEASURES	
Information/Instruction/Training	Managerial/Procedural Controls
<ul style="list-style-type: none"> ➤ All members of staff should be instructed in how to inspect and check the equipment prior to using it ➤ All members of staff are to be trained in the use, selection and storage of the equipment and its accessories ➤ At least one person on the premises shall have received training in first aid and electric shock treatment 	<ul style="list-style-type: none"> ➤ Managers to ensure all safeguards are in place and that the appropriate PPE is provided and used ➤ All equipment shall be regularly inspected, tested and maintained in accordance with manufacturers recommendations

Physical Controls	HSE & Other Guidance
<ul style="list-style-type: none"> ➤ Power sockets shall not be overloaded ➤ The supply voltage shall always be within the operating range of the selected equipment ➤ Trailing cables shall be managed to reduce the risk 	<ul style="list-style-type: none"> ➤ HSE Guidance Notes – Safe Use of Portable Electrical Equipment ➤ HSE Information Sheet – Maintenance of Portable Electrical Equipment

Physical Controls	HSE & Other Guidance
<p>of slips, trips and falls</p> <ul style="list-style-type: none">➤ All tools shall be earthed or double insulated➤ Temporary and impromptu repairs shall not be allowed➤ All portable equipment and cables shall be inspected before use➤ All damaged and defective equipment shall immediately be taken out of use, reported to the supervisor and marked as being defective	

Comments
<ul style="list-style-type: none">➤

RISK ASSESSMENT

Company Name:	Wizard Cleaning Ltd	Risk Assess. No.:	22							
Task/Activity:	Manual Handling	Ref. No.:								
		Date Prepared:								
HAZARDS		Likelihood			Severity					Risk Score
Ref.	Key hazards associated with the above task/activity.	Probable	Occasional	Remote	Catastrophic	Critical	Serious	Marginal	Negligible	Likelihood x Severity
	Score:	3	2	1	5	4	3	2	1	
1	Back injuries		X				X			6
2	Slips, trips and falls		X				X			6
3	Cuts, abrasions and crushing injuries		X					X		4
4										
5										
6										
7										
8										
9										
10										
Risk Assessment Scores:		10+ High Risk			5-9 Medium Risk			1-4 Low Risk		

PERSONS AFFECTED					
Members of Staff	X	Members of Public		Visitors	
Contractors		Young Persons	X	Others	

PPE REQUIREMENTS					
Safety Footwear		Hi-Viz Clothing		Respiratory Protection	
Hearing Protection		Eye Protection		Head Protection	
Gloves					

ADDITIONAL CONTROL MEASURES	
Information/Instruction/Training	Managerial/Procedural Controls
<ul style="list-style-type: none"> ➤ All staff undertaking significant manual handling activities must be given appropriate training by a competent person 	<ul style="list-style-type: none"> ➤ Managers to ensure all safeguards are in place and that the appropriate PPE and lifting equipment is provided and used

Physical Controls	HSE & Other Guidance
<ul style="list-style-type: none"> ➤ Eliminate manual handling activities where possible ➤ Provide appropriate equipment to reduce or eliminate the need to undertake manual handling activities ➤ Where manual handling activities cannot be eliminated then a specific manual handling assessment must be undertaken. Taking into consideration the weight being lifted, the environment, the task itself and the capabilities of 	<ul style="list-style-type: none"> ➤ INDG 398 Are you making use of the best lifting and handling aids? ➤ INDG 143 Getting to grips with manual handling ➤ Manual handling. Manual Handling Operations Regulations 1992. Guidance on Regulations L23 (Second edition)

Physical Controls	HSE & Other Guidance
<p>the individual</p> <ul style="list-style-type: none">➤ Assessments must be undertaken by people competent to do so (ie. they must have the appropriate training, knowledge and skill to do so)➤ A separate specific risk assessment must be completed for pregnant staff members➤ Where items need to be accessed above shoulder height then a step ladder or kick step must be provided and used➤ PPE will be provided and must worn where necessary	

Comments
<ul style="list-style-type: none">➤ All manual handling operations should be subject to a more detailed manual handling risk assessment.

RISK ASSESSMENT

Company Name:	Wizard Cleaning Ltd	Risk Assess. No.:	24							
Task/Activity:	Pedestrian Routes	Ref. No.:								
		Date Prepared:								
HAZARDS		Likelihood			Severity					Risk Score
Ref.	Key hazards associated with the above task/activity.	Probable	Occasional	Remote	Catastrophic	Critical	Serious	Marginal	Negligible	Likelihood x Severity
	Score:	3	2	1	5	4	3	2	1	
1	Uneven surfaces		X					X		4
2	Poor lighting along walkways		X					X		4
3	Unsuitable, poorly maintained surfaces			X			X			3
4	Trailing leads/cables		X					X		4
5	Spills		X				X			6
6	Poorly designed stairs/steps			X			X			3
7	Pedestrian routes clear of obstructions		X					X		4
8	Vehicular conflict		X			X				8
9										
10										
Risk Assessment Scores:		10+ High Risk			5-9 Medium Risk			1-4 Low Risk		

PERSONS AFFECTED					
Members of Staff	X	Members of Public	X	Visitors	X
Contractors	X	Young Persons	X	Others	

PPE REQUIREMENTS					
Safety Footwear		Hi-Viz Clothing		Respiratory Protection	
Hearing Protection		Eye Protection		Head Protection	
Gloves					

ADDITIONAL CONTROL MEASURES	
Information/Instruction/Training	Managerial/Procedural Controls
<ul style="list-style-type: none"> ➤ All staff are to be instructed to walk calmly and not to run ➤ Staff are to stick to the identified pedestrian walkways at all times and to avoid straying onto vehicular routes 	<ul style="list-style-type: none"> ➤ Office manager to carry out regular inspections to ensure adequate standards are maintained ➤ Supervisors given the responsibility of maintaining standards in their areas

Physical Controls	HSE & Other Guidance
<ul style="list-style-type: none"> ➤ Reasonable housekeeping standards to be maintained ➤ No trailing cables to be left across walkways ➤ Where the potential exists for pedestrian/vehicular conflict, the pedestrian and vehicular routes shall be clearly defined and where practical segregated by the use of bollards or other suitable barriers 	<ul style="list-style-type: none"> ➤ INDG225 Preventing Slips and Trips at Work ➤ HSG 155 Slips and Trips: Guidance for employers on identifying hazards and controlling risks

Physical Controls	HSE & Other Guidance
<ul style="list-style-type: none">➤ Pedestrian crossing points shall be clearly identifiable to the operators of plant and vehicles➤ All walkways and corridors to be well illuminated at all times➤ Stairs and corridors to be well lit and maintained➤ All persons working within vehicular access areas shall be provided with, and shall wear, at all times, high visibility clothing	

Comments
<ul style="list-style-type: none">➤

RISK ASSESSMENT

Company Name:	Wizard Cleaning Ltd	Risk Assess. No.:	30							
Task/Activity:	General Cleaning	Ref. No.:								
		Date Prepared:								
HAZARDS		Likelihood			Severity			Risk Score		
Ref.	Key hazards associated with the above task/activity.	Probable	Occasional	Remote	Catastrophic	Critical	Serious	Marginal	Negligible	Likelihood x Severity
	Score:	3	2	1	5	4	3	2	1	
1	Manual handling	X						X		6
2	Needle stick injuries		X				X			6
3	Weils disease			X		X				4
4	Occupational dermatitis		X				X			6
5	Chemical exposure		X				X			6
6	Electrocution			X	X					5
7	Injury from badly maintained or inappropriately used equipment			X		X				4
8	Slips, Trips and Falls		X				X			6
9	Working at height		X			X				8
10	Lone working	X					X			9
Risk Assessment Scores:		10+ High Risk			5-9 Medium Risk			1-4 Low Risk		

PERSONS AFFECTED					
Members of Staff	X	Members of Public		Visitors	
Contractors	X	Young Persons	X	Others	

PPE REQUIREMENTS					
Safety Footwear		Hi-Viz Clothing		Respiratory Protection	
Hearing Protection		Eye Protection		Head Protection	
Gloves	X				

ADDITIONAL CONTROL MEASURES	
Information/Instruction/Training	Managerial/Procedural Controls
<ul style="list-style-type: none"> ➤ Appropriate training must be given in the use of equipment and chemicals that are used during the cleaning operations 	<ul style="list-style-type: none"> ➤ Managers to ensure all safeguards are in place and that the appropriate PPE is provided and used ➤ Check the experience and competence of the cleaning contractors and ensure that they have sufficient health and safety procedures that address the work activities being undertaken ➤ Obtain information from any cleaning contractors about any hazards which they may introduce into the workplace

Physical Controls	HSE & Other Guidance
<ul style="list-style-type: none"> ➤ Hazardous substances must be used and stored correctly ➤ Manual handling must be performed correctly 	<ul style="list-style-type: none"> ➤ INDG 398 Are you making use of the best lifting and handling aids? ➤ INDG 143 Getting to grips with manual handling

Physical Controls	HSE & Other Guidance
<ul style="list-style-type: none"> ➤ Electrical equipment must be safe to use and regularly inspected and tested by a competent person ➤ All equipment must be in a good state of repair ➤ Cleaning should be undertaken at times that will minimise the risk to others ie: outside of working hours ➤ Appropriate signs must be used to highlight risks ie: wet floors ➤ Hazardous waste must be disposed of correctly and surfaces properly disinfected. ➤ Appropriate equipment must be used to minimise risks for example the use of long handled dustpans and brush to avoid bending over ➤ All lone workers are to report to their supervisor each hour 	<ul style="list-style-type: none"> ➤ Manual handling. Manual Handling Operations Regulations 1992. Guidance on Regulations L23 (Second edition) ➤ HSE Info Sheet MISC 613 – Safety in Window Cleaning Using Portable Ladders ➤ INDG 401 – The Work at Height Regulations 2005, A Brief Guide ➤ INDG136 COSHH: A Brief Guide to the Regulations ➤ COSHH essentials: Easy steps to control chemicals. Control of Substances Hazardous to Health Regulations HSG193 ➤ Control of substances hazardous to health. The Control of Substances Hazardous to Health Regulations 2002 (as amended). Approved Code of Practice and guidance L5 ➤ INDG 225 Preventing Slips and Trips at Work

Comments
<ul style="list-style-type: none"> ➤

RISK ASSESSMENT

Company Name:	Wizard Cleaning Ltd	Risk Assess. No.:	31							
Task/Activity:	Use of Steam and Heated Bonnet Cleaning Systems	Ref. No.:								
		Date Prepared:								
HAZARDS		Likelihood			Severity					Risk Score
Ref.	Key hazards associated with the above task/activity.	Probable	Occasional	Remote	Catastrophic	Critical	Serious	Marginal	Negligible	Likelihood x Severity
	Score:	3	2	1	5	4	3	2	1	
1	Burns from contact with hot plates and other components		X					X		4
2	Scalding from steam		X					X		4
3										
4										
5										
6										
7										
8										
9										
10										
Risk Assessment Scores:		10+ High Risk			5-9 Medium Risk			1-4 Low Risk		

PERSONS AFFECTED					
Members of Staff	X	Members of Public		Visitors	
Contractors		Young Persons	X	Others	

PPE REQUIREMENTS					
Safety Footwear		Hi-Viz Clothing		Respiratory Protection	
Hearing Protection		Eye Protection		Head Protection	
Gloves	X				

ADDITIONAL CONTROL MEASURES	
Information/Instruction/Training	Managerial/Procedural Controls
<ul style="list-style-type: none"> ➤ Appropriate training must be given in the use of equipment and chemicals that are used during the cleaning operations ➤ All operatives are to be warned about the hazards associated with steam and the hot plates and the precautions to be taken 	<ul style="list-style-type: none"> ➤ Managers to ensure all safeguards are in place and that the appropriate PPE is provided and used ➤ Check the experience and competence of the cleaning contractors and ensure that they have sufficient health and safety procedures that address the work activities being undertaken ➤ Obtain information from any cleaning contractors about any hazards which they may introduce into the workplace

Physical Controls	HSE & Other Guidance
<ul style="list-style-type: none"> ➤ When removing/changing cleaning bonnets protective (heat resistant) gloves must be worn ➤ Protective (heat resistant) gloves must also be worn 	<ul style="list-style-type: none"> ➤ INDG 398 Are you making use of the best lifting and handling aids? ➤ INDG 143 Getting to grips with manual handling

Physical Controls	HSE & Other Guidance
<p>when removing any debris or when trying to free any jammed material etc</p> <ul style="list-style-type: none">➤ Never point or direct any cleaning wand, hose or other item at another person➤ Ensure that the power sources is switched off and disconnected before carrying out any works to the equipment, such as changing the bonnet or plates etc➤ Do not use steam or other wet appliances on any electrical equipment➤ Ensure that trailing leads are properly managed and do not cause a hazard to others➤ Electrical equipment must be safe to use and regularly inspected and tested by a competent person➤ All equipment must be in a good state of repair➤ Cleaning should be undertaken at times that will minimise the risk to others ie: outside of office hours➤ Appropriate signs must be used to highlight risks ie: wet floors, trip hazards etc➤ All lone workers are to report to their supervisor each hour	<ul style="list-style-type: none">➤ Manual handling. Manual Handling Operations Regulations 1992. Guidance on Regulations L23 (Second edition)➤ HSE Info Sheet MISC 613 – Safety in Window Cleaning Using Portable Ladders➤ INDG 401 – The Work at Height Regulations 2005, A Brief Guide➤ INDG136 COSHH: A Brief Guide to the Regulations➤ COSHH essentials: Easy steps to control chemicals. Control of Substances Hazardous to Health Regulations HSG193➤ Control of substances hazardous to health. The Control of Substances Hazardous to Health Regulations 2002 (as amended). Approved Code of Practice and guidance L5➤ INDG 225 Preventing Slips and Trips at Work

Comments
<ul style="list-style-type: none">➤

PART TWO

COSHH Assessments

COSHH ASSESSMENT

Product Name(s):	S789 Power Burst	COSHH Assess. No.:	1
Description of Substance:	A powerful, high performance alkaline detergent pre-spray for pre-cleaning heavily soiled commercial carpet.	Assessed By:	
Workplace Exposure Limits:	Total inhalable dust 10mg/m ³ Respirable dust 4mg/m ³ Sodium meta silicate 2mg/m ³ STEL	Date:	21 st August 2007
Task/Activity:	Spray application of diluted mixture onto carpets as a pre-treatment during cleaning operations.	Risk Phrases:	R22, R34, R36, R37, R38, R41, R50
		Safety Phrases:	S2, S23, S24/25, S26, S28, S37/39
Suppliers Name & Address:	Prochem Europe Ltd Oakcroft Road Chessington Surrey KT9 1RH	Telephone/ Fax No's:	020 8974 1515
		MSDS Attached:	Yes

SUBSTANCE PROPERTIES

							
Flammable/ Highly Flammable	Oxidiser	Explosive	Harmful	Toxic/ Very Toxic	Irritant	Dangerous to the Environment	Corrosive
No	No	No	No	No	Yes	Yes	Yes







ROUTE OF EXPOSURE

Skin	X	Eyes	X	Inhalation	X
Ingestion	X	Cuts/ Abrasions	X	Injection	

PERSONS AT RISK

Users of the product	X	Members of Public		Visitors	
Other Workers		Young Persons	X		

PPE REQUIREMENTS

						Other:	Other:
Yes Nitrile Butyl	Yes	No	Yes	Yes	No	Yes / No	Yes / No

ADDITIONAL CONTROL MEASURES

General Precautions	Control Measures
<ul style="list-style-type: none"> ➤ Ensure that the above specified PPE is worn and that all staff are informed of the risks; control measures and precautions required when working with the substance. ➤ Do not smoke, eat or drink whilst handling chemicals 	<ul style="list-style-type: none"> ➤ Ensure that adequate supervision is provided at all times ➤ Avoid skin contact ➤ Avoid eye contact ➤ Do not inhale vapours, fumes or mists produced by the product

COSHH ASSESSMENT

Product Name(s):	S777 Crystal Green	COSHH Assess. No.:	2
Description of Substance:	Crystal Green is a highly concentrated powdered detergent, formulated for hot water extraction cleaning of heavily soiled and greasy carpets.	Assessed By:	
Workplace Exposure Limits:	Total inhalable dust 10mg/m ³ Respirable dust 4mg/m ³	Date:	21 st August 2007
Task/Activity:	Concentrated detergent that is mixed within the Hot Water Extraction Machine and applied with hot water/steam onto carpets as part of the cleaning of heavily soiled and greasy carpets.	Risk Phrases:	R22, R34, R36, R37, R38, R41, R43, R51, R52, R53, R65
		Safety Phrases:	S2, S24/25, S26, S37/39
Suppliers Name & Address:	Prochem Europe Ltd Oakcroft Road Chessington Surrey KT9 1RH	Telephone/ Fax No's:	020 8974 1515
		MSDS Attached:	Yes

SUBSTANCE PROPERTIES

							
Flammable/ Highly Flammable	Oxidiser	Explosive	Harmful	Toxic/ Very Toxic	Irritant	Dangerous to the Environment	Corrosive
No	No	No	No	No	Yes	Yes	Yes




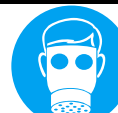
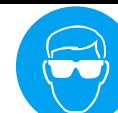

ROUTE OF EXPOSURE

Skin	X	Eyes	X	Inhalation	X
Ingestion	X	Cuts/ Abrasions	X	Injection	

PERSONS AT RISK

Users of the product	X	Members of Public		Visitors	
Other Workers		Young Persons	X		

PPE REQUIREMENTS

						Other:	Other:
Yes Nitrile Butyl	Yes	No	No	Yes	No	Yes / No	Yes / No

ADDITIONAL CONTROL MEASURES

General Precautions	Control Measures
<ul style="list-style-type: none"> ➤ Ensure that the above specified PPE is worn and that all staff are informed of the risks; control measures and precautions required when working with the substance. ➤ Do not smoke, eat or drink whilst handling chemicals 	<ul style="list-style-type: none"> ➤ Ensure that adequate supervision is provided at all times ➤ Avoid skin contact ➤ Avoid eye contact ➤ Do not inhale vapours, fumes or mists produced by the product

COSHH ASSESSMENT

Product Name(s):	E840 Citrus Gel	COSHH Assess. No.:	3
Description of Substance:	A citrus based liquid gel spot remover for use on carpets, fabrics and most surfaces. Citrus Gel will safely and effectively remove oils, grease, tar and gum and is gelled to prevent damage to latex carpet backings.	Assessed By:	
Workplace Exposure Limits:	Aliphatic hydrocarbon: WEL not assigned by EH40 Recommended LTEL is 150ppm (1000mg/m ³). 2-Aminoethanol WEL: LTEL TWA 8 hours 3ppm STEL 15 mins 6ppm.	Date:	21 st August 2007
Task/Activity:	Spot application, directly from bottle, of gel onto carpet stains. Excess scraped away or blotted with clean towel.	Risk Phrases:	R10, R20, R21, R22, R34, R36, R37, R38, R41, R43, R52, R53, R65, R66
		Safety Phrases:	S2, S24/25, S26, S35, S37
Suppliers Name & Address:	Prochem Europe Ltd Oakcroft Road Chessington Surrey KT9 1RH	Telephone/ Fax No's:	020 8974 1515
		MSDS Attached:	Yes

SUBSTANCE PROPERTIES

							
Flammable/ Highly Flammable	Oxidiser	Explosive	Harmful	Toxic/ Very Toxic	Irritant	Dangerous to the Environment	Corrosive
Yes	No	No	No	No	Yes	Yes	Yes






ROUTE OF EXPOSURE

Skin	X	Eyes	X	Inhalation	X
Ingestion	X	Cuts/ Abrasions	X	Injection	

PERSONS AT RISK

Users of the product	X	Members of Public		Visitors	
Other Workers		Young Persons	X		

PPE REQUIREMENTS

						Other:	Other:
Yes Nitrile Butyl	Yes	Yes	No	Yes	No	Yes / No	Yes / No

ADDITIONAL CONTROL MEASURES

General Precautions	Control Measures
<ul style="list-style-type: none"> ➤ Ensure that the above specified PPE is worn and that all staff are informed of the risks; control measures and precautions required when working 	<ul style="list-style-type: none"> ➤ Ensure that adequate supervision is provided at all times ➤ Avoid skin contact

ADDITIONAL CONTROL MEASURES

General Precautions	Control Measures
<p>with the substance.</p> <ul style="list-style-type: none"> ➤ Do not smoke, eat or drink whilst handling chemicals 	<ul style="list-style-type: none"> ➤ Avoid eye contact ➤ Do not inhale vapours, fumes or mists produced by the product

First Aid/Hygiene Arrangements	Fire Precautions
<p><u>Eye Contact:</u> Flush immediately with water for 15 minutes, then seek medical attention.</p> <p><u>Skin Contact:</u> Wash with soap and water. Seek medical attention if any skin irritation persists.</p> <p><u>Inhalation:</u> Get fresh air, Keep warm and at rest. If breathing is difficult, give oxygen and obtain immediate medical assistance.</p> <p><u>Ingestion:</u> Seek immediate medical attention. Do not give anything by mouth if patient is unconscious. DO NOT INDUCE VOMITING.</p>	<p><u>Extinguishing Media:</u> Product is flammable. Use water fog, carbon dioxide, dry powder extinguisher, or other media appropriate for materials actually involved in fire. DO NOT USE WATER JET.</p> <p><u>Fire/Explosion Hazards:</u> Vapours heavier than air. Flash point 53.5°C. Explosive limits for hydrocarbon in air 0.6% - 6% v/v</p> <p><u>Decomposition Products:</u> High concentrations of vapour at high temperatures may create a respiratory hazard. Exposure to fire may liberate carbon dioxide, carbon monoxide, water and other unidentified thermal decomposition products from this product or its packaging.</p> <p><u>Special Protective Equipment:</u> Self contained breathing apparatus and full protective clothing if large amounts involved in fire.</p>

LEV Requirements	Monitoring Requirements
<ul style="list-style-type: none"> ➤ Ensure that the work area is well ventilated at all times. 	<ul style="list-style-type: none"> ➤ Consider additional monitoring if this product is to be used within a confined space. ➤ Provide additional monitoring where young or inexperienced workers are carrying out the works.

Transport Arrangements	Storage Requirements
<ul style="list-style-type: none"> ➤ No special requirements for small quantities 	<ul style="list-style-type: none"> ➤ Store in a dry, well ventilated and secure store. ➤ Always store upright with the lids firmly secured. ➤ Protect from extremes of temperature.

Spillage Procedures	Disposal Requirements
<ul style="list-style-type: none"> ➤ Spillages should be washed down and cleaned up using absorbent pads. These should then be placed into a suitable container for disposal. 	<ul style="list-style-type: none"> ➤ Dispose of waste containers etc as normal waste via a licensed waste contractor. ➤ Do not dispose of within water courses or surface water drains

Comments

Comments

COSHH ASSESSMENT

Product Name(s):	B175 Browning Prescription	COSHH Assess. No.:	4
Description of Substance:	A specially formulated acidic corrective agent for the direct spray treatment of jute cellulosic browning, yellowing, tea, coffee and tannin stains on carpets and fabrics.	Assessed By:	
Workplace Exposure Limits:	Glycolic Acid 8h & 12h TWA 10mg/m ³	Date:	21 st August 2007
Task/Activity:	Apply to affected area by sprayer, leave for 5 to 15 minutes, then rinse extract with clean water.	Risk Phrases:	R22, R34, R36, R37, R38, R52/53
		Safety Phrases:	S2, S24/25, S26, S37
Suppliers Name & Address:	Prochem Europe Ltd Oakcroft Road Chessington Surrey KT9 1RH	Telephone/Fax No's:	020 8974 1515
		MSDS Attached:	Yes

SUBSTANCE PROPERTIES

							
Flammable/ Highly Flammable	Oxidiser	Explosive	Harmful	Toxic/ Very Toxic	Irritant	Dangerous to the Environment	Corrosive
No	No	No	No	No	Yes	Yes	Yes







ROUTE OF EXPOSURE

Skin	X	Eyes	X	Inhalation	X
Ingestion	X	Cuts/ Abrasions	X	Injection	

PERSONS AT RISK

Users of the product	X	Members of Public		Visitors	
Other Workers		Young Persons	X		

PPE REQUIREMENTS

						Other:	Other:
Yes Nitrile Butyl	Yes	Yes	No	Yes	No	Yes / No	Yes / No

ADDITIONAL CONTROL MEASURES

General Precautions	Control Measures
<ul style="list-style-type: none"> ➤ Ensure that the above specified PPE is worn and that all staff are informed of the risks; control measures and precautions required when working with the substance. ➤ Do not smoke, eat or drink whilst handling chemicals 	<ul style="list-style-type: none"> ➤ Ensure that adequate supervision is provided at all times ➤ Avoid skin contact ➤ Avoid eye contact ➤ Do not inhale vapours, fumes or mists produced by the product

COSHH ASSESSMENT

Product Name(s):	Supreme Finish	COSHH Assess. No.:	5
Description of Substance:	Clear liquid consisting of a blend of strong colour fastening and alkali neutralising salts with bactericidal and fungicidal additives.	Assessed By:	
Workplace Exposure Limits:	Not Applicable	Date:	21 st August 2007
Task/Activity:	Used as a finishing spray – Use neat after water extraction cleaning. Spray apply in a fine mist direct to freshly cleaned area.	Risk Phrases:	
		Safety Phrases:	S1/2, S24/25, S26, S37/39
Suppliers Name & Address:	Ashbys 27 Streatham Vale Streatham London SW16 5SE	Telephone/ Fax No's:	020 8764 6909 020 8764 6910
		MSDS Attached:	Yes

SUBSTANCE PROPERTIES

							
Flammable/ Highly Flammable	Oxidiser	Explosive	Harmful	Toxic/ Very Toxic	Irritant	Dangerous to the Environment	Corrosive
No	No	No	No	No	No	No	No





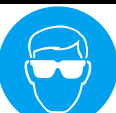
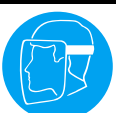
ROUTE OF EXPOSURE

Skin	X	Eyes	X	Inhalation	X
Ingestion	X	Cuts/ Abrasions		Injection	

PERSONS AT RISK

Users of the product	X	Members of Public		Visitors	
Other Workers		Young Persons	X		

PPE REQUIREMENTS

						Other:	Other:
Yes Nitrile Butyl	Yes	Yes	No	Yes	No	Yes / No	Yes / No

ADDITIONAL CONTROL MEASURES

General Precautions	Control Measures
<ul style="list-style-type: none"> ➤ Ensure that the above specified PPE is worn and that all staff are informed of the risks; control measures and precautions required when working with the substance. ➤ Do not smoke, eat or drink whilst handling chemicals 	<ul style="list-style-type: none"> ➤ Ensure that adequate supervision is provided at all times ➤ Avoid skin contact ➤ Avoid eye contact ➤ Do not inhale vapours, fumes or mists produced by the product

COSHH ASSESSMENT

Product Name(s):	Supreme Defoamer	COSHH Assess. No.:	6
Description of Substance:	Milky white liquid. A powerful concentrated defoamer with peach and jasmine fragrance for use in vacuum recovery tank. Formulated to prevent foam build-up caused by residual shampoo and spotting agents.	Assessed By:	
Workplace Exposure Limits:	Not Applicable	Date:	21 st August 2007
Task/Activity:	Added to recovery tank of portable extraction cleaning machines.	Risk Phrases:	
		Safety Phrases:	S1/2, S24/25, S26, S37/39
Suppliers Name & Address:	Ashbys 27 Streatham Vale Streatham London SW16 5SE	Telephone/ Fax No's:	020 8764 6909 020 8764 6910
		MSDS Attached:	Yes

SUBSTANCE PROPERTIES

							
Flammable/ Highly Flammable	Oxidiser	Explosive	Harmful	Toxic/ Very Toxic	Irritant	Dangerous to the Environment	Corrosive
No	No	No	No	No	No	No	No





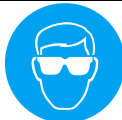

ROUTE OF EXPOSURE

Skin	X	Eyes	X	Inhalation	X
Ingestion	X	Cuts/ Abrasions		Injection	

PERSONS AT RISK

Users of the product	X	Members of Public		Visitors	
Other Workers		Young Persons	X		

PPE REQUIREMENTS

						Other:	Other:
Yes Nitrile Butyl	Yes	Yes	No	No	No	Yes / No	Yes / No

ADDITIONAL CONTROL MEASURES

General Precautions	Control Measures
<ul style="list-style-type: none"> ➤ Ensure that the above specified PPE is worn and that all staff are informed of the risks; control measures and precautions required when working with the substance. ➤ Do not smoke, eat or drink whilst handling chemicals 	<ul style="list-style-type: none"> ➤ Ensure that adequate supervision is provided at all times ➤ Avoid skin contact ➤ Avoid eye contact ➤ Do not inhale vapours, fumes or mists produced by the product

COSHH ASSESSMENT

Product Name(s):	Extra Fresh	COSHH Assess. No.:	7
Description of Substance:	A clear concentrated liquid mixture of odour encapsulating surfactants and active bactericide combined with a fresh peach and jasmine fragrance. Formulated for use by specialist cleaners to remove unwanted malodours such as urine, vomit, damp, milk, food residue, smoke and animal odours.	Assessed By:	
Workplace Exposure Limits:	Not Applicable	Date:	21 st August 2007
Task/Activity:	Added to cleaning solution of portable water extraction cleaning machines, or used as a pre-spray prior to the use of water extraction cleaning machines.	Risk Phrases:	
		Safety Phrases:	S1/2, S24/25, S26, S37/39
Suppliers Name & Address:	Ashbys 27 Streatham Vale Streatham London SW16 5SE	Telephone/ Fax No's:	020 8764 6909 020 8764 6910
		MSDS Attached:	Yes

SUBSTANCE PROPERTIES

							
Flammable/ Highly Flammable	Oxidiser	Explosive	Harmful	Toxic/ Very Toxic	Irritant	Dangerous to the Environment	Corrosive
No	No	No	No	No	No	No	No





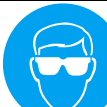

ROUTE OF EXPOSURE

Skin	X	Eyes	X	Inhalation	X
Ingestion	X	Cuts/ Abrasions		Injection	

PERSONS AT RISK

Users of the product	X	Members of Public		Visitors	
Other Workers		Young Persons	X		

PPE REQUIREMENTS

						Other:	Other:
Yes Nitrile Butyl	Yes	Yes	No	No	No	Yes / No	Yes / No

ADDITIONAL CONTROL MEASURES

General Precautions	Control Measures
<ul style="list-style-type: none"> ➤ Ensure that the above specified PPE is worn and that all staff are informed of the risks; control measures and precautions required when working with the substance. ➤ Do not smoke, eat or drink whilst handling chemicals 	<ul style="list-style-type: none"> ➤ Ensure that adequate supervision is provided at all times ➤ Avoid skin contact ➤ Avoid eye contact ➤ Do not inhale vapours, fumes or mists produced by the product

COSHH ASSESSMENT

Product Name(s):	Anti-Static Concentrate	COSHH Assess. No.:	8
Description of Substance:	Water soluble spray formulated to minimise static and increase electrical conductance, particularly those composed of man made fibres	Assessed By:	
Workplace Exposure Limits:	Not Applicable	Date:	21 st August 2007
Task/Activity:	Spray application of product to flooring and carpets	Risk Phrases:	R22, R41
		Safety Phrases:	
Suppliers Name & Address:	Bio-Productions Ltd. Inc. Stapro 72 Victoria Road Burgess Hill West Sussex RH15 9LZ	Telephone/ Fax No's:	01444 244000 01444 244999
		MSDS Attached:	Yes

SUBSTANCE PROPERTIES

							
Flammable/ Highly Flammable	Oxidiser	Explosive	Harmful	Toxic/ Very Toxic	Irritant	Dangerous to the Environment	Corrosive
No	No	No	No	No	Yes	No	No







ROUTE OF EXPOSURE

Skin	X	Eyes	X	Inhalation	X
Ingestion	X	Cuts/ Abrasions		Injection	

PERSONS AT RISK

Users of the product	X	Members of Public		Visitors	
Other Workers		Young Persons	X		

PPE REQUIREMENTS

						Other:	Other:
Yes Nitrile Butyl	Yes	No	No	Yes	No	Yes / No	Yes / No

ADDITIONAL CONTROL MEASURES

General Precautions	Control Measures
<ul style="list-style-type: none"> ➤ Ensure that the above specified PPE is worn and that all staff are informed of the risks; control measures and precautions required when working with the substance. ➤ Do not smoke, eat or drink whilst handling chemicals 	<ul style="list-style-type: none"> ➤ Ensure that adequate supervision is provided at all times ➤ Avoid skin contact ➤ Avoid eye contact ➤ Do not inhale vapours, fumes or mists produced by the product

COSHH ASSESSMENT

Product Name(s):	Catalyst	COSHH Assess. No.:	9
Description of Substance:	A Neutral pH liquid cleaner for carpets	Assessed By:	
Workplace Exposure Limits:	2 Butoxyethanol - LTEL (8 hour) 25ppm STEL (15 minutes) 50 ppm Propan-2-ol - LTEL – (8 Hours) – 400 ppm STEL (15 minutes) – 500ppm	Date:	1 st July 2008
Task/Activity:	A Neutral pH cleaner, deodoriser, protector and disinfectant for carpets	Risk Phrases:	R20/21/22, R34, R37, R41, R50, R52, R53
		Safety Phrases:	
Suppliers Name & Address:	Craflex Cleaning Systems, 66-68 Priory Bridge Road, Taunton, TA1 1QB	Telephone/ Fax No's:	01823 332696
		MSDS Attached:	Yes

SUBSTANCE PROPERTIES

							
Flammable/ Highly Flammable	Oxidiser	Explosive	Harmful	Toxic/ Very Toxic	Irritant	Dangerous to the Environment	Corrosive
No	No	No	Yes	No	Yes	Yes	No







ROUTE OF EXPOSURE

Skin	X	Eyes	X	Inhalation	X
Ingestion	X	Cuts/ Abrasions	X	Injection	

PERSONS AT RISK

Users of the product	X	Members of Public		Visitors	
Other Workers		Young Persons	X		

PPE REQUIREMENTS

						Other:	Other:
Yes Nitrile Butyl	No	No	No	Yes	No	Yes / No	Yes / No

ADDITIONAL CONTROL MEASURES

General Precautions	Control Measures
<ul style="list-style-type: none"> ➤ Ensure that the above specified PPE is worn and that all staff are informed of the risks; control measures and precautions required when working with the substance. ➤ Do not smoke, eat or drink whilst handling chemicals 	<ul style="list-style-type: none"> ➤ Ensure that adequate supervision is provided at all times ➤ Avoid skin contact ➤ Avoid eye contact ➤ Do not inhale vapours, fumes or mists produced by the product

