

RISK ASSESSMENT FOR LONE WORKING FACILITIES MANAGEMENT WORKERS

Hazard / Risk	Who is at risk and how can the hazards cause harm?	What are we doing already?	What else can be done?	Action by Whom?	Action by When?	Done
<p>Slips and trips</p> <p>Examples: stairs, wires loose carpets, spillages</p>	Cleaners could have an accident / injury, plus there may be delayed assistance in emergency if lone working	<ul style="list-style-type: none"> Using wet floor signs Cleaners use electrical sockets nearest to where they are working to reduce the risk of tripping over leads Carpets in good repair 	<ul style="list-style-type: none"> Remind cleaners to wear sensible shoes with a good grip LONEALERT Access, Instant or Plus Device 			
<p>Contact with cleaning chemicals</p>	Staff risk skin irritation or eye damage from direct contact with cleaning chemicals. Vapour from cleaning chemicals may also cause breathing problems	<ul style="list-style-type: none"> New staff are asked if they suffer from skin problems when using cleaning products Mops/brushes and protective gloves are provided and used Staff wash rubber gloves after using them and store them in a clean dry place Products are used in accordance with safety data sheets and PPE is used when appropriate All staff are trained how to safely use and store cleaning products and never transfer them to an unmarked container 	<ul style="list-style-type: none"> Replace 'irritant' chemicals with milder alternatives where possible Remind staff to report any health problems they think may come from cleaning products, and to check for dry, red or itchy skin on their hands 			
<p>Manual handling</p> <p>Examples: lifting and moving heavy objects or objects that are difficult to grasp</p>	Staff risk injuries or back pain from handling or moving heavy/bulky objects, e.g. cleaning equipment or heavy waste bags	<ul style="list-style-type: none"> Trolleys are available for moving heavy waste bags Staff do not overfill waste bags or buckets Cleaning equipment is provided on each floor and staff are trained how to use it safely All staff are trained how to lift properly 	<ul style="list-style-type: none"> Provide a new mopping system with a long-handled wringer and a bucket on wheels to reduce lifting and carrying 			

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Working at height Examples: Cleaning windows	Falls from any height can cause bruising and fractures to cleaners	<ul style="list-style-type: none"> Appropriate equipment, e.g. suitable ladder, is provided and staff are shown how to use it safely Staff are reminded to re-position the ladder before they clean another window, to reduce the risk of an accident from over-reaching Ladders and stepladders only used for low-level, short-duration work (less than 30 minutes) 	<ul style="list-style-type: none"> LONEALERT Instant or Plus device 			
Cleaning machines Examples: Machines used to clean hard floors in reception	Staff and others risk injury from improper use of machines, e.g. if it bucks and hits feet or ankles	<ul style="list-style-type: none"> Staff Are trained on proper use of cleaning machines Regular maintenance 	<ul style="list-style-type: none"> Remind cleaners not to use machines if they think they might be faulty and to report all faults to the supervisor immediately 			
Fire	If trapped, staff could suffer fatal injuries from smoke inhalation or burns	<ul style="list-style-type: none"> Office Management company has done a risk assessment and taken the necessary action 	<ul style="list-style-type: none"> Advise new staff on emergency procedures, including location of fire exits 			
Electrical equipment Examples: cleaning equipment	Staff could get shocks or burns from faulty electrical equipment. Electrical faults can also lead to fires.	<ul style="list-style-type: none"> Staff are trained in basic electrical safety and do pre-use visual checks. Any defective equipment, plugs, discoloured sockets, damaged cables and on/off switches are promptly reported Any faulty equipment is promptly taken out of use Safety checks of the electrical equipment are carried out to ensure that it continues to be safe. Where necessary this is done by a competent electrician. 	<ul style="list-style-type: none"> Remind staff to always do pre-use visual checks and not to use any faulty equipment 			
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Inexperienced staff	New or temporary staff are at risk if they unaware of safe working procedures	<ul style="list-style-type: none"> Risk assessments are discussed with all new staff as part of the induction process Temps are briefed on safety procedures by the supervisor before beginning work 	<ul style="list-style-type: none"> Advise staff on how to contact security staff if there is an emergency 			

<p>Out of hours</p>	<p>Staff could become ill, have an accident or be attacked but if there is no one around there could be a delay in emergency assistance</p>	<ul style="list-style-type: none"> Lone Working "Buddy System" 	<ul style="list-style-type: none"> Advise staff on how to contact security staff if there is an emergency LONEALERT Access 			
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If you feel that the solution to any of your identified risks is a product from the LONEALERT range, please contact our team on 0330 999 8484. They will be happy to talk through the most suitable product and method of use to mitigate the risk.

