



RISK ASSESSMENT

1. The Activity

General cleaning of offices or factories will usually involve a Vacuum Cleaner, scrubbers and buffer machines and some larger industrial machines. This involves all sites from small contracts with one cleaner up to large contracts with lots of cleaners.

2. The Risks involved:

- Potential of electric shock when using equipment especially in wet areas that may have just been cleaned.
- Carrying of heavy equipment which could cause damage to the back, arms etc.
- The use of chemical which may be hazardous if not used in conjunction with our health and safety induction.
- Possible falls on wet floors.

3. Risk Assessment:

- Staff are required to check electrical equipment on a daily basis and report any faults to their supervisor or an Ultra Clean Director. A 'DO NOT USE' tag must be put on the machine. The machine will then be collected and replaced whilst checks are made on the machine.
- All equipment must be PAT tested annually by a qualified PAT Tester. All staff and Ultra Clean management to use the machinery fault report sheet which is available in the files on site.
- All staff will receive training on manual handling in their safety induction and will sign to say they have received and understood such training to minimise the risk to all staff
- Gloves will be provided for all staff on site. Although we are not required to supply steel cap boots, all staff must note that open toe foot wear should never be worn.
- COSHH sheets will be placed in all files on site giving information of all cleaning chemical used and their potential hazards. Health & Safety induction training will cover all the chemicals used by Ultra Clean and staff will be told their use and how to dilute etc. The vast majority of chemicals are not deemed as hazardous and do not require assessment under COSHH regulations. Where stronger chemicals are used full training and explanation of the dangers will be given.
- In the case of potential falls through slipping on a wet floor, all areas must be well signed around the outskirts of the whole wet area to inform people of the potential hazard. Signs to be removed when floor totally dry. If an Ultra Clean member of

- staff is told that they cannot put out wet floor signs for any reason, the client must complete a written agreement to accept all liability of falls on a wet floor.
- Risk assessments and Health & Safety Induction training must be completed before any staff member commences work with Ultra Clean.
 - All staff will receive training in Health & Safety and risks involved with their work and will sign to say they have received this training. Refresher courses will be done annually.

4. Selection of Staff and Staff Training

- A Pre-employment health questionnaire must be completed by all staff for Ultra Clean to identify any existing medical problems which may be affected by some working activities and may render someone unsuitable.
- Training of staff will be carried out by Ultra Clean Management or Supervisors where applicable
- All risk assessments must be made before a contract is quoted for and to assess the cost of training and any Personal Protective Equipment/clothing required.
- A safe system of work must be established and agreed with each customer. It is the responsibility of Ultra Clean to ensure all staff are trained on this and then closely monitored by supervisors or management.
- Each site must receive a Health & Safety audit at least quarterly to ensure full compliance with company standards.

5. Completion of Records:

- All site files will have record sheets to be completed by on-site supervisors or cleaning staff. These include:

| Record | Responsibility | Frequency |
|--|--------------------------------|--------------------------------------|
| Training of Operatives | Supervisor/Manager | Pre-employment then Annually |
| Issue of Personal Protective equipment | Supervisor/Manager | On Replacement |
| Portable Electrical equipment | Supervisor/Manager electrician | Prior to daily use Annually (Min) |

Risk Assessment Summary

All staff must receive a full safety induction before any work commences. Any new machinery brought on site which requires specific training must be checked and updated at the time the machinery is first introduced into the work place. Operatives must be made aware of their responsibilities to protect their own and other people's safety at all times.

RISK ASSESSMENTS – SPECIALIST SERVICES

1. The Activity

- Any activity not in the normal schedule of a cleaning operative such as high level cleaning, floor stripping, builders cleans, window cleaning.
- Cleaning usually takes place over a short period as a one off clean and involves a number of staff or sub-contractors.
- It can involve the use of cleaning materials, basic and industrial cleaning equipment such as vacuum cleaners, scrubbers and buffer machines.

2. The Risks Involved:

- Potential of electric shock when using equipment especially in wet areas that may have just been cleaned.
- Carrying of heavy equipment which could cause damage to the back, arms etc.
- The use of chemical which may be hazardous if not used in conjunction with our health and safety induction. Possible falls on wet floors.
- Falls from heights with potential fatal consequences.

3. Risk Assessment:

- Staff are required to check electrical equipment on a daily basis and report any faults to their supervisor or an Ultra Clean Director. A DO NOT USE tag must be put on the machine. The machine will then be collected and replaced whilst checks are made on the machine.
- All specialist and normal equipment must be PAT tested annually by a qualified PAT Tester. All staff and manager to use the machinery fault report sheet which is available in Ultra Clean files on site.
- All staff will receive training on manual handling in their safety induction and will sign to say they have received and understood such training to minimise the risk to all staff.
- Gloves will be provided for all staff on site. Although we are not required to supply steel cap boots, all staff must note that open toe foot wear should never be worn.
- In the case of one off cleans where cleaning chemicals are deemed to be hazardous specialist training must be given on the use of these chemicals. COSHH assessments must be made and staff provided with the relevant PPE required by that assessment. Where sub-contractors are used who use chemicals on site, they must provide full COSHH assessments to a manager who will approve the chemicals prior to use.
- In the case of potential falls when working at significant heights, the use of ladders must receive specialist training and correct safety equipment such as harnesses and hard hats. Risk assessments and Health & Safety Induction training

must be completed before any staff member commences specialist Services with Ultra Clean.

6. Selection of Staff and Staff Training

- A Pre-employment health questionnaire must be completed by all staff for Ultra Clean to identify any existing medical problems which may be affected by some working activities and may render someone unsuitable.
- Training of staff will be carried out by Ultra Clean Management or Supervisors where applicable
- All risk assessments must be made before a contract is quoted for and to assess the cost of training and any Personal Protective Equipment/clothing required.
- A safe system of work must be established and agreed with each customer. It is the responsibility of Ultra Clean to ensure all staff are trained on this and then closely monitored by supervisors or management.
- Each site must receive a Health & Safety audit at least quarterly to ensure full compliance with company standards.

7. Completion of Records:

- All site files will have record sheets to be completed by on-site supervisors or cleaning staff. These include:

| Record | Responsibility | Frequency |
|--|---|--------------------------------------|
| Training of Operatives In specialist activity | Supervisor/Manager Person qualified in specialist activity | Pre-employment then Annually |
| Issue of Personal Protective equipment | Supervisor/Manager Person qualified in specialist activity | On Replacement |
| Portable Electrical equipment | Person qualified in specialist activity Supervisor/Manager Electrician | Prior to daily use Annually (Min) |

Risk Assessment Summary

The majority of activities within the specialist services function are high risk. Because of this training must be comprehensive prior to the commencement of any activity and continuous assessment and supervision is essential. All staff must receive a full safety induction before any work commences by a person qualified to train in the specialist activity. Any new machinery brought on site which requires specific training must be checked and updated at the time the machinery is first introduced into the work place. Operatives must be made aware of their responsibilities to protect their own and other people's safety at all times.

OFFICE ACTIVITIES

1. The Activity:

- Clerical work associated with the administration of the business. Work involves the use of various Display Screen Equipment within the office.

2. The Risks Involved:

- Electrocution from the use of faulty electrical equipment
- Trips on trailing leads
- Repetitive strain injuries from continuous use of display screen equipment.
- Fire risk from electrical faults in machinery.

3. Risk Assessment:

- All electrical office equipment is PAT tested annually by a qualified person and records kept of the results.
- All wires should be well hidden and should not trail over walkways.
- All staff working with DSE should have their work station checked. Staff should check their position and height to their desk is at the correct level. A user should move away from their screen for 10 minutes in every hour worked.
- Any fire procedures should be known and regular drills to ensure staff are aware of these procedures.

4. Training:

- All office staff should receive comprehensive Health & Safety induction training which covers all the key risks in the building and the safe working methods adopted.

| Record | Responsibility | Frequency |
|--------------------------|-----------------------|------------------|
| Training of Staff | Director | Induction |
| PAT Testing of equipment | External electrician | Annually |

Risk Assessment Summary

The office activity is a low risk category. Training and regular auditing is essential to ensure the housekeeping standards are maintained.

