



**HEALTH & SAFETY WORKING MANDATE RISK ASSESSMENT REGARDING COMMUNAL AREA**  
**CLEANING**

**POTENTIAL RISK HAZARDS**

1. TRIP HAZARD TO HOOVERS, EXTENTION LEADS, CLEANING MATERIALS AND SUPPLIES.
2. TO LEAVING WORK TOOLS UNATTENDED IN DANGEROUS OBSTRUCTION TO PUBLIC TENANTS AND RESIDENTS.
3. DO NOT LEAVE CLEANING PRODUCTS IN POSITION OF DANGER.
4. WET FLOORS WHICH CAUSE INJURY BY SLIPPING.

**PRECAUTIONS & CONTROL**

1. TO USING CLEANING IN PROGRESS SIGNS AT ALL TIMES WHEN PUBLIC AWARENESS IS PARAMOUNT ESPECIALLY WHEN SLIPPERY FLOORS OR CLEANNG TOOLS ARE IN OPERATION OR PROGRESS.
2. WHEN USING EXTENTION LEADS AND HOOVERS NOT TO LEAVE UNATTANDED AND TO DISABLE POWER WHEN NOT IN USE FOR PERIOD OF TIME. KEEPING CUPBOARDS WITH POWER SOCKETS LOCKED AT ALL TIMES.
3. MAKING SURE THAT ANY WET AREAS ARE DRIED BEFORE LEAVING COMMUNAL AREAS AND DUSTBIN STORES WHICH IS PROWN TO SLIPPERY ICCIDENTS.
4. WHEN CLEANING IN COMMUNAL AREAS ON FLOORS, DO NOT LEAVE EXTENTION LEADS IN PRECARIOUS SITUATIONS. EXAMPLE: ON AND OVER BANNISTER RAILS, KEEP LEADS IN A SAFE WORKING POSITION.
5. KEEP CLEANING PRODUCTS SAFE FROM PUBLIC, DO NOT LEAVE IN PRECARIOUS SITUATIONS. EXAMPLES: IN PATH WAYS OR STAIR WAYS.
6. TO KEEP COMMUNAL STAIRS, PATHWAYS CLEAR FOR PUBLIC ACCESS WHEN USING HOOVERS AND LEADS WHILST IN USE.
7. HOOVERS SERVICED AND CLEANED ONCE CLEANING OPERATION IS CONCLUDED, HOOVERS REPLACED ONCE A YEAR.
8. NON-HAZARDOUS PRODUCTS USED FOR ALL CLEANING CONTRACTS ARE NORMALLY HOUSEHOLD PRODUCTS USED. DISINFECTANT, POLISH, AIR FRESHENER AND JIF CREAM ARE ALL MAIN BRAND PRODUCTS.

**METHOD OF STATEMENT OF HOW TO CARRY OUT CLEANING OF COMMUNAL AREA INTERNAL**

BY METHOD OF CLEANING TO ESTATE MANAGEMENT COMPANIES SPECIFICATION TO MAINTAINING AND KEEPING AWARENESS TO HEALTH & SAFETY REGULATIONS PROTOCOLS TO USING HOOVERS, EXTENSION LEADS, SIGNS AND CLEANING PRODUCTS IN THE CORRECT MANNER AT ALL TIMES WHEN ON SITE. HOOVERS CONNECTED TO EXTENSION LEADS COMING FROM ELECTRICAL CUPBOARDS TO EVERY AND EACH LANDING FLOORS WILL BE REMOVED AND TAKEN AWAY FROM COMMUNAL AREAS ONCE CLEANING HAS CONCLUDED

K P SKEITES QUALITY CLEANING SERVICES

A handwritten signature in black ink, appearing to read 'K P Skeites', written in a cursive style.

TRACEY SKEITES HOUSEKEEPING & CONTRACT CLEANING SERVICES

A handwritten signature in black ink, appearing to read 'Tracey Skeites', written in a cursive style.