



# Bournemouth Council for Voluntary Service

Registered charity No. – 108381 Company Reg'd in England & Wales No. 4024662

Boscombe Link, 3-5 Palmerston Road, Bournemouth, BH1 4HN

Tel & Fax: 01202 466130

email: [contactus@bournemouthcvs.org.uk](mailto:contactus@bournemouthcvs.org.uk)

## 2. RISK ASSESSMENT – SITE CLEANLINESS AND MAINTENANCE

**Task:** Maintaining an acceptable level of cleanliness and hygiene throughout the premises and reporting problems to the landlord as appropriate.

**Hazards:**

- Unacceptable levels of waste including food and paper waste.
- Slip and trip hazards resulting from untidiness, poor maintenance and worn out surfaces.
- Using cleaning equipment and materials. Exposure to chemicals and abrasives used to maintain cleanliness.
- Poor or inappropriate cleaning procedures.
- Poorly cleaned and maintained toilets.
- Inherent hazards associated with steps, changes of level, decaying buildings, surrounding areas and poor lighting.

**Who might be harmed?**

- Employees
- Volunteers
- Visitors

**Procedures:**

- The Finance Officer will be responsible for liaising with the landlords to ensure that all effective and efficient collection and disposal of all types of waste/litter are established and maintained in accordance with local environmental requirements.
- Wet or slippery floors will be appropriately signed and cordoned off.
- Staff will be aware of the hazards associated with using electrical equipment within a wet environment.
- Toilet facilities will be maintained at a high level of hygiene and will be subject to regular H&S inspections.
- Staff likely to use cleaning chemicals will have access to all relevant COSHH data.
- Regular maintenance and site inspections will be carried out to identify problem areas.

**Environment:**

- Buildings will be adequately maintained. Sufficient and appropriate litter and waste bins will be provided.
- Areas immediately adjacent to the building will be checked regularly to ensure that they are in a safe condition and that waste is not accumulating. Any problems the Finance Officer will inform the landlord and /or Environmental Health
- All Hazardous materials will be subject to an individual COSHH assessment and any recommendations put into practice.
- All signs and notices will conform to the H&S (Safety Signs and Signals) Regulations 1996

**Maintenance:**

All tools and equipment will be regularly serviced. Particular attention will be given to Portable Appliance Testing.

**Monitoring:**

Regular inspection

**Risk Assessment:**

Taking all factors into consideration, the potential for harm to occur from site routine cleaning and maintenance operations, if the controls are maintained, will be low.

**Risk assessment reviewed by P.Turner, Jan 2013**

**To be reviewed by Jan 2015.**