



Work Equipment Risk Assessment

Building Cleaning

A	Administration Section	Service:	Team:	Location:
Name of Assessor:		Position:		Date of Assessment:

Carpet Cleaning Machines	SEBO BS46 18" Twin Motor - Upright Vacuum Cleaner	Code: FA331
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No	Hazards	List Groups of People at Risk	List Existing Controls	Priority
1	Trips and falls	Cleaning Operatives and all other users of the building	Operatives to place trip hazard warning signs at the extremes of work area at all times during operation. Operatives undertake training in safe working practices as part of an appropriate Cleaning Induction Course Operatives to ensure that electrical cables do not become raised from the floor during operation. Operatives should take extra care when working on uneven surfaces or stairs.	
2	Electric Shocks	Cleaning Operatives	All operatives are trained to physically check the condition of all equipment both before and after use. All defects are reported immediately to the area supervisor and machine is marked "Do Not Use". Portable Appliance Tests are carried out on all machines by qualified engineers during every repair or annually if no fault has been recorded. All electrical repair and maintenance records are kept and are available for inspection.	
3	Musculoskeletal injuries and disorders	Cleaning Operatives	All operatives should be instructed in safe Manual Handling techniques. All operatives should be provided with guidance on the correct working postures to be adopted when using cleaning machinery. All equipment must be transported using the handle, which is balanced for safety. (All instruction provided should be entered on the cleaning operative's individual training record)	

N.B. This risk assessment is offered as guidance only. It is your responsibility to ensure that it reflects the use of your operation and amend accordingly.

Controls		To be completed by Manager			
Ser No.	Additional controls required	Action to be taken	By whom	Comp. Date	Task Completed (Signed & Dated)
Copies:		Assessment Review Date:			
		Signed:			
		Name (in Blocks)			
		Date:			

This risk assessment is cross-referenced with:
Process Risk Assessment - Use of Upright Vacuum Cleaners