

RISK ASSESSMENTS & SAFE SYSTEMS OF WORK

Plan it. Do it safely. Everyone goes home safe.

Risk assessments and safe systems of work help us identify hazards, reduce risks and make sure our cleaning is carried out safely, efficiently and to a high standard.

 **BE SAFE**

 **PLAN AHEAD**

 **WORK SAFELY**

 **EVERYONE GOES HOME SAFE**

1. WHAT IS A RISK ASSESSMENT?



A risk assessment is a careful look at the job to find anything that could cause harm.

We think about:

- ✓ What could go wrong?
- ✓ Who might be harmed?
- ✓ How likely is it?
- ✓ What can we do to control the risk?



Good risk assessments prevent accidents and protect everyone.

2. WHY IT MATTERS

- ✓ Keeps you, your team, our clients and the public safe
- ✓ Helps prevent accidents, injury and ill health
- ✓ Helps us follow the law
- ✓ Improves how we work and solve problems
- ✓ Protects our business and reputation



It's not about paperwork. It's about people.

3. SAFE SYSTEMS OF WORK (SSOW)

Safe systems of work are the step-by-step methods we follow to do a job safely.

They tell us:

- ✓ What the job involves
- ✓ The hazards and risks
- ✓ The control measures we use
- ✓ The correct equipment and products
- ✓ What to do in an emergency
- ✓ Who is responsible



Follow the system. Stay safe. Get the job done right.

4. OUR RISK ASSESSMENT & SAFE SYSTEMS PROCESS



1 IDENTIFY HAZARDS

Look around. What could cause harm, injury or damage?



2 DECIDE WHO MIGHT BE HARMED

Think about staff, clients, visitors and the public.



3 EVALUATE THE RISK

How likely is it?
How serious could the harm be?



4 PUT CONTROLS IN PLACE

Remove the hazard if possible.
If not, control the risk.



5 RECORD & COMMUNICATE

Write it down.
Share with your team.
Make sure everyone understands.



6 REVIEW & IMPROVE

Check regularly.
Update when things change or when a new risk is found.



Risk assessments are never a one-off. We review them regularly and when: tasks change, new equipment is used, an incident happens, or the work environment changes.

5. WHAT YOU MUST DO

- ✓ Always follow the safe system of work.
- ✓ Use the correct equipment and products.
- ✓ Follow training and instructions.
- ✓ Report hazards, risks and changes.
- ✓ Ask if you are unsure.



If you don't follow the system, you could put yourself and others at risk.

6. EXAMPLES OF COMMON HAZARDS



Slips, trips and falls



Cleaning products



Electrical equipment



Manual handling



Working at height



Transport and driving



Lone working



Fire and emergencies

7. WHAT NOT TO DO

- ✗ Do not ignore hazards or risks.
- ✗ Do not take shortcuts.
- ✗ Do not use damaged or faulty equipment.
- ✗ Do not use the wrong products or mix chemicals.
- ✗ Do not start work if it is not safe.



Take time to assess. It could save a life.

8. KNOWLEDGE CHECK

1. What is the main purpose of a risk assessment?
 - a) To do more paperwork
 - b) To identify hazards and control risks
 - c) To find someone to blame
2. Who should you think about when assessing risks?
 - a) Only yourself
 - b) Everyone who could be harmed
 - c) Only the client
3. When should a risk assessment be reviewed?
 - a) Once a year
 - b) Only after an accident
 - c) When things change, new risks appear or an incident happens
4. What must you do if you see a hazard or risk?
 - a) Ignore it
 - b) Report it to your supervisor
 - c) Fix it yourself without telling anyone



If you are unsure – stop and ask your supervisor. Safety always comes first.

9. TRAINING RECORD

By signing below, I confirm that I have read, understood and will follow the content of Module 19 – Risk Assessments & Safe Systems of Work.

Employee Name: _____ Date: _____

Employee Signature: _____

Trainer Name: _____ Date: _____

Trainer Signature: _____



This training does not replace site-specific instructions or risk assessments. Always follow site rules, safe systems and ask if you are unsure.

