

Risk Assessment - The Perfect Little Company

Slips, Trips and Falls



What Are The Hazards	Who Might Be Harmed And How?	What Are You Already Doing?	What Further Action is Necessary?	Risk H M L	Action By Whom?	Action By When?	Completed
Example Hazards	This risk assessment should be carried out as a general overview of risk management of slips, trips and falls in your workplace. Use the Slips, Trips and Falls checklist and collate the information gathered onto this Risk Assessment, moving items across to "What further action is necessary" where risks are not adequately controlled.						
Areas to be cleaned by Robotic Vacuum Cleaners (RVCs)	To be agreed between TPLC and their customer.						
Design	Employees and visitors Personal Injury	<ul style="list-style-type: none">] The RVCs are yellow in design to maximise visibility.] They have no wires to avoid causing any obstructions.] If an RVC has to stop operating or becomes stuck, they will ask via their inbuilt speaker to be put in a safe place and will stay put until a cleaning employee removes them and restarts them.] The Hive trolley is also yellow in design with heavy duty rotating wheels that make it easy and light to push/pull when fully loaded. 	None	L			
Training	Employees and visitors Personal Injury	<ul style="list-style-type: none">] Employees are trained in principles of risk management and duties under HSAWA] Employees are instructed to clean as they work.] Bins / receptacles are provided for waste material.] Use of bins / receptacles are monitored.] Slip, trip and fall hazards are immediately isolated on discovery.] Slip, trip and fall hazards that cannot be isolated or removed are immediately reported to management.] Cleaning staff are made aware when RVCs are operating so they are mindful of them as they carry out their other duties. 	Caution signs to be supplied by TPLC	M	TPLC	Before deployment	
Cleaning	Employees and visitors Personal Injury	<ul style="list-style-type: none">] Suitable and timely cleaning schedules are in place to be implemented mainly outside of business hours or at times of low activity. 	Caution signs to be supplied by TPLC	M	TPLC	Before deployment	

		<ul style="list-style-type: none">)] Caution signs are in place on building entry points. 					
Lighting	Employees and visitors Personal Injury	<ul style="list-style-type: none">)] Suitable and sufficient lighting is provided to work areas and traffic routes to make any the RVCs visible at all times. 	Lights in all rooms or cleaning areas to be switched on at the start of the cleaning period.	L	Cleaning Employees	Daily - before / during cleaning period.	
Condensation / Humidity	Employees and visitors Personal Injury	<ul style="list-style-type: none">)] Suitable flooring or surface coating applied to areas identified as having condensation / humidity issues.)] Sufficient ventilation is provided and identified problem areas are monitored to ensure quick resolution.)] Problem areas isolated or signed as appropriate. 	Any ongoing problems with condensation and humidity should be professionally addressed to eliminate the problem but unless it develops into a pool of water, this will not cause an issue for the RVCs who will continue to operate as normal.	L	Customer		
Adverse Weather	Employees and visitors Personal Injury	<ul style="list-style-type: none">)] Suitable non-slip mats are available to remove excess wet brought in on shoes.)] Storage for umbrellas or wet coats etc... is provided near the entrance of the building to avoid excess wet being trailed through the building and causing a slip hazard.)] Paper towel is accessible for any excess wet to be cleared up and wet floor signs are available for use.)] The RVCs must not be operated outside 	Excess wet on floors should be cleared up prior to the cleaning period if noticed but unless it develops into a pool of water this will not cause an issue for the RVCs who will continue to operate as normal.	L	Cleaning Employees	Daily - before / during cleaning period.	
Water Ingress	Employees and visitors Personal Injury	<ul style="list-style-type: none">)] Should water or other substances be spilt over a RVC - if it reaches the electronics or the battery it will cause it to stop working.)] Due to the low voltage used, there is no danger of sparking or shorting out. 	Be aware and report any instances where the RVCs may be subjected to liquid spilling on them. Do not operate the RVCs where this is considered to be a risk until the issue has been resolved.	L	Cleaning Employees	Daily - before / during cleaning period.	
Floor Condition	Employees and visitors Personal Injury	<ul style="list-style-type: none">)] Floors are in good condition and well maintained.)] Floor surface is suitable for the task and environment.)] Any damage to flooring that may cause an obstruction or prevent the RVCs from cleaning effectively are reported to management immediately.)] Any additions for the use of RVCs will comply with present floor surfaces and levels.)] Small amounts of spilt water on floors will not cause any issues for the RVCs and they will continue to work as normal. 	Any large spillages should be cleared up prior to the cleaning period if noticed. Ensure all visible obstructions are removed for the cleaning period.	L	Cleaning Employees	Daily - before / during cleaning period	
Housekeeping	Employees and visitors Personal Injury	<ul style="list-style-type: none">)] Walkways are kept free of obstruction.)] Trailing wires are not used on or adjacent to walkways. 	Caution signs to be supplied by TPLC.	M	TPLC	Before deployment	

		<ul style="list-style-type: none"> J RVCs will operate in walkways but are visible and easy to avoid. J Employees instructed in "see it - sort it" rule. J All cleaning employees and visitors to the building are made aware that RVCs could be operating in the location through the use of caution signs. 					
Tasks	Employees Personal Injury	<ul style="list-style-type: none"> J Tasks, work areas and behaviours are regularly observed. J Employees trained where time pressure, distractions and misuse of equipment or facilities is likely to increase risks. J Employees trained to use the correct manual handling techniques to avoid personal injury. 	Training to be provided prior to the implementation of robotic vacuum cleaning.	M	Cleaning Manager	For all cleaning employees prior to their use of RVCs	
Storage	Employees and visitors Personal Injury	<ul style="list-style-type: none"> J Adequate storage or store areas are provided to prevent items encroaching onto walkways. J Store areas are well managed to allow easy access and storage of trolleys. J Any temporary storage should be well planned to accommodate the requirements of the trolley and RVCs. J All RVCs are stored away correctly after use. J The trolleys are stored next to or in front of the plug socket that is being used for charging to avoid any trailing wires. 	Place the Hive Trolley into the clean cupboard and plug in to charge after each use.	L	Cleaning Staff	Daily - after cleaning period	
Steps and Stairs	Employees and visitors Personal Injury	<ul style="list-style-type: none"> J Step risers are consistent and well maintained. J Step edges are highlighted or nosers in place. J Handrails are in place where required. J All RVCs will detect steps/stairs and automatically turn away to avoid falling. J Where the RVCs have to have their stair detection sensor turned off, battery operated virtual walls will be supplied. 	Virtual walls, wherever used, have their batteries replaced every month.	L	TPLC	Every month.	
Footwear	Employees and visitors Personal Injury	<ul style="list-style-type: none"> J Safety footwear is not required when using the RVCs. 	None	L			
Maintenance and Calibration	Employees and visitors Personal Injury	<ul style="list-style-type: none"> J The RVCs are emptied and cleaned after every use by the cleaner responsible for them. J Each week, the roller brushes underneath are removed and cleaned including the removal of any hair that has wrapped around the roller. 	<p>Empty and clean the robotic vacuum cleaners after each use.</p> <p>Liaise with TPLC to arrange annual service.</p>	L	Cleaning Staff	Daily - after every cleaning period.	
				L	Cleaning Manager	Annually as agreed.	

		<ul style="list-style-type: none">] Annually the RVCs are serviced.] The Robotic Vacuum Cleaners do not require any calibration. 					
Electricity and Fire	Employees and visitors Burns / Electric shocks	<ul style="list-style-type: none">] The extension lead fitted onto the Hive Trolley has built in surge protection and complies fully with British Standards.] The RVCs are serviced annually to keep them in safe working order.] The RVCs are CE approved.] A maximum of 2 trolleys are plugged into a 13 amp mains socket at any one time to avoid overloading. 	<p>Check regularly for any signs of wear in respect of chargers and cables on both the trolleys and the RVCs.</p> <p>If spotted, cease use and arrange replacement with TPLC.</p>	L	Cleaning Staff	Regularly before and after use.	
				H	Cleaning Manager.	Immediately on identification of issue.	
Damage to property	Employees and visitors Personal Injury	<ul style="list-style-type: none">] The RVCs are designed with sensors underneath and a sensor on top that acts as an eye to avoid making contact with most obstacles.] For when an object manages to evade the RVC's sensors, it is fitted with a bumper that provides a cushioning effect and causes the RVC to turn away from the object.] Due to its relatively low speed and bumper, the RVC will not cause damage to furniture etc.. that cannot be removed from its path.] Where an obstruction has not been removed and the RVC is unable to negotiate its way around it, it will stop working until the obstruction/RVC is removed. 	Ensure all visible obstructions are removed for the cleaning period.	L	Cleaning Staff	Daily - before and after every cleaning period.	

Assessment review date: Assessment completed by:	Signature:	Overall Risk Rating: Add High Medium or Low LOW
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