



<b>Risk Assessment</b>	Sidekick Ltd
<b>Activity</b>	SKG-RA01 - Carpet Cleaning

<b>Assessor</b>	Shaun Wall	<b>Location of Assessment</b>	All Sidekick Group Client Sites
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<b>Risk Rating Matrix (RR)</b>	<b>Likelihood (L)</b>		
	<b>Severity (S)</b>	Certain or near certain to occur (High)	Reasonably likely to occur (Medium)
Fatality; major injury or illness causing long term disability (High)	<b>HIGH (H)</b>	<b>HIGH (H)</b>	<b>MEDIUM (M)</b>
Injury or illness causing short term disability (Medium)	<b>HIGH (H)</b>	<b>MEDIUM (M)</b>	<b>LOW (L)</b>
Other injury or illness (Low)	<b>MEDIUM (M)</b>	<b>LOW (L)</b>	<b>LOW (L)</b>

<b>Hazards</b>	<b>Who is at risk?</b>	<b>Controls in place</b>	<b>L</b>	<b>S</b>	<b>RR</b>
<b>Slips, Trips, Falls</b>	<ul style="list-style-type: none"> <li>Employees/Staff</li> <li>Adjacent Employees</li> <li>Visitors</li> </ul>	<ul style="list-style-type: none"> <li>Floor Signage used, highlighting cleaning in progress and floors maybe slippery.</li> <li>Trailing cables are kept to a minimum by utilising closer outlets. Where not possible signage placed in clear line of sight highlighting a trip hazard.</li> <li>Weekly visual monitoring checks completed by supervisors and manager and records kept</li> <li>Spills cleaned up immediately</li> <li>All equipment is in clear view and not placed near entrances and exits.</li> <li>In high footfall areas, Carpet Cleaning is to only take place out of hours.</li> </ul>	L	L	Low
<b>Contact with electricity</b>	<ul style="list-style-type: none"> <li>Employees/Staff</li> <li>Adjacent Employees</li> <li>Visitors</li> </ul>	<ul style="list-style-type: none"> <li>Fixed electrical installation inspected and tested every 5 years</li> <li>All portable electrical items are subject to routine testing and records kept</li> <li>Weekly visual monitoring checks completed by supervisor or manager and records kept.</li> <li>Any tank filling of water and solution in kept away from any power sources.</li> <li>Pre-use checks are completed prior to works, special attention is made on the plug and cable, ensuring no defects are present. If defects are found the equipment is placed out of service and your line manager is informed.</li> </ul>	L	H	Medium

Hazards	Who is at risk?	Controls in place	L	S	RR
<b>Chemical Exposure</b>	<ul style="list-style-type: none"> <li>• Employees/Staff</li> <li>• Adjacent Employees</li> <li>• Visitors</li> </ul>	<ul style="list-style-type: none"> <li>• Operatives trained in the safe use of cleaning chemicals, and records kept.</li> <li>• Safety data sheets provided for all chemicals used on site.</li> <li>• COSHH Assessments available for all chemicals used on sites.</li> <li>• Use of PPE provided, gloves, masks and goggles.</li> <li>• Staff advised what products can be used on site.</li> </ul>	L	L	Low
<b>Manual Handling</b>	<ul style="list-style-type: none"> <li>• Employees/Staff</li> </ul>	<ul style="list-style-type: none"> <li>• Only trained competent Sidekick staff to undertake task.</li> <li>• Manual Handling training provided through UHub.</li> <li>• Management checks are in place and unsafe working practices are addressed.</li> </ul>	L	L	Low

Hazard	Additional Control	Assigned to	Due Date	L	S	RR
(none)						

<b>Date of Assessment</b>	11/03/2024	<b>Status</b>	Complete
<b>Re-assessment Date</b>	25/03/2025	<b>Signature</b>	

<b>Risk Assessment</b>	Sidekick Ltd
<b>Activity</b>	SKG-RA02 - Cleaning Equipment

<b>Assessor</b>	Shaun Wall	<b>Location of Assessment</b>	All Sidekick Group Client Sites
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<b>Risk Rating Matrix (RR)</b>	<b>Likelihood (L)</b>		
<b>Severity (S)</b>	Certain or near certain to occur (High)	Reasonably likely to occur (Medium)	Unlikely to occur (Low)
<b>Fatality; major injury or illness causing long term disability (High)</b>	<b>HIGH (H)</b>	<b>HIGH (H)</b>	<b>MEDIUM (M)</b>
<b>Injury or illness causing short term disability (Medium)</b>	<b>HIGH (H)</b>	<b>MEDIUM (M)</b>	<b>LOW (L)</b>
<b>Other injury or illness (Low)</b>	<b>MEDIUM (M)</b>	<b>LOW (L)</b>	<b>LOW (L)</b>

<b>Hazards</b>	<b>Who is at risk?</b>	<b>Controls in place</b>	<b>L</b>	<b>S</b>	<b>RR</b>
<b>Entanglement/Entrapment</b>	<ul style="list-style-type: none"> <li>• Employees/Staff</li> <li>• Customers</li> <li>• Contractors</li> <li>• Visitors</li> <li>• Others</li> </ul>	<ul style="list-style-type: none"> <li>• Ensure that machine is switched off before unplugging</li> <li>• Any defect must be notified to your line manager and the equipment marked as defective and removed from use.</li> <li>• Any trailing cables are identified with signage to avoid trips.</li> <li>• Be aware of your surroundings and those around you .</li> <li>• Ensure that cables are clear of the buffer plate (to prevent entanglement)</li> <li>• Ensure power supply is terminated when touching or removing the buffing pad.</li> </ul>	L	L	Low
<b>Slips/trips</b>	<ul style="list-style-type: none"> <li>• Employees/Staff</li> <li>• Public</li> <li>• Customers</li> <li>• Visitors</li> </ul>	<ul style="list-style-type: none"> <li>• Ensure that signage is clearly visible when operational.</li> <li>• Works that involve trailing cables are to be complete at quiet times of the day, or out of hours.</li> <li>• Utilise the nearest power supply to your equipment.</li> <li>• Where practical, replace existing equipment with battery operated, to remove trailing cables.</li> </ul>	M	L	Low

Hazards	Who is at risk?	Controls in place	L	S	RR
Contact with electricity	<ul style="list-style-type: none"> <li>• Employees/Staff</li> <li>• Public</li> <li>• Customers</li> </ul>	<ul style="list-style-type: none"> <li>• Hands are to be dry before unplugging the equipment.</li> <li>• Visual checks of the cables and plug are to be completed prior to use.</li> <li>• Ensure that cable is fully unwound to prevent over heating.</li> <li>• All equipment is PAT tested and damage free.</li> <li>• The Building has conducted its 5 year fixed wiring test.</li> </ul>	L	H	Medium
Unsafe Equipment	<ul style="list-style-type: none"> <li>• Employees/Staff</li> <li>• Public</li> <li>• Customers</li> <li>• Contractors</li> <li>• Visitors</li> </ul>	<ul style="list-style-type: none"> <li>• Ensure that machine is PAT tested and in date.</li> <li>• Visual checks on machine before use (Cable,Plugs).</li> <li>• Only authorised person to undertake ant maintenance work on the machine.</li> <li>• Any defective machinery to be reported to your line manager and removed from service.</li> <li>• Equipment is on a scheduled maintenance programme, ensuring it is a safe working order. With records available.</li> <li>• Only trained competent personnel are permitted to use this equipment, and doing so, follow the safety regulations stated in the operating manual.</li> </ul>	L	L	Low
Vibration - Hand-Arm	<ul style="list-style-type: none"> <li>• Employees/Staff</li> </ul>	<ul style="list-style-type: none"> <li>• All equipment is regularly maintained to reduce the vibration levels.</li> <li>• Vibration dampening materials are available for equipment that is excessive.</li> <li>• Job rotation is to be utilised to limit the exposure to the vibrating equipment.</li> <li>• Only trained competent operatives are to undertake the tasks.</li> <li>• PPE is provided when using this equipment.</li> <li>• Managers are to monitor usage and raise concerns to HR if excessive use is happening.</li> </ul>	L	M	Low
Crushing	<ul style="list-style-type: none"> <li>• Employees/Staff</li> <li>• Adjacent Employees</li> <li>• Public</li> <li>• Visitors</li> </ul>	<ul style="list-style-type: none"> <li>• Only trained competent people are to utilise this equipment.</li> <li>• When equipment is not in use, it is locked away to avoid misuse by third parties.</li> <li>• Signage is used when in use.</li> <li>• PPE is worn when using this equipment.</li> </ul>	L	M	Low

Hazard	Additional Control	Assigned to	Due Date	L	S	RR
(none)						

Date of Assessment	11/03/2024	Status	Complete
Re-assessment Date	25/03/2025	Signature	

Risk Assessment	Sidekick Ltd
Activity	SKG-RA03 - Descaling Kettles and kettle use

Assessor	Shaun Wall	Location of Assessment	All Sidekick Group Client Sites
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Risk Rating Matrix (RR)	Likelihood (L)		
	Certain or near certain to occur (High)	Reasonably likely to occur (Medium)	Unlikely to occur (Low)
Severity (S)			
Fatality; major injury or illness causing long term disability (High)	HIGH (H)	HIGH (H)	MEDIUM (M)
Injury or illness causing short term disability (Medium)	HIGH (H)	MEDIUM (M)	LOW (L)
Other injury or illness (Low)	MEDIUM (M)	LOW (L)	LOW (L)

Hazards	Who is at risk?	Controls in place	L	S	RR
Contact with electricity	<ul style="list-style-type: none"> <li>Employees/Staff</li> </ul>	<ul style="list-style-type: none"> <li>Hands are to be dry before touching and electrical outlets.</li> <li>Visual checks on the equipment are to be completed prior to use, any frayed cables or other defects, stop work immediately and put out of service.</li> <li>Ensure all equipment is PAT tested and records available.</li> <li>The building has a robust 5 year fixed wiring process in place.</li> </ul>	L	H	Medium
Hazardous Substances (Inc Biological Agents)	<ul style="list-style-type: none"> <li>Employees/Staff</li> </ul>	<ul style="list-style-type: none"> <li>Operatives are trained in the safe use of chemicals, and records kept.</li> <li>Safety Data sheets available for all chemicals used on site.</li> <li>COSHH Assessments available for all chemicals used on site.</li> <li>Use PPE Provided, gloves, masks and goggles.</li> </ul>	L	L	Low
Hot Surfaces or liquids	<ul style="list-style-type: none"> <li>Employees/Staff</li> <li>Public</li> <li>Visitors</li> </ul>	<ul style="list-style-type: none"> <li>PPE is provided when carrying out this task, gloves, mask and goggles.</li> <li>Operatives are trained in the correct process in descaling kettles.</li> <li>First Aid requirements are available on site, through the building management team.</li> <li>The descaling of kettles are to be complete as close to the sink as possible to reduce the need to transport boiling water around on your persons.</li> <li>Any larger kettles or facilities that are not your standard kettles are to be descaled out of hours, to avoid risk of injury to third parties.</li> </ul>	L	M	Low

Hazards	Who is at risk?	Controls in place	L	S	RR
Manual Handling	<ul style="list-style-type: none"> <li>Employees/Staff</li> </ul>	<ul style="list-style-type: none"> <li>Kitchen trolleys are to be used when transporting larger Kettles or facilities to the sink area.</li> <li>All operatives have undertaken Manual handling training through Uhub.</li> </ul>	L	L	Low

Hazard	Additional Control	Assigned to	Due Date	L	S	RR
(none)						

Date of Assessment	07/03/2024	Status	Complete
Re-assessment Date	25/03/2025	Signature	

Risk Assessment	Sidekick Ltd
Activity	SKG-RA04 - Transport & General Driver duties

Assessor	Shaun Wall	Location of Assessment	Mobile
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Risk Rating Matrix (RR)	Likelihood (L)			
	Severity (S)	Certain or near certain to occur (High)	Reasonably likely to occur (Medium)	Unlikely to occur (Low)
Fatality; major injury or illness causing long term disability (High)		<b>HIGH (H)</b>	<b>HIGH (H)</b>	<b>MEDIUM (M)</b>
Injury or illness causing short term disability (Medium)		<b>HIGH (H)</b>	<b>MEDIUM (M)</b>	<b>LOW (L)</b>
Other injury or illness (Low)		<b>MEDIUM (M)</b>	<b>LOW (L)</b>	<b>LOW (L)</b>

Hazards	Who is at risk?	Controls in place	L	S	RR
Vehicle. – Client Sites	<ul style="list-style-type: none"> <li>Employees/Staff</li> <li>Public</li> <li>Visitors</li> </ul>	<ul style="list-style-type: none"> <li>Mandatory PPE - high visibility vest, safety boots</li> <li>No reversing allowed on site without aid of trained banksman</li> <li>Drivers have received site rules and risk assessments</li> <li>Safety checklist provided for new sites</li> <li>Order-taking staff obtain information on site rules, unloading arrangements etc. and fix this to the delivery note, where appropriate</li> <li>Drivers informed to stay in a safe area when lift trucks etc. are working</li> </ul>	L	M	Low
Falls from vehicles	<ul style="list-style-type: none"> <li>Employees/Staff</li> </ul>	<ul style="list-style-type: none"> <li>Loading and unloading is planned and communicated</li> <li>Safe systems of work in place and drivers fully trained in processes</li> <li>Drivers provided with footwear with sufficient grip</li> <li>Good house keeping implemented and monitored</li> </ul>	L	L	Low
Slips and trips	<ul style="list-style-type: none"> <li>Employees/Staff</li> </ul>	<ul style="list-style-type: none"> <li>PPE enforced – drivers to wear supported footwear with good grip</li> <li>Good housekeeping implemented throughout premises and within vehicle</li> <li>Regular maintenance of road surfaces</li> <li>Surfaces gritted in Winter months</li> </ul>	L	L	Low



Hazards	Who is at risk?	Controls in place	L	S	RR
Manual handling Of loads	<ul style="list-style-type: none"> <li>Employees/Staff</li> </ul>	<ul style="list-style-type: none"> <li>Mechanical equipment such as lift trucks used for handling, where possible</li> <li>Drivers trained in safe manual handling techniques</li> <li>Trolleys available, where required</li> <li>Manual handling risk assessment in place</li> </ul>	L	L	Low
Load securing	<ul style="list-style-type: none"> <li>Employees/Staff</li> <li>Public</li> <li>Visitors</li> </ul>	<ul style="list-style-type: none"> <li>Safe systems of work in place</li> </ul>	L	L	Low
Driver Fatigue/distraction	<ul style="list-style-type: none"> <li>Employees/Staff</li> <li>Public</li> <li>Visitors</li> </ul>	<ul style="list-style-type: none"> <li>No smoking rules applied to company vehicles</li> <li>Shift schedules are designed to minimise the risk of driver fatigue and are regularly reviewed</li> <li>Drivers instructed to take breaks if they become tired whilst driving</li> <li>EU, AETR and GB domestic rules are adhered to</li> <li>Drivers informed to report when they are feeling ill, have developed a medical condition or are taking medication that could affect their driving</li> <li>Alcohol, drugs and substance Misuse Strategy in place</li> <li>Mobile phone policy prohibits use of devices during journeys</li> </ul>	L	H	Medium
Incompetent Employees/ over Confidence leading to risk taking	<ul style="list-style-type: none"> <li>Employees/Staff</li> <li>Public</li> <li>Visitors</li> <li>Others</li> </ul>	<ul style="list-style-type: none"> <li>All employees who drive on company business hold current UK driving licence for the class of vehicle they drive</li> <li>Keys are not left in vehicles whilst not in use</li> </ul>	L	H	Medium
Unsafe Equipment	<ul style="list-style-type: none"> <li>Employees/Staff</li> <li>Public</li> <li>Visitors</li> </ul>	<ul style="list-style-type: none"> <li>All road going vehicles are subject to maintenance and servicing in accordance with manufacturer's guidelines, leasing company where relevant and any statutory requirements, e.g. MOT testing.</li> <li>All road going vehicles are subject to statutory inspections</li> <li>First aid kits issued to all fleet vehicles</li> <li>Fire extinguishers within all vehicles</li> </ul>	L	L	Low

Hazard	Additional Control	Assigned to	Due Date	L	S	RR
Falls from vehicles	Copy of the HSE leaflet INDG 413 & 395 Preventing Falls from vehicles issued to all drivers	Shaun Wall	05/02/2024	L	L	Low
Load securing	Daily vehicle inspections carried out	Shaun Wall	05/02/2024	L	L	Low

Hazard	Additional Control	Assigned to	Due Date	L	S	RR
Incompetent Employees/ over Confidence leading to risk taking	All Employees who drive on company business have their licences checked annually	HR	05/02/2024	L	H	Medium
Unsafe Equipment	All vehicles subject to daily driver checks/defect reports	Shaun Wall	05/02/2024	L	L	Low
Unsafe Equipment	Routine management inspection of all cabs – record against fleet checklist	Shaun Wall	05/02/2024	L	L	Low

Date of Assessment	05/02/2024	Status	Complete
Re-assessment Date	25/03/2025	Signature	

Risk Assessment	Sidekick Ltd
Activity	SKG-RA05 - First Aid

Assessor	Shaun Wall	Location of Assessment	All Sidekick Group Client Sites
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Risk Rating Matrix (RR)	Likelihood (L)		
Severity (S)	Certain or near certain to occur (High)	Reasonably likely to occur (Medium)	Unlikely to occur (Low)
Fatality; major injury or illness causing long term disability (High)	HIGH (H)	HIGH (H)	MEDIUM (M)
Injury or illness causing short term disability (Medium)	HIGH (H)	MEDIUM (M)	LOW (L)
Other injury or illness (Low)	MEDIUM (M)	LOW (L)	LOW (L)

Hazards	Who is at risk?	Controls in place	L	S	RR
First Aid Facilities	<ul style="list-style-type: none"> <li>Employees/Staff</li> </ul>	<ul style="list-style-type: none"> <li>All properties that Sidekick operate from has a building management team, in the event of a first aid need you are to reach out to the building reception or security in the first instance.</li> <li>All security officers by law are First Aid trained, and are present on most properties we service.</li> <li>Any lone working will need its own risk assessment complete and First Aid needs addressed, it is the responsibility of the Manager to ensure this is complete.</li> <li>All properties will have a first aid kit, and process of reporting incidents, it is your responsibility to understand this process.</li> <li>Any emergency, 999 is to be called immediately.</li> <li>All incidents and accidents are to be investigated by your line manager, and reported accordingly as set out by the company H&amp;S framework.</li> </ul>	L	L	Low

Hazard	Additional Control	Assigned to	Due Date	L	S	RR
First Aid Facilities	Sidekick Senior Management will be First Aid trained, and can be called in the event of a first aid need that isn't classed as severe.	Shaun Wall	15/03/2024	L	L	Low

Date of Assessment	15/03/2024	Status	Complete
Re-assessment Date	25/03/2025	Signature	

<b>Risk Assessment</b>	Sidekick Ltd
<b>Activity</b>	SKG-RA06 - Floor Cleaning - Mopping

<b>Assessor</b>	Shaun Wall	<b>Location of Assessment</b>	All Sidekick Group Client Sites
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<b>Risk Rating Matrix (RR)</b>	<b>Likelihood (L)</b>		
<b>Severity (S)</b>	Certain or near certain to occur (High)	Reasonably likely to occur (Medium)	Unlikely to occur (Low)
<b>Fatality; major injury or illness causing long term disability (High)</b>	<b>HIGH (H)</b>	<b>HIGH (H)</b>	<b>MEDIUM (M)</b>
<b>Injury or illness causing short term disability (Medium)</b>	<b>HIGH (H)</b>	<b>MEDIUM (M)</b>	<b>LOW (L)</b>
<b>Other injury or illness (Low)</b>	<b>MEDIUM (M)</b>	<b>LOW (L)</b>	<b>LOW (L)</b>

<b>Hazards</b>	<b>Who is at risk?</b>	<b>Controls in place</b>	<b>L</b>	<b>S</b>	<b>RR</b>
<b>Slips, Trips, Falls</b>	<ul style="list-style-type: none"> <li>Employees/Staff</li> <li>Adjacent Employees</li> <li>Visitors</li> </ul>	<ul style="list-style-type: none"> <li>Floor Signage used, highlighting cleaning in progress and floors maybe slippery.</li> <li>Changes in flooring levels such as steps slopes level marked or where not possible warning signs displayed</li> <li>Hand-rails in place on all stairs</li> <li>Weekly visual monitoring checks completed by supervisors and manager and records kept</li> <li>Spills cleaned up immediately</li> <li>All equipment is in clear view and not placed near entrances and exits.</li> <li>Floors are to be dry before leaving the area unattended.</li> </ul>	L	L	Low
<b>Contact with electricity</b>	<ul style="list-style-type: none"> <li>Employees/Staff</li> <li>Adjacent Employees</li> <li>Visitors</li> </ul>	<ul style="list-style-type: none"> <li>Fixed electrical installation inspected and tested every 5 years</li> <li>All portable electrical items are subject to routine testing and records kept</li> <li>No personal electrical equipment such as phone chargers are permitted to be used on the premises</li> <li>Weekly visual monitoring checks completed by supervisor or manager and records kept.</li> <li>Buckets are safely placed and not near any power sources.</li> </ul>	L	H	Medium
<b>Chemical Exposure</b>	<ul style="list-style-type: none"> <li>Employees/Staff</li> <li>Adjacent Employees</li> <li>Visitors</li> </ul>	<ul style="list-style-type: none"> <li>Operatives trained in the safe use of cleaning chemicals, and records kept.</li> <li>Safety data sheets provided for all chemicals used on site.</li> <li>COSHH Assessments available for all chemicals used on sites.</li> <li>Use of PPE provided, gloves, masks and goggles.</li> <li>Staff advised what products can be used on site.</li> </ul>	L	L	Low

Hazards	Who is at risk?	Controls in place	L	S	RR
<b>Manual Handling</b>	<ul style="list-style-type: none"> <li>Employees/Staff</li> </ul>	<ul style="list-style-type: none"> <li>Only trained competent Sidekick staff to undertake task.</li> <li>Manual Handling training provided through UHub.</li> </ul>	L	L	Low
<b>Uneven Surfaces</b>	<ul style="list-style-type: none"> <li>Employees/Staff</li> <li>Adjacent Employees</li> <li>Visitors</li> </ul>	<ul style="list-style-type: none"> <li>All hazardous defects within clients flooring is reported immediately to the appropriate persons.</li> <li>Floor signage used to highlight hazards.</li> </ul>	L	L	Low
<b>Inadequate Ventilation</b>	<ul style="list-style-type: none"> <li>Employees/Staff</li> <li>Adjacent Employees</li> <li>Visitors</li> </ul>	<ul style="list-style-type: none"> <li>The use of chemicals is only permitted in a well ventilated area.</li> <li>COSHH assessments are accessible for operatives.</li> </ul>	L	M	Low

Hazard	Additional Control	Assigned to	Due Date	L	S	RR
(none)						

<b>Date of Assessment</b>	05/03/2024	<b>Status</b>	Complete
<b>Re-assessment Date</b>	25/03/2025	<b>Signature</b>	

Risk Assessment	Sidekick Ltd
Activity	SKG-RA07 - Floor Cleaning - Scrubbing and Buffing

Assessor	Shaun Wall	Location of Assessment	All Sidekick Group Client Sites
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Risk Rating Matrix (RR)	Likelihood (L)		
	Certain or near certain to occur (High)	Reasonably likely to occur (Medium)	Unlikely to occur (Low)
Fatality; major injury or illness causing long term disability (High)	HIGH (H)	HIGH (H)	MEDIUM (M)
Injury or illness causing short term disability (Medium)	HIGH (H)	MEDIUM (M)	LOW (L)
Other injury or illness (Low)	MEDIUM (M)	LOW (L)	LOW (L)

Hazards	Who is at risk?	Controls in place	L	S	RR
Entanglement/Entrapment	<ul style="list-style-type: none"> <li>Employees/Staff</li> <li>Customers</li> <li>Contractors</li> <li>Visitors</li> <li>Others</li> </ul>	<ul style="list-style-type: none"> <li>Ensure that machine is switched off before unplugging</li> <li>Any defect must be notified to your line manager and the equipment marked as defective and removed from use.</li> <li>Any trailing cables are identified with signage to avoid trips.</li> <li>Be aware of your surroundings and those around you.</li> <li>Ensure that cables are clear of the buffer plate (to prevent entanglement)</li> <li>Ensure power supply is terminated when touching or removing the buffing pad.</li> </ul>	L	L	Low
Slips/trips	<ul style="list-style-type: none"> <li>Employees/Staff</li> <li>Public</li> <li>Customers</li> <li>Visitors</li> </ul>	<ul style="list-style-type: none"> <li>Ensure that signage is clearly visible when operational.</li> <li>Works that involve trailing cables are to be complete at quiet times of the day, or out of hours.</li> <li>Utilise the nearest power supply to your equipment.</li> </ul>	M	L	Low
Contact with electricity	<ul style="list-style-type: none"> <li>Employees/Staff</li> <li>Public</li> <li>Customers</li> </ul>	<ul style="list-style-type: none"> <li>Hands are to be dry before unplugging the equipment.</li> <li>Visual checks of the cables and plug are to be completed prior to use.</li> <li>Ensure that cable is fully unwound to prevent over heating.</li> <li>All equipment is PAT tested and damage free.</li> <li>The Building has conducted its 5 year fixed wiring test.</li> </ul>	L	H	Medium

Hazards	Who is at risk?	Controls in place	L	S	RR
Unsafe Equipment	<ul style="list-style-type: none"> <li>• Employees/Staff</li> <li>• Public</li> <li>• Customers</li> <li>• Contractors</li> <li>• Visitors</li> </ul>	<ul style="list-style-type: none"> <li>• Ensure that machine is PAT tested and in date.</li> <li>• Visual checks on machine before use (Cable,Plugs).</li> <li>• Only authorised person to undertake ant maintenance work on the machine.</li> <li>• Any defective machinery to be reported to your line manager and removed from service.</li> <li>• Equipment is on a scheduled maintenance programme, ensuring it is a safe working order. With records available.</li> </ul>	L	L	Low
Mental/Physical Fatigue	<ul style="list-style-type: none"> <li>• Employees/Staff</li> </ul>	<ul style="list-style-type: none"> <li>• Adequate rest periods in-between shifts are provided and adhered to.</li> <li>• Breaks are available and taken whilst on shift.</li> <li>• Works schedules are constantly assessed by management to ensure workloads are practical for those individuals completing the tasks.</li> </ul>	L	M	Low
Vibration - Hand-Arm	<ul style="list-style-type: none"> <li>• Employees/Staff</li> </ul>	<ul style="list-style-type: none"> <li>• All equipment is regularly maintained to reduce the vibration levels.</li> <li>• Vibration dampening materials are available for equipment that is excessive.</li> <li>• Job rotation is to be utilised to limit the exposure to the vibrating equipment.</li> <li>• Only trained competent operatives are to undertake the tasks.</li> <li>• PPE is provided when using this equipment.</li> <li>• Managers are to monitor usage and raise concerns to HR if excessive use is happening.</li> </ul>	L	M	Low
Crushing	<ul style="list-style-type: none"> <li>• Employees/Staff</li> <li>• Adjacent Employees</li> <li>• Public</li> <li>• Visitors</li> </ul>	<ul style="list-style-type: none"> <li>• Only trained competent people are to utilise this equipment.</li> <li>• When equipment is not in use, it is locked away to avoid misuse by third parties.</li> <li>• Signage is used when in use.</li> <li>• PPE is worn when using this equipment.</li> </ul>	L	M	Low

Hazard	Additional Control	Assigned to	Due Date	L	S	RR
(none)						

Date of Assessment	05/03/2024	Status	Complete
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**Re-assessment Date**

25/03/2025

**Signature**

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Risk Assessment	Sidekick Ltd
Activity	SKG-RA08 - Kitchen and food prep area

Assessor	Shaun Wall	Location of Assessment	All Sidekick Group Client Sites
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Risk Rating Matrix (RR)	Likelihood (L)			
	Severity (S)	Certain or near certain to occur (High)	Reasonably likely to occur (Medium)	Unlikely to occur (Low)
Fatality; major injury or illness causing long term disability (High)		HIGH (H)	HIGH (H)	MEDIUM (M)
Injury or illness causing short term disability (Medium)		HIGH (H)	MEDIUM (M)	LOW (L)
Other injury or illness (Low)		MEDIUM (M)	LOW (L)	LOW (L)

Hazards	Who is at risk?	Controls in place	L	S	RR
Contact with electricity	<ul style="list-style-type: none"> <li>Employees/Staff</li> <li>Customers</li> <li>Contractors</li> <li>Visitors</li> <li>Others</li> </ul>	<ul style="list-style-type: none"> <li>Never spray chemical directly or indirectly at or near a power source.</li> <li>Always spray chemical directly on to your cloth when power supply is close to your workspace.</li> </ul>	L	H	Medium
Chemicals	<ul style="list-style-type: none"> <li>Employees/Staff</li> <li>Contractors</li> <li>Customers</li> <li>Visitors</li> <li>Others</li> </ul>	<ul style="list-style-type: none"> <li>Never put chemicals into other containers or mix them with other products.</li> <li>All chemicals are to stay on your persons at all times, and not left unattended.</li> <li>All operatives are provided the adequate training to complete these tasks in a safe and responsible manner.</li> <li>Ensure the correct PPE is worn when using chemicals.</li> <li>Refer to your COSHH assessment before using any new products.</li> <li>Make sure that all chemicals are wiped down thoroughly not leaving any residue on the surface.</li> <li>Where possible use products that are chemical free, and COSHH neutral.</li> </ul>	L	L	Low
Allergen	<ul style="list-style-type: none"> <li>Employees/Staff</li> <li>Adjacent Employees</li> <li>Public</li> <li>Visitors</li> </ul>	<ul style="list-style-type: none"> <li>All products used on site have the relevant COSHH Assessment and Data Sheet, and are accessible for anyone to review.</li> <li>First Aid services are available at all clients sites, through building team.</li> <li>All hazardous chemicals have been removed and a milder solution or chemical free solution is used.</li> <li>PPE is provided in line with the products specifications.</li> </ul>	L	M	Low

Hazards	Who is at risk?	Controls in place	L	S	RR
Inhalation of dust/fumes	<ul style="list-style-type: none"> <li>Visitors</li> <li>Employees/Staff</li> <li>Adjacent Employees</li> <li>Public</li> </ul>	<ul style="list-style-type: none"> <li>All works involving the use of chemicals are to be used in a well ventilated area, works are to stop immediately if this isn't possible, and raised with your line manager.</li> <li>All operatives are trained and competent personnel.</li> <li>PPE is available and to be worn if highlighted on your COSHH assessment.</li> </ul>	L	M	Low
Contamination	<ul style="list-style-type: none"> <li>Employees/Staff</li> <li>Public</li> <li>Visitors</li> <li>Adjacent Employees</li> </ul>	<ul style="list-style-type: none"> <li>The correct colour coding is used for the types of surfaces that are being cleaned. No mixing of clothes into other areas.</li> <li>Operatives are trained and competent in the correct BICS accredited cleaning methods.</li> </ul>	L	L	Low
Slips and Trips	<ul style="list-style-type: none"> <li>Employees/Staff</li> <li>Adjacent Employees</li> <li>Visitors</li> </ul>	<ul style="list-style-type: none"> <li>Equipment is placed in trolleys provided, and not left unattended on the floor.</li> <li>Bright colours are used for buckets, spray bottles and cloth's, to be visible to members of the public.</li> <li>All operatives have sufficient rest periods in-between shifts, ensuring they are well rested and alert to trip hazards.</li> <li>Management audits and patrols are conducted on regular occasions, ensuring the correct use of materials and safe working practises are adhered to.</li> </ul>	L	M	Low

Hazard	Additional Control	Assigned to	Due Date	L	S	RR
(none)						

Date of Assessment	11/03/2024	Status	Complete
Re-assessment Date	25/03/2025	Signature	

Risk Assessment	Sidekick Ltd
Activity	SKG-RA09 - Refuse Collection and Disposal

Assessor	Shaun Wall	Location of Assessment	All Sidekick Group Client Sites
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<b>Manual Handling Details</b>	
Weight	< 25 kg
Distance	> 10m
Frequency	10 times per shift

Risk Rating Matrix (RR)	Likelihood (L)		
Severity (S)	Certain or near certain to occur (High)	Reasonably likely to occur (Medium)	Unlikely to occur (Low)
Fatality; major injury or illness causing long term disability (High)	<b>HIGH (H)</b>	<b>HIGH (H)</b>	<b>MEDIUM (M)</b>
Injury or illness causing short term disability (Medium)	<b>HIGH (H)</b>	<b>MEDIUM (M)</b>	<b>LOW (L)</b>
Other injury or illness (Low)	<b>MEDIUM (M)</b>	<b>LOW (L)</b>	<b>LOW (L)</b>

Hazards	Who is at risk?	Controls in place	L	S	RR
Environment: Constraints on posture/positioning?	<ul style="list-style-type: none"> <li>Employees/Staff</li> </ul>	<ul style="list-style-type: none"> <li>Ensure bins are situated in areas of the property that are free from obstruction, providing a clear position to lift bags out of the bins.</li> <li>Operatives have received manual handling training through Uhub.</li> </ul>	L	L	Low
Environment: Confined spaces/narrow doorways?	<ul style="list-style-type: none"> <li>Employees/Staff</li> </ul>	<ul style="list-style-type: none"> <li>Operatives are to have pre planned routes to the bin area, that are well used with adequate spacing and doorways that are easily accessible.</li> </ul>	M	L	Low
Environment: Poor lighting	<ul style="list-style-type: none"> <li>Employees/Staff</li> </ul>	<ul style="list-style-type: none"> <li>All lighting defects are to be reported to the building maintenance team as soon as possible.</li> </ul>	L	L	Low
Environment: Poor floors	<ul style="list-style-type: none"> <li>Employees/Staff</li> </ul>	<ul style="list-style-type: none"> <li>All unsafe flooring is to be reported as soon as possible to the building maintenance team.</li> <li>Areas that pose a risk should be highlighted and cordoned off until safe to use.</li> </ul>	L	L	Low

Hazards	Who is at risk?	Controls in place	L	S	RR
<b>Task: Long carrying distances</b>	<ul style="list-style-type: none"> <li>Employees/Staff</li> </ul>	<ul style="list-style-type: none"> <li>Trolleys are provided for any long distance carrying, to avoid the need to carry for long periods.</li> <li>Take regular stops if the load is uncomfortable to carry for that distance.</li> <li>Utilise a two person transport if deemed safer to do so.</li> </ul>	L	L	Low
<b>Task: Unpredictability of load movement</b>	<ul style="list-style-type: none"> <li>Employees/Staff</li> </ul>	<ul style="list-style-type: none"> <li>Trolleys are provided for any long distance carrying, to avoid the need to carry for long periods.</li> <li>Operatives are trained through UHUb for Manual handling.</li> <li>You are to carry an acceptable load for yourself, do not carry more than your capability.</li> </ul>	L	L	Low

Hazard	Additional Control	Assigned to	Due Date	L	S	RR
(none)						

<b>Date of Assessment</b>	12/03/2024	<b>Status</b>	Complete
<b>Re-assessment Date</b>	25/03/2025	<b>Signature</b>	

<b>Risk Assessment</b>	Sidekick Ltd
<b>Activity</b>	SKG-RA10 - Sanitising Surfaces

<b>Assessor</b>	Shaun Wall	<b>Location of Assessment</b>	All Sidekick Group Client Sites
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<b>Risk Rating Matrix (RR)</b>	<b>Likelihood (L)</b>		
<b>Severity (S)</b>	Certain or near certain to occur (High)	Reasonably likely to occur (Medium)	Unlikely to occur (Low)
<b>Fatality; major injury or illness causing long term disability (High)</b>	<b>HIGH (H)</b>	<b>HIGH (H)</b>	<b>MEDIUM (M)</b>
<b>Injury or illness causing short term disability (Medium)</b>	<b>HIGH (H)</b>	<b>MEDIUM (M)</b>	<b>LOW (L)</b>
<b>Other injury or illness (Low)</b>	<b>MEDIUM (M)</b>	<b>LOW (L)</b>	<b>LOW (L)</b>

<b>Hazards</b>	<b>Who is at risk?</b>	<b>Controls in place</b>	<b>L</b>	<b>S</b>	<b>RR</b>
<b>Contact with electricity</b>	<ul style="list-style-type: none"> <li>• Employees/Staff</li> <li>• Customers</li> <li>• Contractors</li> <li>• Visitors</li> <li>• Others</li> </ul>	<ul style="list-style-type: none"> <li>• Never spray chemical directly or indirectly at or near a power source.</li> <li>• Always spray chemical directly on to your cloth, when power supply is close to your workspace.</li> </ul>	L	H	Medium
<b>Chemicals</b>	<ul style="list-style-type: none"> <li>• Employees/Staff</li> <li>• Contractors</li> <li>• Customers</li> <li>• Visitors</li> <li>• Others</li> </ul>	<ul style="list-style-type: none"> <li>• Never put chemicals into other containers or mix them with other products.</li> <li>• All chemicals are to stay on your persons at all times, and not left unattended.</li> <li>• All operatives are provided the adequate training to complete these tasks in a safe and responsible manner.</li> <li>• Ensure the correct PPE is worn when using chemicals.</li> <li>• Refer to your COSHH assessment before using any new products.</li> <li>• Make sure that all chemicals are wiped down thoroughly not leaving any residue on the surface.</li> </ul>	L	L	Low
<b>Allergen</b>	<ul style="list-style-type: none"> <li>• Employees/Staff</li> <li>• Adjacent Employees</li> <li>• Public</li> <li>• Visitors</li> </ul>	<ul style="list-style-type: none"> <li>• All products used on site have the relevant COSHH Assessment and Data Sheet, and are accessible for anyone to review.</li> <li>• First Aid services are available at all clients sites, through building team.</li> <li>• All hazardous chemicals have been removed and a milder solution or chemical free solution is used.</li> </ul>	L	M	Low
<b>Inhalation of dust/fumes</b>	<ul style="list-style-type: none"> <li>• Visitors</li> <li>• Employees/Staff</li> <li>• Adjacent Employees</li> <li>• Public</li> </ul>	<ul style="list-style-type: none"> <li>• All works involving the use of chemicals are to be used in a well ventilated area, works are to stop immediately if this isn't possible, and raised with your line manager.</li> <li>• All operatives are trained and competent personnel.</li> <li>• PPE is available and to be worn if highlighted on your COSHH assessment.</li> </ul>	L	M	Low

Hazard	Additional Control	Assigned to	Due Date	L	S	RR
(none)						

Date of Assessment	07/03/2024	Status	Complete
Re-assessment Date	25/03/2025	Signature	

<b>Risk Assessment</b>	Sidekick Ltd
<b>Activity</b>	SKG-RA11 - Sharps and Needle Prick

<b>Assessor</b>	Shaun Wall	<b>Location of Assessment</b>	All Sidekick Group Client Sites
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<b>Risk Rating Matrix (RR)</b>	<b>Likelihood (L)</b>		
<b>Severity (S)</b>	Certain or near certain to occur (High)	Reasonably likely to occur (Medium)	Unlikely to occur (Low)
<b>Fatality; major injury or illness causing long term disability (High)</b>	<b>HIGH (H)</b>	<b>HIGH (H)</b>	<b>MEDIUM (M)</b>
<b>Injury or illness causing short term disability (Medium)</b>	<b>HIGH (H)</b>	<b>MEDIUM (M)</b>	<b>LOW (L)</b>
<b>Other injury or illness (Low)</b>	<b>MEDIUM (M)</b>	<b>LOW (L)</b>	<b>LOW (L)</b>

<b>Hazards</b>	<b>Who is at risk?</b>	<b>Controls in place</b>	<b>L</b>	<b>S</b>	<b>RR</b>
<b>Sharp objects</b>	<ul style="list-style-type: none"> <li>• Employees/Staff</li> <li>• Public</li> <li>• Visitors</li> </ul>	<ul style="list-style-type: none"> <li>• The needle or sharps must be placed in the yellow sharps bin available in the workplace.</li> <li>• All staff will follow the Sharps procedure which is posted in all site folders located in the cleaning cupboard.</li> <li>• All staff are trained and competent in managing Sharps.</li> <li>• PPE is to be worn when dealing with Sharps.</li> </ul>	L	M	Low
<b>Cuts/abrasions/lacerations</b>	<ul style="list-style-type: none"> <li>• Employees/Staff</li> </ul>	<ul style="list-style-type: none"> <li>• PPE is provided to all operatives, and must be worn when dealing with Sharps.</li> <li>• First aid facilities are available on all clients sites, though the building management team.</li> </ul>	L	L	Low

<b>Hazard</b>	<b>Additional Control</b>	<b>Assigned to</b>	<b>Due Date</b>	<b>L</b>	<b>S</b>	<b>RR</b>
(none)						

<b>Date of Assessment</b>	07/03/2024	<b>Status</b>	Complete
<b>Re-assessment Date</b>	25/03/2025	<b>Signature</b>	

Risk Assessment	Sidekick Ltd
Activity	SKG-RA12 - Surface Cleaning

Assessor	Shaun Wall	Location of Assessment	All Sidekick Group Client Sites
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Risk Rating Matrix (RR)	Likelihood (L)		
	Certain or near certain to occur (High)	Reasonably likely to occur (Medium)	Unlikely to occur (Low)
Severity (S)			
Fatality; major injury or illness causing long term disability (High)	HIGH (H)	HIGH (H)	MEDIUM (M)
Injury or illness causing short term disability (Medium)	HIGH (H)	MEDIUM (M)	LOW (L)
Other injury or illness (Low)	MEDIUM (M)	LOW (L)	LOW (L)

Hazards	Who is at risk?	Controls in place	L	S	RR
Contact with electricity	<ul style="list-style-type: none"> <li>Employees/Staff</li> <li>Customers</li> <li>Contractors</li> <li>Visitors</li> <li>Others</li> </ul>	<ul style="list-style-type: none"> <li>Never spray chemical directly or indirectly at or near a power source.</li> <li>Always spray chemical directly on to your cloth when power supply is close to your workspace.</li> </ul>	L	H	Medium
Chemicals	<ul style="list-style-type: none"> <li>Employees/Staff</li> <li>Contractors</li> <li>Customers</li> <li>Visitors</li> <li>Others</li> </ul>	<ul style="list-style-type: none"> <li>Never put chemicals into other containers or mix them with other products.</li> <li>All chemicals are to stay on your persons at all times, and not left unattended.</li> <li>All operatives are provided the adequate training to complete these tasks in a safe and responsible manner.</li> <li>Ensure the correct PPE is worn when using chemicals.</li> <li>Refer to your COSHH assessment before using any new products.</li> <li>Make sure that all chemicals are wiped down thoroughly not leaving any residue on the surface.</li> </ul>	L	L	Low
Allergen	<ul style="list-style-type: none"> <li>Employees/Staff</li> <li>Adjacent Employees</li> <li>Public</li> <li>Visitors</li> </ul>	<ul style="list-style-type: none"> <li>All products used on site have the relevant COSHH Assessment and Data Sheet, and are accessible for anyone to review.</li> <li>First Aid services are available at all clients sites, through building team.</li> <li>All hazardous chemicals have been removed and a milder solution or chemical free solution is used.</li> </ul>	L	M	Low



Hazards	Who is at risk?	Controls in place	L	S	RR
Inhalation of dust/fumes	<ul style="list-style-type: none"> <li>Visitors</li> <li>Employees/Staff</li> <li>Adjacent Employees</li> <li>Public</li> </ul>	<ul style="list-style-type: none"> <li>All works involving the use of chemicals are to be used in a well ventilated area, works are to stop immediately if this isn't possible, and raised with your line manager.</li> <li>All operatives are trained and competent personnel.</li> <li>PPE is available and to be worn if highlighted on your COSHH assessment.</li> </ul>	L	M	Low
Contamination	<ul style="list-style-type: none"> <li>Employees/Staff</li> <li>Public</li> <li>Visitors</li> <li>Adjacent Employees</li> </ul>	<ul style="list-style-type: none"> <li>The correct colour coding is used for the types of surfaces that are being cleaned. No mixing of clothes into other areas.</li> <li>Operatives are trained and competent in the correct BICS accredited cleaning methods.</li> </ul>	L	L	Low
Slips and Trips	<ul style="list-style-type: none"> <li>Employees/Staff</li> <li>Adjacent Employees</li> <li>Visitors</li> </ul>	<ul style="list-style-type: none"> <li>Equipment is placed in trolleys provided, and not left unattended on the floor.</li> <li>Bright colours are used for buckets, spray bottles and clothes, to be visible to members of the public.</li> <li>All operatives have sufficient rest periods in-between shifts, ensuring they are well rested and alert to trip hazards.</li> <li>Management audits and patrols are conducted on regular occasions, ensuring the correct use of materials and safe working practises are adhered to.</li> </ul>	L	M	Low

Hazard	Additional Control	Assigned to	Due Date	L	S	RR
(none)						

Date of Assessment	07/03/2024	Status	Complete
Re-assessment Date	25/03/2025	Signature	

Risk Assessment	Sidekick Ltd
Activity	SKG-RA13 - Vacuuming

Assessor	Shaun Wall	Location of Assessment	All Sidekick Group Client Sites
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Risk Rating Matrix (RR)	Likelihood (L)		
	Certain or near certain to occur (High)	Reasonably likely to occur (Medium)	Unlikely to occur (Low)
Fatality; major injury or illness causing long term disability (High)	HIGH (H)	HIGH (H)	MEDIUM (M)
Injury or illness causing short term disability (Medium)	HIGH (H)	MEDIUM (M)	LOW (L)
Other injury or illness (Low)	MEDIUM (M)	LOW (L)	LOW (L)

Hazards	Who is at risk?	Controls in place	L	S	RR
Slips/trips	<ul style="list-style-type: none"> <li>Employees/Staff</li> <li>Public</li> <li>Customers</li> <li>Contractors</li> <li>Visitors</li> <li>Others</li> </ul>	<ul style="list-style-type: none"> <li>Ensure that signage is clearly visible when in operation.</li> <li>Works involving trailing cables are to be complete at quiet times of the day, or out of hours.</li> <li>Utilise the nearest power supply to your equipment.</li> </ul>	L	L	Low
Unsafe Equipment	<ul style="list-style-type: none"> <li>Employees/Staff</li> <li>Public</li> <li>Customers</li> <li>Contractors</li> <li>Visitors</li> <li>Others</li> </ul>	<ul style="list-style-type: none"> <li>Ensure the machine is PAT tested and in date, If out of date please report immediately to your line manager.</li> <li>Carry out visual checks of the Machine before use (Cable, Plugs).</li> <li>Only authorised and competent persons to undertake any maintenance work on the equipment.</li> <li>Any defective equipment is to be removed from service and displayed as defective, then raised to your line manager to rectify.</li> </ul>	L	L	Low
Contact with electricity	<ul style="list-style-type: none"> <li>Employees/Staff</li> <li>Customers</li> <li>Contractors</li> <li>Visitors</li> <li>Others</li> </ul>	<ul style="list-style-type: none"> <li>Ensure hands are dry before plugging or unplugging the machine.</li> <li>Store the Machine away from any water source (Mops, Sinks).</li> <li>Visual checks of the cable and plug are to be completed prior to use.</li> <li>All equipment is PAT tested and records available.</li> <li>Building has a robust 5 year fixed wiring testing of the property.</li> </ul>	L	L	Low

Hazard	Additional Control	Assigned to	Due Date	L	S	RR
(none)						

<b>Date of Assessment</b>	05/03/2024	<b>Status</b>	Complete
<b>Re-assessment Date</b>	25/03/2025	<b>Signature</b>	

Risk Assessment	Sidekick Ltd
Activity	SKG-RA14 - WC Cleaning

Assessor	Shaun Wall	Location of Assessment	All Sidekick Group Client Sites
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Risk Rating Matrix (RR)	Likelihood (L)		
	Certain or near certain to occur (High)	Reasonably likely to occur (Medium)	Unlikely to occur (Low)
Severity (S)			
Fatality; major injury or illness causing long term disability (High)	HIGH (H)	HIGH (H)	MEDIUM (M)
Injury or illness causing short term disability (Medium)	HIGH (H)	MEDIUM (M)	LOW (L)
Other injury or illness (Low)	MEDIUM (M)	LOW (L)	LOW (L)

Hazards	Who is at risk?	Controls in place	L	S	RR
Contact with electricity	<ul style="list-style-type: none"> <li>Employees/Staff</li> <li>Customers</li> <li>Contractors</li> <li>Visitors</li> <li>Others</li> </ul>	<ul style="list-style-type: none"> <li>Never spray chemical directly or indirectly at or near a power source.</li> <li>Always spray chemical directly on to your cloth when power supply is close to your workspace.</li> </ul>	L	H	Medium
Chemicals	<ul style="list-style-type: none"> <li>Employees/Staff</li> <li>Contractors</li> <li>Customers</li> <li>Visitors</li> <li>Others</li> </ul>	<ul style="list-style-type: none"> <li>Never put chemicals into other containers or mix them with other products.</li> <li>All chemicals are to stay on your persons at all times, and not left unattended.</li> <li>All operatives are provided the adequate training to complete these tasks in a safe and responsible manner.</li> <li>Ensure the correct PPE is worn when using chemicals.</li> <li>Refer to your COSHH assessment before using any new products.</li> <li>Make sure that all chemicals are wiped down thoroughly not leaving any residue on the surface.</li> </ul>	L	L	Low
Allergen	<ul style="list-style-type: none"> <li>Employees/Staff</li> <li>Adjacent Employees</li> <li>Public</li> <li>Visitors</li> </ul>	<ul style="list-style-type: none"> <li>All products used on site have the relevant COSHH Assessment and Data Sheet, and are accessible for anyone to review.</li> <li>First Aid services are available at all clients sites, through building team.</li> <li>All hazardous chemicals have been removed and a milder solution or chemical free solution is used.</li> <li>PPE is provided in line with the products specifications.</li> </ul>	L	M	Low

Hazards	Who is at risk?	Controls in place	L	S	RR
Inhalation of dust/fumes	<ul style="list-style-type: none"> <li>• Visitors</li> <li>• Employees/Staff</li> <li>• Adjacent Employees</li> <li>• Public</li> </ul>	<ul style="list-style-type: none"> <li>• All works involving the use of chemicals are to be used in a well ventilated area, works are to stop immediately if this isn't possible, and raised with your line manager.</li> <li>• All operatives are trained and competent personnel.</li> <li>• PPE is available and to be worn if highlighted on your COSHH assessment.</li> </ul>	L	M	Low
Contamination	<ul style="list-style-type: none"> <li>• Employees/Staff</li> <li>• Public</li> <li>• Visitors</li> <li>• Adjacent Employees</li> </ul>	<ul style="list-style-type: none"> <li>• The correct colour coding is used for the types of surfaces that are being cleaned. No mixing of clothes into other areas.</li> <li>• Operatives are trained and competent in the correct BICS accredited cleaning methods.</li> </ul>	L	L	Low
Slips and Trips	<ul style="list-style-type: none"> <li>• Employees/Staff</li> <li>• Adjacent Employees</li> <li>• Visitors</li> </ul>	<ul style="list-style-type: none"> <li>• Equipment is placed in trolleys provided, and not left unattended on the floor.</li> <li>• Bright colours are used for buckets, spray bottles and clothes, to be visible to members of the public.</li> <li>• All operatives have sufficient rest periods in-between shifts, ensuring they are well rested and alert to trip hazards.</li> <li>• Management audits and patrols are conducted on regular occasions, ensuring the correct use of materials and safe working practises are adhered to.</li> </ul>	L	M	Low
Confined Spaces	<ul style="list-style-type: none"> <li>• Employees/Staff</li> </ul>	<ul style="list-style-type: none"> <li>• Specialist equipment is provided to operatives to reach hard to reach places, removing the need to be squeezing behind toilet bowls.</li> <li>• Training is provided to operatives in safe working practises and records kept.</li> <li>• Management checks are in place and unsafe working practices are addressed with operatives.</li> </ul>	L	L	Low
Bodily Fluids	<ul style="list-style-type: none"> <li>• Employees/Staff</li> </ul>	<ul style="list-style-type: none"> <li>• Operatives are trained in the safe cleaning practices when dealing with bodily fluids.</li> <li>• PPE is provided and to be worn at all times when dealing with bodily fluids.</li> </ul>	L	M	Low

Hazard	Additional Control	Assigned to	Due Date	L	S	RR
(none)						

Date of Assessment	07/03/2024	Status	Complete
Re-assessment Date	25/03/2025	Signature	

Risk Assessment	Sidekick Ltd
Activity	SKG-RA15 - Window Cleaning

Assessor	Shaun Wall	Location of Assessment	All Sidekick Group Client Sites
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Risk Rating Matrix (RR)	Likelihood (L)			
	Severity (S)	Certain or near certain to occur (High)	Reasonably likely to occur (Medium)	Unlikely to occur (Low)
Fatality; major injury or illness causing long term disability (High)		<b>HIGH (H)</b>	<b>HIGH (H)</b>	<b>MEDIUM (M)</b>
Injury or illness causing short term disability (Medium)		<b>HIGH (H)</b>	<b>MEDIUM (M)</b>	<b>LOW (L)</b>
Other injury or illness (Low)		<b>MEDIUM (M)</b>	<b>LOW (L)</b>	<b>LOW (L)</b>

Hazards	Who is at risk?	Controls in place	L	S	RR
Slips, Trips, Falls	<ul style="list-style-type: none"> <li>Employees/Staff</li> <li>Adjacent Employees</li> <li>Visitors</li> <li>Public</li> </ul>	<ul style="list-style-type: none"> <li>Floor Signage used, highlighting cleaning in progress and floors maybe slippery.</li> <li>Trailing cables or hoses are kept to a minimum by utilising closer outlets. Where not possible signage placed in clear line of sight highlighting a trip hazard.</li> <li>Weekly visual monitoring checks completed by supervisors and manager and records kept</li> <li>Run off cleaned up immediately, when window squeegeed.</li> <li>All equipment is in clear view and not placed near entrances and exits.</li> <li>In high footfall areas, window cleaning is to only take place out of hours.</li> </ul>	L	L	Low
Chemical Exposure	<ul style="list-style-type: none"> <li>Employees/Staff</li> <li>Adjacent Employees</li> <li>Visitors</li> </ul>	<ul style="list-style-type: none"> <li>Operatives trained in the safe use of cleaning chemicals, and records kept.</li> <li>Safety data sheets provided for all chemicals used on site.</li> <li>COSHH Assessments available for all chemicals used on sites.</li> <li>Use of PPE provided, gloves, masks and googles.</li> <li>Staff advised what products can be used on site.</li> </ul>	L	L	Low
Manual Handling	<ul style="list-style-type: none"> <li>Employees/Staff</li> </ul>	<ul style="list-style-type: none"> <li>Only trained competent Sidekick staff to undertake task.</li> <li>Manual Handling training provided through UHub.</li> <li>Management checks are in place and unsafe working practices are addressed.</li> <li>Only light weight equipment is to lifted by one person, if excess of 20kg a two person lift is needed.</li> </ul>	L	L	Low

Hazards	Who is at risk?	Controls in place	L	S	RR
Ergonomics	<ul style="list-style-type: none"> <li>Employees/Staff</li> </ul>	<ul style="list-style-type: none"> <li>Rest periods are to be taken within the team to avoid neck and back strain.</li> <li>Light weight equipment is provided to lessen the strain on body.</li> <li>All operatives are trained in the safe working practices of window cleaning.</li> <li>Telescopic glasses are available upon request to avoid the need for long periods of looking up.</li> </ul>	L	M	Low
Falls from Height	<ul style="list-style-type: none"> <li>Employees/Staff</li> </ul>	<ul style="list-style-type: none"> <li>Sidekick Group have a zero policy to the use of ladders, alternative methods should be sought by your line manager.</li> <li>MEWPS or towers should be use if working at height.</li> </ul>	L	L	Low
Falling Objects	<ul style="list-style-type: none"> <li>Public</li> <li>Employees/Staff</li> <li>Visitors</li> </ul>	<ul style="list-style-type: none"> <li>Any equipment used at height will need to be harnessed to either the person or platform they are on.</li> <li>Areas below are cordoned off to avoid members of the public getting too close to your work area.</li> </ul>	L	M	Low
Traffic or members of the public	<ul style="list-style-type: none"> <li>Employees/Staff</li> <li>Public</li> </ul>	<ul style="list-style-type: none"> <li>Areas at the base of the platforms are cordoned off to avoid accidental impact.</li> <li>Traffic Management plan is to be created by your line manager if your duties fall onto the highway.</li> <li>Signage is displayed around cordon to show works are in progress.</li> </ul>	L	H	Medium

Hazard	Additional Control	Assigned to	Due Date	L	S	RR
(none)						

Date of Assessment	12/03/2024	Status	Complete
Re-assessment Date	25/03/2025	Signature	

<b>Risk Assessment</b>	Sidekick Ltd
<b>Activity</b>	SKG-RA16 - Working with Chemicals

<b>Assessor</b>	Shaun Wall	<b>Location of Assessment</b>	All Sidekick Group Client Sites
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<b>Risk Rating Matrix (RR)</b>	<b>Likelihood (L)</b>		
<b>Severity (S)</b>	Certain or near certain to occur (High)	Reasonably likely to occur (Medium)	Unlikely to occur (Low)
<b>Fatality; major injury or illness causing long term disability (High)</b>	<b>HIGH (H)</b>	<b>HIGH (H)</b>	<b>MEDIUM (M)</b>
<b>Injury or illness causing short term disability (Medium)</b>	<b>HIGH (H)</b>	<b>MEDIUM (M)</b>	<b>LOW (L)</b>
<b>Other injury or illness (Low)</b>	<b>MEDIUM (M)</b>	<b>LOW (L)</b>	<b>LOW (L)</b>

<b>Hazards</b>	<b>Who is at risk?</b>	<b>Controls in place</b>	<b>L</b>	<b>S</b>	<b>RR</b>
<b>Contact or Ingestion of Chemicals</b>	<ul style="list-style-type: none"> <li>• Employees/Staff</li> <li>• Contractors</li> <li>• Customers</li> <li>• Visitors</li> <li>• Others</li> </ul>	<ul style="list-style-type: none"> <li>• Only competent and trained personnel to undertake this task.</li> <li>• All chemicals are to stay on your persons at all times, and not left unattended.</li> <li>• Safety Data sheets are provided for all chemicals used on site.</li> <li>• Ensure the correct PPE is worn when using chemicals.</li> <li>• Refer to your COSHH assessment before using any new products.</li> <li>• Staff are advised of which chemicals can be used on site.</li> </ul>	L	L	Low
<b>Allergen</b>	<ul style="list-style-type: none"> <li>• Employees/Staff</li> <li>• Adjacent Employees</li> <li>• Public</li> <li>• Visitors</li> </ul>	<ul style="list-style-type: none"> <li>• All products used on site have the relevant COSHH Assessment and Data Sheet, and are accessible for anyone to review.</li> <li>• First Aid services are available at all clients sites, through building team.</li> <li>• All hazardous chemicals have been removed and a milder solution or chemical free solution is used.</li> </ul>	L	M	Low
<b>Inhalation of dust/fumes</b>	<ul style="list-style-type: none"> <li>• Visitors</li> <li>• Employees/Staff</li> <li>• Adjacent Employees</li> <li>• Public</li> </ul>	<ul style="list-style-type: none"> <li>• All works involving the use of chemicals are to be used in a well ventilated area, works are to stop immediately if this isn't possible, and raised with your line manager.</li> <li>• All operatives are trained and competent personnel.</li> <li>• PPE is available and to be worn if highlighted on your COSHH assessment.</li> <li>• Any stronger chemicals used for deep cleaning or periodic, is to be used out of hours.</li> </ul>	L	M	Low



Hazards	Who is at risk?	Controls in place	L	S	RR
Environmental Damage	<ul style="list-style-type: none"> <li>Others</li> </ul>	<ul style="list-style-type: none"> <li>The use of Eco-Friendly products are utilised where possible throughout Sidekick Group sites.</li> <li>Minimise waste, and dilute any runoff to reduce the concentration of the products.</li> <li>Team trained in the sites spill response procedure.</li> <li>Teams on site are to understand which drains are safe to use for runoff.</li> <li>Training is provided to operatives in the safe use of chemicals.</li> </ul>	L	L	Low

Hazard	Additional Control	Assigned to	Due Date	L	S	RR
(none)						

Date of Assessment	11/03/2024	Status	Complete
Re-assessment Date	25/03/2025	Signature	