## (INSERT YOUR COMPANY NAME HERE) Health and safety pack.

For: (INSERT NAME OF CLIENT, PROJECT OR CONTRACT NUMBER)

**On: (INSERT TODAYS DATE)** 

Review date: (INSERT DATE 6 MONTHS AFTER TODAY)

Document author:	Signed:	Date:

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## 1) Risk assessment for cleaning

Potential hazards	People at risk and how?	Actions already in place	Further action required	Action by	Action target date	Done
Falls from height (step ladder)	Serious or fatal injury could occur if a member of staff falls from height due to misuse of step ladders	<ul> <li>Step ladders intended for domestic use must not be used in the work place</li> <li>Ensure the ground base for the step ladder is firm and level</li> <li>Avoid using step ladders in positions where they may be struck. E.g. by an opening door. If a compromising position cannot be avoided ensure a second person is employed as a spotter</li> <li>Avoid over reaching and ensure that belt buckle remains between the step ladders stiles at all times</li> <li>Ensure a second person foots the step ladder if working more than four steps high</li> </ul>	Manager to brief all staff on the correct use of step ladders before work commences			
Falls from height (Kick Step)	Both minor and major injuries can occur if a member of staff falls from a Kick Step	<ul> <li>Kick Steps inspected prior to use, fit for purpose, with a maximum working height of 450mm</li> <li>Visually inspect Kick Steps to ensure castors and tread area are in good condition</li> <li>Ensure the ground base for the Kick Step is firm and level</li> </ul>				

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		<ul> <li>Avoid over reaching when using Kick Step</li> <li>Do not use if floor area is wet or contaminated</li> </ul>			
Slips, trips & falls	Sprains, fractures and tissue damage could be suffered by staff or public from slipping, tripping or falling over materials, furniture or poor floor coverings	<ul> <li>Housekeeping to be maintained throughout the day with no boxes, folders, chairs or materials left in walkways</li> <li>Designated work areas to be observed</li> <li>Avoid trailing cables, and ensure materials and tools are not obstructing designated walkways</li> <li>Use signage for wet floor surfaces and ensure floor coverings, steps and ramps are clean and in good condition</li> <li>Ensure there is adequate lighting</li> </ul>	Manager to ensure that office is cleaned on a daily basis		
Object falling from height	Minor or serious injury could occur to a person if objects fall from height	<ul> <li>Where possible only store light loads above head height</li> <li>Maintain clear access to storage areas</li> <li>Only use suitable storage systems</li> <li>Ensure that items stored above head height are placed in a safe a suitable manner</li> <li>Ensure adequate lighting is available in overhead storage systems</li> </ul>			

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Knee damaged (from kneeling)	Musculoskeletal problems to knees may occur if body weight is predominantly on knees	<ul> <li>Provision of suitable PPE for knee protection, either in the form of independent knee pads or a kneeling mat</li> <li>Raise work up off the floor when possible to eliminate kneeling or squatting</li> <li>Avoid remaining in one posture for long lengths of time</li> </ul>		
Injury from hand tools	Operatives may suffer cut or puncture wounds from hand held scrapers, utility knives and floor scrapers.	<ul> <li>Only utility knives with retractable blades and/or folding safety mechanism for covering the blade to be used.</li> <li>Hand scrapers to be placed in suitable tool box when not in use.</li> <li>Floor scrapers to be stored with their blade facing downwards but carried with their blade facing upwards.</li> <li>Care should be taken when using a floor scraper to keep the blade away from the user.</li> </ul>		
Manual handling	Operatives may receive back and other injuries if correct practices are not adhered to	Manual handling should be avoided where at all possible, but when required: Raising, lowering, and carrying loads is to be carried out using correct posture and techniques and following the health and safety guidelines for lifting at work. This includes the consideration of how heigh an object is to be lifted and the distance from the torso.	Manual handling training to be taken every three years	

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Fire /explosion	All people in the vicinity could suffer smoke inhalation or burns	<ul> <li>Suitable fire extinguishers and blankets to be kept in kitchen and at various points around building as required</li> <li>Smoke alarms and emergency lighting to be fitted as required prior building been used</li> <li>Fire risk assessment carried out prior to building been used</li> </ul>		
		<ul> <li>The recommended maximum safe lifting limits when raising a compact object to waist level and close to the torso is 16kg for women and 25kg for men. However, these are only guidelines, and due to individuals having different capabilities, these figures are largely down to an individual's choice, provided they have had manual handling training and are competent.</li> <li>If the load is to be moved check the route is free from obstacles before starting and use mechanical aids such as stack trucks where possible if applicable.</li> <li>A load is classified as double handling if it is of irregular shape, obstructs vision, must be manhandled around staircases or other obstructions or if a person doesn't feel confident lifting it.</li> </ul>		

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		Escape routes, traffic management plan, muster point and importance of signing in book explained at induction and good housekeeping maintained      Working fire alarm to be demonstrated at induction
Welfare / first aid	All people could suffer disease and infection from poor hygiene within welfare facilities.	• All amenities to be clean, well lit and well ventilated to include     • Flushing toilet and fresh running water     • Canteen with kettle, microwave and hot washing facilities     • First-aid equipment     • Disability facilities
Noise	Staff and others in the vicinity may suffer temporary or permanent hearing loss from exposure to noise	Consideration of machine noise output when selecting tools such as vacuums and polishers  Provision of air conditioning, allowing windows to remain closed if external noise exposure is relevant  Use of acoustic ceiling tiles, acoustic wall coverings and noise absorbing furniture and floor coverings  Volume limits set on music playback devices
RSI (Repetitive strain injuries)	Any individual who carries out repetitive tasks may	Avoid forceful or repetitive tasks where possible

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	experience pain in various joints and muscle groups.	<ul> <li>Ensure work station is set up correctly</li> <li>Take regular breaks from repetitive tasks</li> <li>Ensure that mouse speed is set to medium or lower</li> <li>Use ergonomic chairs, keyboards, furniture and other equipment where possible</li> </ul>	
Electric power	Risk of electric shocks and fire risks including smoke inhalation and burns to people in the vicinity	<ul> <li>All equipment to be PAT tested at three month intervals</li> <li>Any defective cabled, plugs, sockets or other electrical equipment to be removed</li> <li>Reel extension cables not to be used</li> <li>A maximum of a twin extension socket per single socket to be used</li> <li>No cables to be run at ground level where they could be a trip hazard or suffer damage from chair castors or similar</li> </ul>	
Musculoskeletal injuries and posture fatigue	People in shared or individual workstations may experience pain in various joints and muscle groups	<ul> <li>Change seated position regularly</li> <li>Adjust chair height so that thighs are parallel to floor and elbows are at 90°</li> <li>Use a foot rest if feet are not flat on floor</li> </ul>	

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		<ul> <li>Use ergonomic chairs, keyboards, furniture and other equipment where possible</li> <li>Take regular breaks where you stand up and walk</li> </ul>	
Substance Risks			
Bleach	Harmful by inhalation, in contact with skin and if swallowed, irritating to eyes and respiratory system, may cause lung damage if swallowed, vapours may become toxic if liquid contacts acid	<ul> <li>PPE not normally required however vapours may become toxic if liquid contacts acid so a 10 minute per hour working exposure limit is to be observed in well ventilated areas</li> <li>Chlorine sensetive individuals not to work with product as it may cause bronchospasm</li> <li>Do not use in unventilated confined spaces</li> </ul>	Supervisor to ensure all employees have read relevant COSHH Assessment and signed register prior to works commencing
Carpet Cleaner	There may be irritation to eyes and mild irritation at the site of contact	<ul> <li>Follow manufacturer's instructions and use guidance set out in COSHH Assessment</li> <li>Any contaminated areas to be rinsed off with water</li> </ul>	Supervisor to ensure all employees have read relevant COSHH Assessment and signed register prior to works commencing
Cream Cleaner	There may be irritation to eyes on contact and respiratory irritation	Follow manufacturer's instructions and use guidance set out in COSHH Assessment	

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Detergent	Prolonged contact may	Follow manufacturer's instructions and		
_	cause skin irritation and eye	use guidance set out in COSHH		
	irritation may occur on	Assessment		
	contact			
Disinfectant	May cause eye irritation on	Follow manufacturer's instructions and		
	contact	use guidance set out in COSHH		
		Assessment		
Dust	Irritating to respiratory	Avoid vigorous brushing and the correct		
	system and skin with risk of	respiratory and eye PPE for the task to be		
	impact damage to eye	worn		
Furniture Polish	May cause skin, eye and	Follow manufacturer's instructions and		
	respiratory irritation	use guidance set out in COSHH		
		Assessment		
Glass Cleaner	May cause eye irritation on	Follow manufacturer's instructions and		
	contact	use guidance set out in COSHH		
		Assessment		
Multi Surface Cleaner	There may be mild irritation	Follow manufacturer's instructions and		
	to skin and respiratory	use guidance set out in COSHH		
	system	Assessment		

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## 2) Risk awareness for areas where asbestos could potentially be discovered

Please note that this Risk Assessment is designed to make you aware of areas where asbestos could potentially be within your work environment.

It is not an exhaustive list, but is designed as a guide to help you remember which products may contain asbestos in your work environment, and consequently which products shouldn't be disturbed.

Any industrial or residential building, built or refurbished before the year 2000 may contain asbestos, and, if you suspect that you've discovered asbestos, stop work immediately and inform a supervisor or manager.

In this document AIB is the acronym for Asbestos Insulation Board

Potential hazards	Where this may be found
Asbestos cement downpipes and gutters	Found on roof lines and between roof and gutter
	If unpainted it is usually easy to spot by its colour
	If painted, it looks like a cast iron product
Asbestos cement soil and vent pipes. Residential	Usually on exterior of building but may be internal especially on maisonettes, flats and Town Houses.
	If unpainted it is usually easy to spot by its colour
	If painted, it looks like a cast iron product
Asbestos cement soil and vent pipes. Commercial	Usually on interior of tall buildings as no access equipment is needed to service or maintain but may be externally fitted
	If unpainted it is usually easy to spot by its colour
	1

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	If painted, it looks like a cast iron product
Asbestos cement flue pipes. Residential	Flue pipes usually take the shortest route from boiler to exterior either through a wall or the roof space
	Usually left unpainted when exiting through roof so easier to spot
	Often boxed in or painted internally
Asbestos cement flue pipes. Commercial	Flue pipis have to carry exhaust gas from a boiler room to the outside, and by the nature of commercial buildings, they can have complex designs
	Often spray coated, painted or boxed in
	If boxed in the material usually used is asbestos cement sheets
	Any boxing in may have been decorated as building has been maintained
Asbestos cement vent pipes	Mainly used in commercial buildings to transport cooled air in air conditioning systems
	Almost always boxed in, sometimes with asbestos cement sheets
	Any boxing in may have been decorated as building has been maintained
Textured decorative coatings	Artex is the main culprit and the only way to tell if it contains asbestos is to get it tested
	Found on both ceilings and walls
AIB ceiling tiles	Mainly found in commercial buildings and offices due to being able to hide cables above ceiling tray
	Rarely found in residential buildings as most has been removed due to going out of fashion
Asbestos cement water tanks	Usually found in roof spaces
Bakelite	Toilet cisterns and seats, old light fittings and switches and many other components
	Looks like plastic, and is usually dark brown or black and contains asbestos
Sprayed coatings	Mainly found in commercial buildings as most homes have plastered walls

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	Sprayed coatings were used on walls, ceilings and beams as a fire retardant and insulator
Lagging	Used as an insulation material on pipes in both residential and commercial properties
	Also used on boilers, but this was mainly the larger commercial type
AIB bath panels	End and side panels for baths
	May have been decorated, tiled or cladded
AIB backing board	Found behind fuse boxes, consumer boards, behind and around boilers, in airing cupboards and behind fires
Loose fill insulation	Used in all property types as an insulation
	Can be found in loft spaces, under floor boards and in cavity walls
Vinyl floor tiles and adhesive	Predominantly a 150 x 150mm tile approximately 2mm thick
	Once a popular choice of flooring for kitchens and bathrooms in residential properties
	Used extensively in commercial properties for most floors and corridors
	Both the tile and adhesive may contain asbestos
	May be hidden under newer floor coverings
AIB in partition walls and fire doors	Used as a fire stop inside of both products
Asbestos cement roofs	Usually corrugated panelled roofs that are bolted or screwed to joists
	Are brittle and fragile and were popular for farm out buildings as well as garage and commercial roofs
Roofing felt	Used for most flat roof applications and sometimes under shingles
	Mainly used from the early 1900's to early 1980's
Soffits	Either AIB of asbestos cement board
	Uses as a soffit and may be ventilated or whole

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	May be painted to match surrounding timbers
Window panels	Found in all building types both interior and exterior
	Where a window frame is high level to floor but there is only glass in the top half
	The bottom half is often painted on the outside and decorated or plastered on the inside
Textiles	Ironing board fabric, oven gloves, heat mats, fire blankets aprons. The list goes on
	Any old fabric that has heat resistant properties is suspect
Gaskets, seals and paper	Often used in boilers and as seals on wood burners
	Paper also used as liner for floorings and roof coverings
	may be hidden under existing floor coverings

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### 3) Method statement for builders clean

## **Scope of Works**

This method statement describes the work process for the following

- 1) Start of works
- 2) Removing cement splashes
- 3) Removing plaster splashes
- 4) Removing dust
- 5) Removing silicone
- 6) Cleaning sink traps
- 7) Cleaning upvc
- 8) Cleaning ceramic tiles
- 9) Cleaning restrooms
- 10) Cleaning phones, computers, clocks, electronics
- 11)Cleaning desks
- 12) Vacuuming
- 13)Cleaning kitchen
- 14)Finishing

## Step by step process

#### Start of works

- 1) Read relevant risk and COSHH assessment, and follow guidelines for the correct PPE.
- 2) Sheet up and protect work area and surrounding, including signage and barriers as required.
- 3) Visually inspect work area and only begin works if it is a safe working environment.
- 4) Cordon off work area if required to do so.
- 5) Ensure the area to be worked and exit points are clear of obstruction and that safe access and egress is maintained.
- 6) Check any electrical or hand tools for damage or faults, faulty or damaged tools must be removed from service immediately.
- 7) Do not leave tools and equipment unattended at any time.

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### Removing cement splashes

- 1) Cement splashes are usually in thin layers and on most occasions, can be removed by applying multi surface cleaner, leaving for a few minutes and then wiping clean.
- 2) If the cement is in droplets or blobs the use of a hammer and chisel to fracture the bond and then multi surface cleaner.
- 3) If the cement has adhered to a porous of textured surface the use of brick cleaner may be required. (See method, Risk and COSHH for 'Cleaning Brickwork').

## **Removing plaster**

- 1) Most plaster splashes can be removed by applying multi surface cleaner, leaving for a few minutes then wiping clean.
- 2) If the plaster is in droplets or blobs the use of a scraper will usually lift most of the plaster off followed by multi surface cleaner.
- 3) If the plaster won't lift off in one lump, it can be eroded with a scraper followed by multi surface cleaner.

## **Removing dust**

- 1) After some building works (e.g. hacking off plaster), there is an excessive amount of dust that will need removing without re-contaminating the air.
- 2) Use a soft broom and dustpan, shovel or copper shovel to gently place the dust into a rubble sack.
- 3) In exterior work places the dust can contaminate areas outside of the building site and the use of water as a dust suppression aid should be looked at.

### Removing silicone

- 1) If silicone has landed on a smooth surface such as a worktop it can usually be peeled off.
- 2) If however, the silicone has landed on carpet, curtains or in another situation where it won't peel off, use of a silicone scraper followed by the application of silicone sealant remover as per manufacturer's instructions.

## **Cleaning sink traps**

- 1) If a sink or WHB has been used in connection with building works, undo the waste trap, empty any solids replace and rinse.
- 2) If any solids can't be removed from the waste trap, replace it.

## Cleaning upvc

- 1) Wipe down windows with a multi surface cleaner and tap off any solids with a scraper.
- 2) Use a upvc solvent or cream cleaner on plastic as per manufacturer's instructions with care not to let the cleaning solutions come into contact with any glazing gaskets.

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## Cleaning ceramic tiles

- 1) Use a small amount of multi surface cleaner on an inconspicuous area to see if cleaner stains the grout.
- 2) If cleaner doesn't stain grout, wipe down tiles with a multi surface cleaner and tap off any solids with a scraper.
- 3) Polish tiles remove any water or dirt stains with paper towels.

## **Cleaning restrooms**

- 1) Flush WCs and urinals and spray outside of bowl, urinal, cistern, WC seat, hinges and fixtures with disinfectant solution.
- 2) Use a toilet swab to push water in WC over the trap.
- 3) Apply a toilet cleaner to the swab and starting from the underside of the rim coat the bowl with cleaner. Likewise use the same technique on the urinal bowl.
- 4) After five minutes' wipe clean the disinfectant solution then scrub and flush the WC and urinal.
- 5) Starting from the highest fixtures dust down rest room.
- 6) Spray multi surface cleaning disinfectant solution on ceramic tiles, wash hand basins, worktops, taps etc... leave for 5 minutes and wipe clean.
- 7) Use glass cleaner on mirrors and dispensers and polish up with paper towel.
- 8) Replenish supplies as required (toilet roll, dispenser top ups etc...).
- 9) Sweep and mop floor.

## Cleaning phones, computers, clocks

- 1) Use a cloth that has been dampened with a multi surface cleaning disinfectant solution to wipe the surface of products.
- 2) Use an anti-bacterial wipe on any mouth pieces, earpieces or keyboards.

### Cleaning desks and surfaces

- 1) Note: nothing will be removed from a desk as is considered to be someone's personal workspace. Even if there's an empty biscuit packet or chocolate wrapper, they will be deemed to be important to the owner as they may have a phone number written on them, or a promotional code.
- 2) Gather items together that are on the desk/work surface and move to one side.
- 3) Spray multi surface cleaning disinfectant solution on surfaces, leave for five minutes then wipe clean.
- 4) Repeat for other half of desk/surface then return items to their original position.

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### **Vacuuming**

- 1) Check filters and dust bag (if present), are in good condition and working order.
- 2) Visually check vacuum body, cable and plug prior to use and ensure that PAT sticker is in date.
- 3) Inform people what you are doing and remove any obstacles that are in your way such as waste paper bins.
- 4) Select the correct vacuum setting and vacuum head for the task you are about to carry out.
- 5) Plug in and switch on the machine and move the vacuum head in a forwards and backwards motion and around any unmovable obstacles.
- 6) Switch off, unplug and store vacuum in a safe place once complete.
- 7) Replace obstacles that were previously removed.

## Cleaning kitchen

- 1) Cupboards and drawers to be emptied on an occasional basis as required, shelves removed, and all surfaces including shelves to be sprayed with multi surface cleaning disinfectant solution, left for 5 minutes then wiped clean.
- 2) Cupboard doors, ceramic tiles, splash back areas and worktops to be sprayed with multi surface cleaning disinfectant solution, left for 5 minutes then wiped clean.
- 3) Dirty dishes, cups, cutlery to be washed, dried and put away or placed in dishwasher.
- 4) Clean around taps, overflows and outlets with multi surface cleaning disinfectant solution, left for 5 minutes then wiped clean.
- 5) Use scouring pad and soap for sink bowl and draining board.
- 6) Remove bin liners and spray bins with multi surface cleaning disinfectant solution, left for 5 minutes then wiped clean and renew liner.
- 7) Empty fridge and spray with multi surface cleaning disinfectant solution, left for 5 minutes then wiped clean.
- 8) Occasionally, as required, take out shelves and drawers from fridge and soak and scrub in hot soapy water before disinfecting and replacing.
- 9) Remove carrousel and cooking plate from microwave and soak and scrub in hot soapy water before disinfecting and replacing.
- 10)Clean microwave surfaces by spraying with multi surface cleaning disinfectant solution, leaving for 5 minutes then wiping clean.
- 11)Sweep and mop floor.

## **Finishing**

- 1) All tools and equipment will be cleared to secure storage at the end of each shift
- 2) Staff will leave area clean and tidy at end of shift

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## 4) COSHH assessment for bleach

Substance / material	Bleach															
Suppliers address an number	nd phone		Trust	Hygiene Serv	ices I	Limited, Suth	nerlar	d Avenue, Wolverhan	npton,	West	Midla	nds. W	V2 2J	Н. 0370	3500	988
Contents / ingredien	its of		ium H	C12-18-Alkyld Iydroxide <5%		•		, Is there a work exposure limit	Yes	$\boxtimes$	No		D	uration	8	Hrs
Where the product' used	<b>s</b> Out	side	$\boxtimes$	Insid	le wel	l ventilated	$\boxtimes$	Inside poorly venti	ilated	$\boxtimes$		Co	onfine	d space		
How the products used	Mix	king	$\boxtimes$	Pouring	$\boxtimes$	Spraying		Brushing	Apply	ing by	hand	/ hand tools	$\boxtimes$	Loadin	ıg out	
Product hazard leve	els I	Iigh		Medium	$\boxtimes$	Low 🗆		Product state	Solid			Liquid	$\boxtimes$		Gas	
Flammable	1			under E	xplos	ive V	ery to	oxic Corrosive	S	erious haza			Heal zard/ii	th ritant		ger to onment
	<b>③</b>	$\diamond$									>		<b>(</b>	>	<	
							$\boxtimes$				]		$\boxtimes$			

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PPE	Gloves	Glasses	Goggles	Face shield	Footwear	PPE Clothes	Dust mask	FFP2 mask	FFP3 mask	Respirator	Noise
Outside	$\boxtimes$	$\boxtimes$			$\boxtimes$						
Inside well ventilated	$\boxtimes$	$\boxtimes$			×						
Inside poorly ventilated											
Confined space											
Is the substan											
Breathed in	⊠ Swal	lowed 🗵	In contact w	ith skin 🛛	In contact	with eyes	⊠ Other. Ple	ease specify			

### **Health risks:**

Harmful by inhalation, in contact with skin and if swallowed. Irritating to eyes and respiratory system. May cause lung damage if swallowed. Vapours may become toxic if liquid contacts acid.

**Skin contact:** There may be irritation and redness at the site of contact.

Eye contact: There may be irritation and redness. The eyes may water profusely.

Ingestion: There may be soreness and redness of the mouth and throat. Nausea and stomach pain may occur. There may be vomiting.

**Inhalation:** There may be irritation of the throat with a feeling of tightness in the chest. May cause bronchospasm in chlorine sensitive individuals. Contact with acids liberates toxic gas.

## First aid and emergency measures:















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Emergency servics	First aider	First aid box	Shower	Eye wash	Wash affected area	Boot wash								
$\boxtimes$					$\boxtimes$	$\boxtimes$								
First aid details:  After significant accidental inhalation: Remove casualty from exposure ensuring one's own safety whilst doing so. If unconscious place in the recovery position. Consult a physician if casualty does not rapidly improve.  After contact with eyes: Do not rub eyes, as additional cornea damage is possible by mechanical stress. Remove any contact lenses and open the eyelid(s) widely to flush eye(s) immediately by thoroughly rinsing with plenty of clean water for at least 15 minutes. If possible, use isotonic water (0.9% NaCl). Contact a specialist of occupational medicine or an eye specialist.  After skin contact: Wash skin thoroughly with soap and water as soon as reasonably practicable. Remove heavily contaminated clothing and wash underlying skin. In extreme situations of saturation with this product, drench with water, remove clothing as soon as possible and wash skin with soap and water. Seek medical advice if skin becomes red, swollen or painful.  After significant accidental ingestion: Wash out mouth with water. Do not induce vomiting. Get immediate medical help.														
Spillage and environm Mobility: Store in an up Accidental release: Dil	oright position and ensu	ure container is tightly	closed.											
Water	Carbon Dioxide	e Dry pow	der	Foam    Som   Som	Fire blanket	Raise alarm								
Fire details:														
Product is non-flammab fire should be used. May	-		ioxide and dry powd	er extinguishers. Suitab	le extinguishing media for	the surrounding								

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Fire fighters should wear self-contained breathing apparatus.



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# 5) COSHH assessment for carpet cleaner

Substance / material	Carpet Cle	aner														
Suppliers address an number	nd phone		•	Industries Lt 0044(0)1933			ouse, N	Morris Close, P	ark Far	m Indu	ıstrial E	state, V	Vellingb	orough, N	orthant	s. NN8
Contents / ingredien product		nere a work e limit	Yes		No 🗆	I	Ouration	8	Hrs							
Where the product's used	Inside poorl	ly venti	lated	$\boxtimes$		Confir	ed space	$\boxtimes$								
How the products used	Mi	xing	$\boxtimes$	Pouring	$\boxtimes$	Spraying		Brushing		Apply	ing by h		and ools	Loadii	ng out	
Product hazard leve	ls I	High		Medium		Low 🗵		Product state		Solid		Liq	uid 🗵		Gas	
Flammable (	Oxidising		Gas un pressu	E	xplos	ive V	ery to	oxic Corr	rosive	Se	erious he hazaro		Hea			ger to onment
	<	>				> <			<b>③</b>	•	<		<			
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PPE	Gloves	Glasses	Goggles	Face shield	Footwear	PPE Clothes	Dust mask	FFP2 mask	FFP3 mask	Respirator	Noise			
				(C)										
Outside	$\boxtimes$													
Inside well ventilated	$\boxtimes$													
Inside poorly ventilated	$\boxtimes$													
Confined space	$\boxtimes$													
Is the substance hazardous to health when:  Breathed in □ Swallowed ⊠ In contact with skin ⊠ In contact with eyes □ Other. Please specify  Health risks: There may be irritation to eyes and mild irritation at the site of contact.  Skin contact: There may be mild irritation at the site of contact.  Eye contact: There may be irritation and redness. The eyes may water profusely.  Ingestion: There may be soreness and redness of the mouth and throat. There may be stomach discomfort.  Inhalation: Non applicable.														
First aid and														
H		First aider	E	t aid box			Fuerwell	<b>W</b> 7	h affected area	I. Parts	wo sh			
Emergency se	EI VICS	First aider	FIRS	ald box	Show	CI	Eye wash ⊠	was.	n affected area	a Boot				
First aid deta	ils:													

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After significant accidental inhalation: Non applicable.

**After contact with eyes:** Do not rub eyes, as additional cornea damage is possible by mechanical stress. Remove any contact lenses and open the eyelid(s) widely to flush eye(s) immediately by thoroughly rinsing with plenty of clean water for at least 15 minutes. If possible, use isotonic water (0.9% NaCl).

After skin contact: Wash the affected skin with soap and water. Seek medical treatment in all cases of irritation.

After significant accidental ingestion: Wash out mouth with water. Seek medical help if symptoms persist.

## **Spillage and environmental:**

Readily absorbed into soil. Biodegradable.

**Mobility:** Store in cool, well-ventilated area. Keep container tightly closed. **Accidental release:** Hose away with plenty of water. No environmental issues.













Fire details:

Product is non-flammable and compatible with water, foam, carbon dioxide and dry powder extinguishers. Suitable extinguishing media for the surrounding fire should be used.

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# 6) COSHH assessment for cream cleaner

Substance / material	Cream Clea	ner														
Suppliers address an number	nd phone	S	Selde	n Research Li	mited	, Staden La	ne B	usiness Park, Staden La	ane, Bu	ıxton,	Derby	shire. S	K17 9	9RZ. 01	298 26	6226
Contents / ingredients of product  Alcohol Ethoxylate 1-5%  Where the product's								Is there a work exposure limit	Yes		No	$\boxtimes$	Dı	uration		
Where the product' used	Outside 🗵 Inside Well Ventilated 🗵								ilated	$\boxtimes$		Со	nfine	d space	$\boxtimes$	
How the products used	Mix	ing		Pouring		Spraying		Brushing	Apply	ing by	hand	/ hand tools	$\boxtimes$	Loadin	g out	
Product hazard leve	els H	igh		Medium		Low		Product state	Solid			Liquid	$\boxtimes$		Gas	
Flammable				under E	xplos	ive	Very	toxic Corrosive	S	erious haza			Healt ard/ir	th ritant		ger to onment
			<	>			(S					•	0	>	<	
											]					

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PPE	Gloves	Glasses	Goggles	Face shield	Footwear	PPE Clothes	Dust mask	FFP2 mask	FFP3 mask	Respirator	Noise			
				Smort										
Outside	$\boxtimes$													
Inside well ventilated	$\boxtimes$													
Inside poorly ventilated	$\boxtimes$													
Confined space														
				41 1:	T	1 5	7 01 PI	• • •						
Breatned in	⊔ Swan	owed $\square$	in contact wi	ın skin   🗀	in contact	with eyes   L	∆ Uner. Pleas	e specify						
Skin contact: Eye contact: Ingestion: The	Streathed in Swallowed In contact with skin In contact with eyes Other. Please specify    Contact   Contac													
First aid and	emergency n	neasures:												
Emergency so	ervics	First aider	First	aid box	Show	er	Eye wash	Wash	affected area	a Boot v	wash			
							$\boxtimes$		$\boxtimes$					

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#### First aid details:

After significant accidental inhalation: Non applicable.

**After contact with eyes:** Do not rub eyes, as additional cornea damage is possible by mechanical stress. Remove any contact lenses and open the eyelid(s) widely to flush eye(s) immediately by thoroughly rinsing with plenty of clean water for at least 15 minutes. If possible, use isotonic water (0.9% NaCl). Contact a specialist of occupational medicine or an eye specialist.

After skin contact: Wash skin thoroughly with soap and water as soon as reasonably practicable. Seek medical advice if skin becomes red, swollen or painful. After significant accidental ingestion: Wash out mouth with water.

## Spillage and environmental:

Not regarded as dangerous to the environment.

Mobility: Store in an upright position and ensure container is tightly closed.

Accidental release: Mop up and dilute residue with water.









 $\boxtimes$ 





Fire details:

This product is not flammable. Use fire-extinguishing media appropriate for surrounding materials.

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# 7) COSHH assessment for detergent

Substance / material	Detergent																
Suppliers address and number	nd phone		E-hyg	giene systems	ltd, M	urray Road,	Orpii	ngton. I	BR5 3QY. 01	689 89	92522	2					
Contents / ingredier	its of	Sod	lium D	Oodecylbenzer	e Sulp	honate 5-15	5%,										
product		Sod	lium C	C12-C15 Alco	nol Etl	ner Sulphate	5-159	%,	Is there a								
			9-C11 Pareth- $10 < 5\%$ , Methyl 4- <b>work</b> Yes $\square$ No $\boxtimes$ <b>Duration</b>														
			roxybenzoate <1%, 2-bromo-2-nitropropanol- exposure limit														
		1,3-	-diol <1%, Propyl 4-hydroxybenzoate <1%														
Where the product' used	<b>S</b> Ou	tside															
How the products used	M	ixing	; 🛛	Pouring		Spraying		Brush	ing 🗆	Apply	ing t	y hand	l / hand tools	$\boxtimes$	Loadin	g out	
Product hazard leve	els	High	ı 🗆	Medium		Low		Produ	ict state	Solid			Liquid	$\boxtimes$		Gas	
Flammable	Oxidising		Gas u	under sure	xplos	ive V	ery to	oxic	Corrosive	S		s healtl zard		Healt ard/ir			ger to onment
(C)	(A)		1		V		V	<b>&gt;</b>			1	/		V		1	
														$\boxtimes$			

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PPE	Gloves	Glasses	Goggles	Face shield	Footwear	PPE Clothes	Dust mask	FFP2 mask	FFP3 mask	Respirator	Noise			
				Smort										
Outside	$\boxtimes$													
Inside well ventilated	$\boxtimes$													
Inside poorly ventilated	$\boxtimes$													
Confined space	$\boxtimes$													
				411-:	T		7 O41 D1	· · · · · · · · · · · · · · · · · · ·						
Breatned in	⊔ Swaii	owed $\square$	in contact wi	tn skin   🗀	In contact	with eyes	Volumer. Pleas	e specify						
Skin contact: Eye contact: Ingestion: The	Streathed in Swallowed In contact with skin In contact with eyes Other. Please specify    Greathed in Prolonged contact may cause skin irritation and eye irritation may occur on contact.     Greathed in Prolonged, repeated contact may cause skin irritation.     Greathed in Prolonged, repeated contact may cause skin irritation.     Greathed in In contact with eyes In contact with eyes In contact.     Greathed in In contact with eyes In contact with eyes In contact with eyes In contact.     Greathed in In contact with eyes In cont													
First aid and	emergency n	neasures:												
Emergency se	ervics	First aider	First	aid box	Show	er	Eye wash	Wash	affected are		vash			
									$\boxtimes$					

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#### First aid details:

After significant accidental inhalation: Non applicable.

**After contact with eyes:** Do not rub eyes, as additional cornea damage is possible by mechanical stress. Remove any contact lenses and open the eyelid(s) widely to flush eye(s) immediately by thoroughly rinsing with plenty of clean water for at least 15 minutes. If possible, use isotonic water (0.9% NaCl). Contact a specialist of occupational medicine or an eye specialist.

After skin contact: Wash skin thoroughly with soap and water as soon as reasonably practicable. Seek medical advice if skin becomes red, swollen or painful. After significant accidental ingestion: Wash out mouth with water.

## Spillage and environmental:

Large quantities could be harmful to aquatic life.

Mobility: Store in an upright position and ensure container is tightly closed.

Accidental release: Mop up and dilute residue with water.













#### Fire details:

This product is not flammable. Use fire-extinguishing media appropriate for surrounding materials.

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# 8) COSHH assessment for disinfectant

Substance / material	Disinfectant														
Suppliers address an number	nd phone	Deb L	.td, Denby Ha	11 Way	y, Denby, D	erbys	hire, DE5 8JZ. 0177	3 8551	00						
Contents / ingredier product	A	lkylbenz	nol Ethoxylate ryl Dimethyl <i>A</i> aediol <1%, d-	Ammo:	nium Chlor	-	Is there a work exposure limit	Yes		No		Dı	ıration	8	Hrs
Where the product' used	<b>S</b> Outsi	de 🗵	Insid	le well	ventilated	$\boxtimes$	Inside poorly vent	ilated	$\boxtimes$		Со	nfine	d space	$\boxtimes$	
How the products used	Mixi	ng 🗵	Pouring	$\boxtimes$	Spraying		Brushing 🗵	Apply	ing by	hand	/ hand tools		Loadin	g out	
Product hazard leve	els Hi	gh 🗆	Medium		Low		Product state	Solid			Liquid	$\boxtimes$		Gas	
Flammable	Oxidising	Gas u	E	xplosi	ve V	ery to	xic Corrosive	S	erious l hazaı			Healt ard/ir	h ritant		ger to onment
			> <							>		<b>(</b>	>	<	
												$\boxtimes$			

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PPE	Gloves	Glasses	Goggles	Face shield	Footwear	PPE Clothes	Dust mask	FFP2 mask	FFP3 mask	Respirator	Noise
				sincid		Ciones		lilask	III disk		
Outside	$\boxtimes$	$\boxtimes$			$\boxtimes$						
Inside well ventilated	$\boxtimes$	$\boxtimes$			$\boxtimes$						
Inside poorly ventilated	×	$\boxtimes$			$\boxtimes$						
Confined space											
Is the substan	ce hazardous	s to health wh	ien:								
			In contact with	ı skin 🔲	In contact	with eyes 🗵	Other. Please	specify			
Health risks: Skin contact:	•		contact.								
			redness of eyes	s and mucou	s membranes	. The eyes ma	ay water profuse	ely.			
<b>Ingestion:</b> Ma	y cause irritat	ion, nausea, v	omiting and di	arrhoea.		•		J			
<b>Inhalation:</b> No	ot relevant Un	llikely route o	f exposure as t	he product d	loes not conta	in volatile su	bstances.				
First aid and	emergency m	easures:									
Emergency se	rvics	First aider		id box	Show	er	Eye wash	Wash a	affected area		vash
							$\boxtimes$		$\boxtimes$		

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#### First aid details:

After significant accidental inhalation: Not applicable.

After contact with eyes: Do not rub eyes, as additional cornea damage is possible by mechanical stress. Remove any contact lenses and open the eyelid(s) widely to flush eye(s) immediately by thoroughly rinsing with plenty of clean water for at least 15 minutes. If possible, use isotonic water (0.9% NaCl). Contact a specialist of occupational medicine or an eye specialist.

After skin contact: Wash with soap and water.

After significant accidental ingestion: Wash out mouth with water. Seek medical attention if systems persist.

## Spillage and environmental:

Mobility: Store in an upright position and ensure container is tightly closed.

**Accidental release:** Do not discharge into drains or rivers. Contain the spillage using bunding then, absorb into dry earth or sand. Transfer to a closable, labelled salvage container for disposal by an appropriate method.













#### Fire details:

The product is not combustible. Use a dry powder, water, foam or CO2 fire extinguisher to extinguish the surrounding fire. Use extinguishing measures that are appropriate to local circumstances and the surrounding environment.

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# 9) COSHH assessment for furniture polish

Substance / material	Furniture P	olisl	h														
<b>Suppliers address and phone</b> Chemical Direct LTD, Unit 28, Stadium Bus									Business Park, Ballycool	lin Ro	ad, D	ublin	. 11. 0	1 811	18920		
Contents / ingredier product	Organo Silicone Emulsion 5-10%						Is there a work exposure limit	Yes		No	$\boxtimes$	Dı	uration				
Where the product' used	- Unitside				☐ Inside well ventilated ☐					Inside poorly ventilated			Co	Confined space			
How the products used	Mix	ing		Pouring		Spray	ing	$\boxtimes$	Brushing 🗵	Apply	ing by	hand	/ hand tools	$\boxtimes$	Loadin	g out	
Product hazard leve	els H	igh		Medium		Low			Product state S	Solid			Liquid	$\boxtimes$		Gas	
Flammable	Oxidising		Gas u	under F	Explos	ive	V	ery to	oxic Corrosive	Se	erious haza	health ard		Heal ard/ir	th ritant		ger to
	<b>③</b>		<	<b>&gt;</b>		>						>	•		>	<	
												]		$\boxtimes$			

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PPE	Gloves	Glasses	Goggles	Face shield	Footwear	PPE Clothes	Dust mask	FFP2 mask	FFP3 mask	Respirator	Noise
Outside	$\boxtimes$										
Inside well ventilated											
Inside poorly ventilated	$\boxtimes$	$\boxtimes$									
Confined space	$\boxtimes$	$\boxtimes$									
Is the substar	naa hazarda	us to hoolth w	whon.								
		lowed 🗵	In contact wi	th skin \	In contact	with eyes [	⊠ Other. Plea	se specify			
Health risks: May cause skin, eye and respiratory irritation.  Skin contact: There may be irritation and redness at the site of contact.  Eye contact: There may be irritation and redness. The eyes may water profusely.  Ingestion: There may be soreness and redness of the mouth and throat. Nausea and stomach pain may occur. There may be vomiting.  Inhalation: There may be irritation of the throat with a feeling of tightness in the chest.											
First aid and	emergency	measures:									
Emergency s	ervics	First aider	First	aid box	Show	er	Eye wash	Wash	a affected area		
$\boxtimes$							$\boxtimes$		$\boxtimes$		

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#### First aid details:

After significant accidental inhalation: Remove casualty from exposure ensuring one's own safety whilst doing so. If unconscious place in the recovery position. Consult a physician if casualty does not rapidly improve.

**After contact with eyes:** Do not rub eyes, as additional cornea damage is possible by mechanical stress. Remove any contact lenses and open the eyelid(s) widely to flush eye(s) immediately by thoroughly rinsing with plenty of clean water for at least 15 minutes. If possible, use isotonic water (0.9% NaCl). Contact a specialist of occupational medicine or an eye specialist.

After skin contact: Wash skin thoroughly with soap and water as soon as reasonably practicable. Seek medical advice if skin becomes red, swollen or painful. After significant accidental ingestion: Wash out mouth with water. Do not induce vomiting. Get immediate medical help.

## Spillage and environmental:

Not regarded as dangerous to the environment.

Mobility: Store in an upright position and ensure container is tightly closed.

Accidental release: Mop up and dilute residue with water.













#### Fire details:

Do not use water.

Extinguish with CO<sup>2</sup>, Foam or Dry powder.

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## 10) COSHH assessment for glass cleaner

## COSHH Assessment prepared by YOUR COMPANY NAME and NAME OF PROJECT/CONTRACT NUMBER

Substance / material	Glass Cleaner	·									
Suppliers address an number	nd phone	•	ustries Ltd, l 4(0)1933 40		ouse, Mo	orris Close, Park Farm In	ndustria	l Estate	e, Wellin	igborough, N	orthants. NN8
Contents / ingredien product	ets of Pro			Is there a work Ye exposure limit	s 🗵	No		Duration	8 Hrs		
Where the product's used	S Outside		Inside w	vell ventilated	$\boxtimes$	Inside poorly ventilate	d ⊠		Con	nfined space	
How the products used	Mixing	g 🗆	Pouring [	Spraying	⊠I	Brushing   App	olying by	y hand	/ hand tools	⊠ Loadir	ng out 🔲
Product hazard leve	els High	ı 🗆 🗀	Medium [	☐ Low 🗵	F	Product state Soli	d□□		Liquid	$\boxtimes$	Gas 🗆
Flammable (	Oxidising	Gas under pressure	Expl	osive V	ery toxi	ic Corrosive	Serious haz	s health ard		Health ard/irritant	Danger to environment
	<b>③</b>	$\Diamond$					<		<	<b>(</b>	*

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PPE	Gloves	Glasses	Goggles	Face shield	Footwear	PPE Clothes	Dust mask	FFP2 mask	FFP3 mask	Respirator	Noise
				sillerd		Cioties		Hlask	Illask		
Outside	$\boxtimes$	$\boxtimes$									
Inside well ventilated	$\boxtimes$	$\boxtimes$									
Inside poorly ventilated	$\boxtimes$	$\boxtimes$									
Confined space	$\boxtimes$										
Is the substan	······································	······································									
Breathed in [	□ Swall	owed 🗆	In contact wi	th skin 🛚	In contact	with eyes   L	☐ Other. Pleas	e specify			
Health risks: May cause eye irritation on contact. Skin contact: No hazard. Eye contact: There may be irritation and redness. The eyes may water profusely. Ingestion: Non applicable in small quantities. Inhalation: Non applicable in small quantities.											
First aid and	emergency r	neasures:									
Emergency se	rvics	First aider	First	aid box	Show	ver	Eye wash	Wash a	affected area	a Boot v	vash

 $\boxtimes$ 

#### First aid details:

After significant accidental inhalation: No hazard.

**After contact with eyes:** Do not rub eyes, as additional cornea damage is possible by mechanical stress. Remove any contact lenses and open the eyelid(s) widely to flush eye(s) immediately by thoroughly rinsing with plenty of clean water for at least 15 minutes. If possible, use isotonic water (0.9% NaCl).

After skin contact: Wash the affected skin with soap and water.

After significant accidental ingestion: Non applicable in small quantities.

### **Spillage and environmental:**

**Mobility:** Store in cool, well-ventilated area. Keep container tightly closed. **Accidental release:** Hose away with plenty of water. No environmental issues.













#### Fire details:

Product is non-flammable and compatible with water, foam, carbon dioxide and dry powder extinguishers. Suitable extinguishing media for the surrounding fire should be used.

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## 11) COSHH assessment for multi surface cleaner

Substance / material	Multi Surface	face Cleaner											
Suppliers address and phone number  JohnsonDiversey UK Ltd, Weston Favell Centre, Northampton. NN3 8PD. 01604 405311													
Contents / ingredien product	ets of Eth	nanol (OES	) <5%, 2-t	outoxy	yethanol (OI	ES) <	5% Is there a work exposure limit	Yes		No 🗵	Duration	n	
Where the product's used	S Outsid	e 🗵	Insid	e wel	l ventilated	$\boxtimes$	Inside poorly vent	ilated	$\boxtimes$	C	Confined spac	e	
How the products used	Mixin	g 🗵	Pouring	$\boxtimes$	Spraying	$\boxtimes$	Brushing 🗵	Applyi	ng by ha	and / hand tools	X   X	ling out $\Box$	
Product hazard leve	ls Hig	h□	Medium		Low		Product state	Solid		Liquio	l 🗵	Gas 🗆	
Flammable (	Oxidising	Gas unde pressure	H.:	xplosi	ive V	ery to	oxic Corrosive	Se	rious he hazard		Health azard/irritant	Danger to environment	
	(a)			V							$\vee$	(F)	

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PPE	Gloves	Glasses	Goggles	Face shield	Footwear	PPE Clothes	Dust mask	FFP2 mask	FFP3 mask	Respirator	Noise	
Outside	$\boxtimes$	$\boxtimes$			$\boxtimes$							
Inside well ventilated	$\boxtimes$	$\boxtimes$			$\boxtimes$							
Inside poorly ventilated	$\boxtimes$	$\boxtimes$			$\boxtimes$							
Confined space		$\boxtimes$										
	Is the substance hazardous to health when:  Breathed in ⊠ Swallowed ⊠ In contact with skin ⊠ In contact with eyes ⊠ Other. Please specify											
Skin contact: Eye contact: Ingestion: Th	Health risks: There may be mild irritation to skin and respiratory system.  Skin contact: There may be mild irritation at the site of contact.  Eye contact: There may be irritation and redness. The eyes may water profusely.  Ingestion: There may be soreness and redness of the mouth and throat. Nausea and stomach pain may occur. There may be vomiting.  Inhalation: There may be mild irritation of the respiratory system.											

# First aid and emergency measures:



First aider

First aid box







 $\boxtimes$ 





Wash affected area

 $\boxtimes$ 

Boot wash

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#### First aid details:

After significant accidental inhalation: Remove casualty from exposure ensuring one's own safety whilst doing so.

After contact with eyes: Do not rub eyes, as additional cornea damage is possible by mechanical stress. Remove any contact lenses and open the eyelid(s) widely to flush eye(s) immediately by thoroughly rinsing with plenty of clean water for at least 15 minutes. If possible, use isotonic water (0.9% NaCl). Contact a specialist of occupational medicine or an eye specialist if symptoms persist.

After skin contact: Wash the affected skin with soap and water. Seek medical treatment in all cases of irritation.

After significant accidental ingestion: Wash out mouth with water. Do not induce vomiting. Seek medical help if symptoms persist.

### **Spillage and environmental:**

Readily absorbed into soil.

Mobility: Store in cool, well-ventilated area. Keep container tightly closed.

**Accidental release:** Hose away with plenty of water diluting to at least 2.5% w/v (25 g/litre) unless this would contaminate a water course or vegetation, in which case either collect, dilute as earlier and pour down wastewater drain (foul sewer) or absorb onto dry sand or similar material and dispose of to a licensed waste management company.













#### Fire details:

Product is non-flammable and compatible with water, foam, carbon dioxide and dry powder extinguishers. Suitable extinguishing media for the surrounding fire should be used.

May evolve toxic fumes if involved in a fire. Fire fighters should wear self-contained breathing apparatus.

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