

RISK ASSESSMENT

Covid19: Cleaning Safely

Risk Rating Matrix	Likelihood (L)				
	Very unlikely to occur (Low)	Unlikely	Reasonably likely to occur (Medium)	Likely	Very Likely to occur (High)
Major	5	10	15	20	25
High	4	8	12	16	20
Medium	3	6	9	12	15
Low	2	4	6	8	10
Very Low	1	2	3	4	5

Ref	Hazards	L	S	RR	Who is at risk?	Controls in place	L	S	RR
2	<p>Contact with Covid-19 and other virus / bacteria</p> <p>Contact with bodily fluids or tissue, which could result in contamination or infection via mouth, eyes, cuts or grazes.</p> <p>Lack of or inadequate PPE for the task</p> <p>Lack of or unsuitable cleaning products</p>	5	5	25	Cleaners and others in area	<p>Follow specific workplace arrangements such as one way systems as necessary.</p> <p>Staff not to congregate in areas.</p> <p>Work to be arranged so that staff can work in separate areas where possible.</p> <p>Work to be carried out in areas with no other persons (client, tenants, students) where possible.</p> <p>Where not possible maintain 2 metre distance.</p> <p>If you cannot maintain a safe distance, remove yourself from the area and contact your line manager.</p> <p>Regularly disinfect vehicle interiors and work areas</p> <p>Avoid hand to face contact during process / procedures.</p> <p>Wearing of PPE for the task with safe removal / disposal. Ensure that the appropriate PPE is worn for the task.</p> <p>Hand washing to be carried out regularly or hand sanitizer to be applied regularly</p> <p>Clean and disinfect all equipment before and after use.</p> <p>For most general cleaning tasks, a neutral detergent with pH should be used.</p> <p>For sites with increased levels of requirement, additional products and PPE may be provided.</p>	1	5	5

3	Cross contamination	3	5	15	Cleaners and others in area	Sanitise your hands when you enter and leave the workplace Increased attention and frequency of cleaning given to high contact points and traffic areas. Such as door handles and push plates, bannisters, light switches, kitchens, bathrooms Maintain strict colour coding Where disposable cloths and mops are not used, soak cloths and mops in disinfectant solution at end of shift. Drape over appropriate colour coded bucket to air dry. Take care with laundry, do not "hug" or shake items. Wash in a hot detergent wash. Clean and disinfect anything used for transporting laundry with your usual products.	1	5	5
8	Personal Safety and Health	5	5	25	Cleaners and others in area	Learn and adhere to the workplace rules and instructions for safe working practices. Report to manager any underlying medical issues which may put you at higher risk. Report to a manager if you feel unwell. Do not go to work, elf isolate and take a test if any symptoms appear.	1	5	5

SUMMARY OF ASSESSMENT

The company may undertake further assessments where unwell individuals have slept such as a hotel room or boarding school dormitory) or there is visible contamination with body fluids. In these cases, then the need for additional PPE might be necessary. The local Public Health England (PHE) Health Protection Team (HPT) can advise on this.

The organisation may need to undertake further assessments where environmental conditions / individual capacity identifies a need.

METHODS

All cleaning staff

- Avoid public transport to travel to work where possible – wear face covering if not possible
- Wash hands or use sanitiser on arrival at work
- Avoid using Lifts – where not possible restrict to one person only travelling in the lift at one time
- Stagger cleaning staff visits to stores/cleaning cupboards etc to avoid groups of staff in one area
- Staff not to congregate in one area to wait for shift start
- Wash hands regularly throughout the day
- Sanitise hands after using shared equipment (buffing machine)
- Adhere to workplace rules and control measures
- Observe social distancing and allow other business users to pass or finish activities before entering a confined area, using equipment or washing facility

Mobile staff

- 2 metre social distancing is to be adhered to where possible :
 - Where not possible – staff site side by side and ventilate vehicle, Face Mask to be worn
 - Vans are to be used by only one or two employees where practical
- Vehicles interiors are to be sanitised daily after use
- Sites to be managed remotely where possible, through phone calls and emails.
- Only one employee at a time to go to the van to unload work equipment, obtain water and cleaning materials etc Where unavoidable, ie to move heavy items needing 2 people, wear face masks
- Vehicles and Cleaning equipment:
 - Vehicle interior to be sanitised daily
 - Interior contact points to be sanitized when re-entering the vehicle at the end of a visit.
- Personal hygiene:
 - Catch coughs and sneezes in a tissue and dispose of straight away and wash/sanitise your hands or cough and sneeze into your arm/sleeve

- Wash hands or use hand sanitizer regularly and after touching item commonly touched by others
- Wear freshly washed clothes daily, do not reuse potentially contaminated clothing
- Equipment:
 - Cleaning equipment should be cleaned in disinfectant / viricidal solution to remove contamination as appropriate
 - Mopheads, cloths should be allowed to soak in disinfectant / viricidal solution to remove contamination or disposed of in a controlled waste stream
 - Cleaning staff should wear gloves at all times whilst at work. For prolonged use employees should wash with soap and water or sanitise their gloves whilst still being worn on the completion of a job.
 - Safety Glasses are to be worn if the potential for splashing exists