


# Risk Assessment (see over for explanations)

	<b>COVID-19 Risk Assessment</b>	<b>Location: All Sites</b>	<b>Reference Number: MONCOVID-19</b>
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**PART A – ASSESSMENT OF ACTIVITY: Cleaning. This is to be used in conjunction with the Site Risk Assessments.**

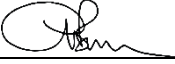

No	Hazard	Who is at risk?	Existing controls	Likelihood X Severity 1 to 7    1 to 7 = Risk Rating 1 to 49	Further action to be taken <i>(These must be entered on the attached action plan)</i>
1.	<b>Hygiene/ Staff Welfare</b>  Risk of infection if basic hygiene is not followed	Employees, Cleaning Operative, Building users	<ul style="list-style-type: none"> <li>- Wash your hands with soap and water when you enter the building</li> <li>- Wear disposable gloves after hand washing.</li> <li>- Change gloves frequently after completing cleaning task.</li> <li>- cover your mouth and nose with a tissue or your sleeve (not your hands) when you cough or sneeze.</li> <li>- put used tissues in the bin straight away and wash your hands afterwards.</li> <li>- Do not touch your eyes, nose, or mouth if your hands are not clean.</li> <li>- Wash your hands after removing gloves, before you leave the building.</li> <li>- Wash your hands when you get home.</li> </ul>	<b>3 x 4 = 12</b>	<b>Detailed in COVID-19 Policy sent to all employees, along with hand washing techniques.</b>  <b>Increase hand washing</b>

2	<p><b>Populated Area/Building</b></p> <p>Social distancing to reduce risk of Coronavirus</p>	<p>Employees, Cleaning Operatives, Building users</p>	<ul style="list-style-type: none"> <li>- <b>Client has put in place clear social distancing guidelines for building users.</b></li> <li>- Clear instruction given.</li> <li>- Clean areas of the building that are not occupied if staff working in that area.</li> <li>- Close off washrooms when cleaning if building occupied with clear signage.</li> <li>- Maintain 2 metres from other people if cleaning when areas of the building are occupied. This should be avoided.</li> <li>- Wear a face covering.</li> <li>- Always stay alert and vigilant while working and moving around.</li> </ul>	<p style="text-align: center;"><b>3 x 4 = 12</b></p>	<p><b>Follow guidelines for the site, and government guidance on social distancing.</b></p>
3.	<p><b>Infection/Cross contamination</b></p> <p>Risk of illness resulting from infection or cross contamination</p>	<p>Cleaning Operatives, Building users</p>	<ul style="list-style-type: none"> <li>- Operatives are trained on the correct procedures to reduce risk of cross contamination.</li> <li>- Operatives are trained and understand the company colour coding system.</li> <li>- Touch points to be cleaned as trained, special attention to handles, door plates and desks.</li> <li>- Separate cloths should be used for the toilet and sink.</li> <li>- Different colour coded equipment must not be touching when in storage.</li> <li>- Operatives must always wear disposable gloves.</li> <li>- Wipe down cleaning equipment at the end of each shift.</li> </ul>	<p style="text-align: center;"><b>3 x 4 = 12</b></p>	<p><b>Follow training procedures/ Method statement for cleaning of contact points</b></p>

4.	<p><b>COVID-19</b></p> <p>Risk of Coronavirus</p>	Employees, Building users, visitors	<ul style="list-style-type: none"> <li>- <b>Employees to report any COVID-19 Symptoms immediately and follow the NHS guidelines.</b></li> <li>- The main Symptoms are</li> <li>- <b>A high temperature</b> means you feel hot to touch on your chest or back.</li> <li>- <b>A new, continuous cough,</b> coughing a lot for more than an hour.</li> <li>- <b>A loss or change to your sense or taste</b></li> <li>- Employee not to enter the site premises if the client has confirmed a building user has reported symptoms of Coronavirus</li> <li>- If confirmed case, area cannot be cleaned unless has been vacant for over 72 hours.</li> <li>- All cleaning materials, PPE to be placed in clinical waste bags and placed in clinical waste bin</li> </ul>	<b>4 x 5 = 20</b>	<b>Special clean to be carried out by Specialist team who will follow the detailed Method of Cleaning</b>
5.	<p><b>Lone Working</b></p> <p>Includes working in an area of the building on your own.</p>	Employees	<ul style="list-style-type: none"> <li>- Employee to follow the lone working guidelines</li> <li>- Work procedures to be always followed.</li> <li>- Employee must notify their line manager or call out of hours number on 01206-215300 if they are unsure or need urgent advice.</li> <li>- Premises must be secure during the cleaning shift.</li> <li>- Access not to be given to any unknown person.</li> <li>- Employee to have a mobile phone with them at all times.</li> <li>- Employee aware of procedures to contact emergency services.</li> </ul>	<b>2 x 4 = 8</b>	<b>No further action required.</b>

6.	<p><b>Travelling to work/Sites</b></p> <p>Public transport/ sharing vehicles risk of infection</p> <p><b>Social distancing in Vehicles</b></p>	Employees	<ul style="list-style-type: none"> <li>- Avoid using public transport to get to work.</li> <li>- If using public transport wear a face covering, scarf and disposable gloves</li> <li>- Single occupancy in vehicles</li> <li>- Contactless refuelling of vehicle is used.</li> <li>- Wear disposable gloves and wash hands after refuelling.</li> <li>- Carry a hand sanitiser with you and disposable gloves.</li> <li>- <b>Where two colleagues are in the same vehicle the following applies</b></li> <li>- Fixed pairing system in place and followed</li> <li>- Vehicles are ventilated to increase the air flow, windows open</li> <li>- Shared vehicles interior surfaces are cleaned at the end of each day.</li> <li>- All vehicles have hand sanitisers and disposable gloves.</li> </ul>	<b>4 x 5 = 20</b>	<b>Speak to your Line Manager if in doubt</b>
7.	<b>Fire Procedures</b>	Cleaning Operatives, Staff, Contractors and Visitors.	<ul style="list-style-type: none"> <li>- Operatives trained on site fire procedure during site induction.</li> <li>- Muster point highlighted to operatives at the induction.</li> <li>- Client manages site fire safety and ensures correct signage and warning alarms.</li> <li>- Social distancing to be followed as instructed by the client</li> </ul>	<b>1 x 6 = 6</b>	<b>No further action required</b>

8.	<b>Working outside</b>  Risk of Infection, social distancing	Cleaning Operative	<ul style="list-style-type: none"> <li>- Follow site procedures, one-way systems, and traffic flow.</li> <li>- Only use client facilities if critical, this should be avoided.</li> <li>- Call client before entering the building.</li> <li>- Strictly follow hygiene guidelines if using client washroom facilities.</li> <li>- Always maintain 2 metres from other people including work colleagues.</li> <li>- Sanitise all equipment before and after work task.</li> <li>- Limit use of shared cleaning equipment</li> <li>- Self-signing of the work only as no client contact allowed.</li> <li>- Wash your hands thoroughly as often as you can.</li> <li>- All vehicles have hand sanitisers</li> <li>- Operatives provided with correct PPE.</li> <li>- Wear a face covering if social distancing is not practical to complete the task safely.</li> </ul>	<b>4 x 4 = 16</b>	<b>Follow site procedures</b>
9.	<b>First Aid treatment</b>  Exposure to first aiders	Operatives, and building users	<ul style="list-style-type: none"> <li>- Operative must contact the client if first aid is required</li> <li>- Operatives to wear face covering/mask, gloves, when being attended by the first aider.</li> <li>- Call 111 in an emergency, or to seek urgent advice</li> </ul>	<b>3 x 4 = 12</b>	<b>No further action required</b>

<b>Assessor(s) name: Chris Brown</b>	<b>Assessor(s) signature:</b> 	<b>Date: 20/05/2020</b>  Reviewed Quarterly
The Department Manager should sign below to show that the assessment is a correct and reasonable reflection of the hazards and of the control measures and actions required.		
<b>Directors name: Tony Felgate</b>	<b>Signature:</b> 	<b>Date: 20/05/2020</b>

<b>Why are we doing this –</b> Employers with 5 or more employees are required to undertake risk assessments to assess what our company needs to do to comply with health and safety legislation.	<b>Risk Rating</b>	<b>Likelihood</b>	<b>Risk Rating</b>	<b>Severity</b>
<b>Who should be the assessor -</b> The assessor should be someone with training in risk assessment who has experience and knowledge of the work activities and tasks that are under assessment?	7	Almost Certain	7	Fatality
<b>Sub task -</b> It is important when carrying out the risk assessment, that the activity to be assessed is broken down into sufficient sized sub-tasks to allow a suitable rating to be allocated to each part. If the assessment is not broken down sufficiently, then it is possible to underestimate the level of risk involved.	6	Very Likely	6	Disability
<b>What is a hazard -</b> A hazard is anything with the potential to cause harm or damage, for example chemicals, manual handling, working from ladders, electricity etc.	5	Probable	5	Hospitalisation
<b>Who is at risk -</b> This is used to show all those who may be affected by the activity, this may not just be our own employees? Others affected could include visitors, contractors, the public, and other groups.	4	Possible	4	Lost Time
<b>Existing controls -</b> Existing controls cover the measures already in place to reduce the over all risk. Examples would be training to undertake a task or protective clothing such as protective footwear or gloves.	3	Plausible	3	First Aid
	2	Unlikely	2	Discomfort
	1	Effectively Impossible	1	No Harm

