


Cleaner Covid-19 RA

Guidance Risk Assessment

S = Severity Rating	L = Likelihood
1 = No injury or illness	1 = Never to very low
2 = Minor injury or illness	2 = Unlikely
3 = Injury or illness	3 = Possible
4 = Major injury or illness	4 = Very Likely
5 = Fatality	5 = Always

0-6 Low risk
7-11 Medium Low risk
12-15 Medium High Risk
16+ High Risk Call adviser

Division	 Cleanology
Location	Cleanology/Site Name
Assessment carried out by	J Collazo
Date of Assessment	01/05/2020
Review date	Annually
Signature	<i>J Collazo</i>
Risk Assessment No	RA -CLC01


List hazards	Outcome	Persons at Risk	Severity X	Likelihood=	Risk Rating	List existing controls	Severity X	Likelihood=	Risk Rating	Additional controls to reduce the risk	Severity X	Likelihood=	Risk Rating
Report of a general viral outbreak, staff with symptoms such as cough or fever	Viral - cross contamination	Staff, General Public, Clients	4	4	16	When sick, must inform their line manager and not attend work	4	3	12	Mailshot from Head Office advising staff to not attend work in these cases. Regular communication on company whatsapp groups and also from line manager to not attend work if exhibiting symptoms.	4	1	4
Report of a general viral outbreak, travelling on public transport and through populated areas	Viral - cross contamination	Staff, General Public, Clients	4	4	16	General good hygiene, cleanliness and use of PPE	4	3	12	Avoid public transport if possible, if not try and remain 2m apart, avoid peak hours, touching or grabbing poles/drop handles but in cases where balance is needed wear disposable gloves and avoid touching your face, eyes, nose, mouth. Have sanitiser and or wash hands for 30 seconds at the earliest opportunity. Upon arrival to site, wash hands and face, regular hand washing in general and on departure wash hands and face	4	1	4
Report of a general viral outbreak, high risk groups	Viral - severe effects of virus due to underlying conditions or vulnerability leading to critical illness or potential death	Staff	5	4	20	Reported at point of employment but each employee has a duty of care to themselves to inform the company of any changes in health in order these can be fully assessed by Cleanology	4	2	8	Staff members when joining will have reported on their employee pack if they have any medical conditions that Cleanology need to be aware of. Over the fullness of employment health changes and any subsequent health issues should be reported. At time of any viral outbreak these must be reported over any financial worries, in order that Cleanology are fully aware and can put preventative measures in place and or advice with health issues to remain home. Regular company communication as reminders. Any vulnerable or high risk staff to take annual leave where possible or STRICTLY follow guidelines and adhere to additional PPE requirements (e.g N95 mask) where not possible.	4	1	4
2m Social Distancing upon arrival to and from work. Enclosed Spaces (Lifts) and whilst working on site	Cross contamination and inadvertant non adherence to the 2m rule	Staff-Clients-Other	4	4	16	Social distancing previously not required. Cross cotamination and hygiene training given to all staff as standard due to good cleaning practises.	4	3	12	1. Upon arrival Staff should NOT enter the building together thus reducing the 2m rule. This includes when opening doors if you can push the door do so with your forearm. If you have to use a handle wash your hands bearing in mind if you wear gloves and do not wash these the transfer of any virus will continue unabated. Do not touch your eyes, face etc. Washing your hands remains best practice at all times. 2. Do not enter any enclosed spaces (lifts, cleaners cupboards) where the 2m rule cannot be apply. Wear your masks & PPE. Step away if ANYONE enters within 2m and remove yourself until they depart. 3. Be aware that Clients and others can still be in the work space, where possible wait until they depart of seek advice from Cleanology Management about shifting the cleaning time to avoid client and others interaction. 4. Be disciplined when you finish your shift that you and colleagues do not rush to put all your items back in the cleaners cupboards at one. Remain vigilant that the 2m rule applies in not only coming to work but in departing the building for home.	4	1	4

AS Team COVID-19

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Location	Cleanology/Site Name
Assessment carried out by	J Collazo
Date of Assessment	01/05/2020
Review date	Annually
Signature	J Collazo
Risk Assessment No	GRA - 10001

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Report of a general viral outbreak, high risk groups	Viral - severe effects of virus due to underlying conditions or vulnerability leading to critical illness or potential death	Staff	5	4	20	Reported at point of employment but each employee has a duty of care to themselves to inform the company of any changes in health in order these can be fully assessed by Cleanology	4	2	8	Reminder email sent by HR to report any underlying conditions. Health changes and any subsequent health issues should be reported. At time of any viral outbreak these must be reported so Cleanology are fully aware and can put preventative measures in place and or advice with health issues to remain home. Regular company communication as reminders. Any vulnerable or high risk staff to take annual leave where possible or STRICTLY follow guidelines and adhere to additional PPE requirements (e.g N95 mask) where not possible.	4	1	4
Correct Use of PPE	Viral - cross contamination	Staff and Colleagues	5	4	16	Standard provision of PPE, usage and replacement	4	3	12	1. Wash or sanitise your hands before putting on any PPE, gloves, masks, goggles 2. If any items becomes damaged or damp in the case of masks remove and replace following point 1. If the face mask is disposable remove and place in the clinical waste box provided in your vehicle. DO NOT dispose of in any normal waste streams. If the face mask is 'fabric' ensure that it is washed daily at 60-90 degrees. If the face mask is a FFP3 style these masks are reusable. 3. Wash or sanitise your hands before taking off any PPE and departing site	4	1	4
Delivering or Receiving Materials	Viral - cross contamination	Staff - Clients - Other	4	4	16	Standard PPE - Gloves Safety Footwear	4	3	12	1. Delivery / collection times to be scheduled to one 'team' at a time and minimise contact outside of the office or clients premises to fixed groupings 2. Loading / unloading individually instead rather than as a pair (where possible, if not possible, i.e heavy equipment one at each end, minimise physical contact) and wear PPE 3. Digital / electronic paperwork used wherever possible. If a digital device is required to be signed for receiving items or asking for clients to sign these, the device should be sanitised using an alcohol wipe, placed down and a 2m rule applied whilst a signatory is made. Upon handing the device back or receiving it apply the same rule. If a signatory on paper is required the only difference is that the item does not need sanitising (DO NOT share pens) 4. Preparing goods to be dropped off to a previously agreed area to avoid transmission. Where possible arrange a delivery location and drop off the items informing the client of the impending delivery. Place the items and do not allow anyone outside your colleagues or fixed pair to enter the delivery location and break the 2m rule. If a signatory is required apply point 3	4	1	4
2m Social Distancing upon arrival to and from work. Enclosed Spaces (Lifts) and whilst working on site	Cross contamination and inadvertent non adherence to the 2m rule	Staff-Clients-Other	4	4	16	Social distancing previously not required. Cross contamination and hygiene training given to all staff as standard due to good cleaning practises.	4	3	12	1. Upon arrival you should NOT enter the building with others and maintain a 2m rule. This includes when opening doors if you can push the door so with your forearm. If you have to use a handle wash your hands bearing in mind if you wear gloves and do not wash these the transfer of any virus will continue unabated. Do not touch your eyes, face etc. Washing your hands remains best practice at all times. 2. Do not enter any enclosed spaces (lifts, cupboards, storerooms etc) where the 2m rule cannot be applied. Wear your masks & PPE if a 2m rule cannot be applied. Step away if ANYONE enters within 2m and remove yourself until they depart. 3. Be aware that Clients and others can still be in the work space, where possible maintain a 2m rule or wait for those in the area to depart 4. If any client or visitor asks for assistance or directed remember to maintain a 2m distance. If it is part of the role to accept items from clients, couriers and or others ask the person to place the item 2m away from you and then step 2m further back (where possible) so you can retrieve the item. Ensure that ANY item is sanitised with Alcohol wipes or an appropriate sanitising agent (if this does not damage the surface) If you have to sign an electrical device or sign for the item apply the same 2m rule, asking them to step back so you can pick up the device (ensuring you sanitise it using Alcohol wipes). If it is a signatory on paper ensure you are wearing PPE and sign and back away for them to collect. Best Practice is to wash your hands or gloves. 5. Be disciplined when you finish your shift that you and colleagues do not rush to put all your items back. Remain vigilant that the 2m rule applies in not only coming to work but in departing the building for home.	4	1	4
Physical Cleaning duties on premises	Viral - cross contamination	Staff and Anyone entering the work area	5	5	20	Warning Signage and Standard PPE	4	3	12	1. Where operationally possible assess the hours required to undertake the work and limit the team(s) e.g. 6hr work or 3 operatives doing 2hrs each becomes 2 operatives working 3 hrs each. 2. Where this is not possible use 'zonal' working where pairs can work in defined areas with only the supervisor moving between each team. In these cases the supervisor must wear full PPE and maintain the 2m rule. 3. Where possible apply static teams or zonal teams limiting switching operatives between teams. 4. PPE - Goggles, FFP3 masks if within proximity or full face visor included if ladder work refer to correct use of PPE.	4	1	4
Vehicle Cross Contamination	Viral - cross contamination	Staff	5	5	20	Static teams and good hygiene standards	4	3	12	1. Static teams to continue wherever possible. ONLY 2 per vehicle with middle seat empty. 2. Ventilation during journeys (i.e windows open). 3. Signage in van as a reminder to stay 2m away. 4. Staff to wash hands prior to entering van and on arrival at location. 5. Sanitisation station and PPE on each van, including alcohol wipes, virucidal cleaner and cloths, disposable gloves, face masks, clinical waste box. 6. Regular cleaning of the vehicle, including at the start and end of the day, focusing on touch points. Materials and equipment to be wiped down after each job with virucidal cleaner.	4	1	4


SEC COVID-19

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Cleanology Head Office Covid-19 Risk Assessment

Location: Cleanology, Lion Yard, Clapham SW4 7NQ

Date Undertaken: May 2020 **Last Update:** 09/06/20

Undertaken By: Jade Collazo (Health & Safety)

Covid-19 is a new illness that can affect your lungs and airways. It is caused by a virus called Coronavirus. Symptoms can be mild, moderate, severe or fatal.

****Controls in purple to be updated and implemented on office opening.**

What are the hazards?	Who might be harmed & how?	Current risk controls	Additional risk controls required	Action by who?	Action by when?	Done
Spread of Covid-19 Coronavirus	<ul style="list-style-type: none"> • Staff • Visitors to your premises • Cleaners • Contractors • Drivers • Vulnerable groups – Elderly, Pregnant workers, those with existing underlying health conditions • Anyone else who physically comes in contact with you in relation to your business 	<p>Home Working</p> <ul style="list-style-type: none"> • Minimum number of people to perform roles effectively assessed • Head office closure with opening only for supplies – 1 person on site per day to allow for social distancing and minimal risk (See Lone Worker RA) • Provide equipment and access for remote working <p>Vulnerable Groups</p> <ul style="list-style-type: none"> • Assess workforce to establish those in vulnerable groups • Those in vulnerable groups to work from home or be furloughed (depending on company requirements) and not participate in office opening rota until further review at end of June 2020. 	<p>Home Working</p> <ul style="list-style-type: none"> • Monitor wellbeing of those working from home – underway, ongoing • Keeping in touch with off-site workers – welfare, mental and physical health HO 	HR / Line Managers HR / Line Managers	05/20 05/20	✓ ✓

		<p>Symptoms of Covid-19</p> <ul style="list-style-type: none"> • If anyone becomes unwell with a new continuous cough or a high temperature in the workplace they will be sent home and advised to follow the stay at home guidance. • Line managers will maintain regular contact with staff members during this time. • If advised that a member of staff or public has developed Covid-19 and were recently on our premises (including where a member of staff has visited other work place premises such as domestic premises), the management team of the workplace will contact the Public Health Authority to discuss the case, identify people who have been in contact with them and will take advice on any actions or precautions that should be taken. • Line managers will offer support to staff who are affected by Coronavirus or has a family member affected. <p>Social Distancing</p> <ul style="list-style-type: none"> • Social Distancing-Reducing the number of persons in any work area to comply with the 2-metre (6.5 foot) gap recommended by the Public Health Agency • Manage occupancy levels • Reduction of job and location rotation • Taking steps to review work schedules including start & finish times/shift patterns, working from home etc. to reduce number of workers on site at any one time. • Conference calls to be used instead of face to face meetings. Encourage use of Microsoft Teams. • Ensuring sufficient rest breaks for staff. • Additional parking facilities 	<p>Symptoms of Covid-19</p> <ul style="list-style-type: none"> • Internal communication channels and cascading of messages through line managers will be carried out regularly to reassure and support employees in a fast changing situation. <p>Social Distancing</p> <ul style="list-style-type: none"> • Rigorous checks will be carried out by line managers to ensure that the necessary procedures are being followed. • Redesigning processes to ensure social distancing in place. • Social distancing also to be adhered to in Kitchen area (one at a time) and smoking area. Signage required. • Management checks to ensure this is adhered to. • Floor tape markings to indicate correct distance • Signage reminders at desks • All desk seating areas to be re-arranged to allow for 2m distance • If desk moves are restricted by space, screens & barriers to be used 	<p>Line Managers</p> <p>Line Managers</p> <p>SMT</p> <p>Office Maint (EN)</p> <p>Line Managers</p> <p>Office Maint (EN) Office Maint (EN)</p> <p>JC</p> <p>JC</p>	<p>Ongoing</p> <p>Ongoing</p> <p>05/20</p> <p>On office opening</p> <p>On office opening</p> <p>On office opening</p> <p>On office opening</p>	<p>✓</p> <p>✓</p> <p>✓</p> <p></p> <p></p> <p></p> <p></p>
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		<ul style="list-style-type: none"> • Staff to be reminded daily of the importance of social distancing both in the workplace and outside of it. • PPE Kits (inc. face coverings / gloves etc.. for all staff) • Personal drawers / lockers to be provided for personal belongings • REMINDER: In an emergency (I.e fire) social distancing is not required if it would cause unsafe practises (e.g fire exits) • Only individual soft drinks (i.e cans) to be provided <p>Office Visitors</p> <ul style="list-style-type: none"> • Office to remain closed with opening for deliveries and supply collections only • Avoid visitors to the office where possible, attendance should be by appointment only • Staff Inductions to be completed remotely 	<ul style="list-style-type: none"> • Shift start and end times to allow for off-peak travel and staggered arrival and departure times • “hot-desking” to be removed wherever possible • Any workspaces in use by more than one person to be cleaned with alcohol wipes before and after use • Staggered access to hotspots such as Printer, Kettle, Fridge • Hotspots to be cleaned with alcohol / suitable antibacterial wipes before and after use. Alcohol wipes to be placed at these locations • Remote meetings should be used wherever possible. If not, should include only vital participants, no sharing of items such as pens, meeting room to be well ventilated and sanitisation station should be utilised • Home lunches should be brought in wherever possible • Removal of shared food with only tea and coffee facilities available. Hand washing before and after use is required • Good ventilation in the building – open windows <p>Office Visitors</p> <ul style="list-style-type: none"> • Attendance log to be implemented and temperature check pre entry • Wall-mounted hand sanitiser outside the entrance next to the intercom for visitors to use • Reception pens to be discouraged, ask visitors to use personal pens wherever possible, if not, these items will need to be wiped down with alcohol wipes before and after use. • Reception screen to be implemented • 2m standing distance markers to be installed in the Reception and at the entrance • All guidance signage to be put up in visitor areas 	<p>SMT</p> <p>SMT ALL</p> <p>SMT</p> <p>CV</p> <p>Office Maint (EN)</p> <p>ALL</p> <p>ALL</p> <p>ALL</p> <p>Office Maint (EN)</p> <p>CV</p> <p>Office Maint (EN)</p> <p>Office Maint (EN) Office Maint (EN)</p> <p>Office Maint (EN)</p>	<p>On office opening</p> <p>On office opening</p> <p>05/20</p> <p>On office opening</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>On office opening 05/20</p> <p>On office opening</p> <p>On office opening</p> <p>On office opening</p>	<p></p> <p></p> <p>✓</p> <p></p> <p>✓</p> <p>✓</p> <p>✓</p> <p></p> <p>✓</p> <p></p> <p>✓</p>
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