Cleaner Covid-19 RA

Guidance Risk Assessment

S = Severity Rating

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 I	12-15 Medium High Risk								
16+	High Risk								
	Call								
l	advisor								

Division	<u> cleanology</u>							
Location		Cleanology/Site Name						
Assessment carried out by		J Collazo						
Date of Assessment		01/05/2020						
Review date		Annualy						
Signature		I Collazo						
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		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		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 vunerability leading to critical illness or potential death	Staff	5	4		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 vunerable 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 containinaton and inadvertant non adherance to the 2m rule	Staff-Clients-Other	4	4		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

5 = Fatality

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 = Always

0-6 Low	risk							
7-11 Medium Low risk								
12-15 M	ledium High Risk							
16+	High Risk							
	Call safety							
	advisor							

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

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 uch 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	Malishot 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 ransport 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 2 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 vunerability leading to critical illness or potential death	Staff	5	4	20	Reported at point of employment but each employee has a duly 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 vunerable 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 Colleages	5	4	16	Standard provision of PPE, usage and replacement	4	3	12	1. Wash or sanitsie your hands before putting on any PPE, gloves, masks, googles 2. If any items becomes damaged or damp in the case of masks 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 maks is a FFP3 style these masks are reusable. 3. Wash or sanitsie 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, ie 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 the 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 roop off the Items infing the client of the impeding 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
m Social Distancing upon arrival to and from work. nclosed Spaces (Lifts) and whilst working on site	Cross containination and inadvertant non adherance 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	122	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 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 (lifs, uppbards, 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 distance. If it is part of the role to accept litems from clients, couriers and or others ask the person to place the litem 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 sanisting agen (if this does not damage the surface) if you have to sign an electrical device or sign for the lamply 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
Yehicle Cross Contamination	Viral - cross contamination	Staff	5	5	20	Static teams and good hygiene standards	4	3	12	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 stary 2m away. 4. Staff to wash hands prior to entering van and on arrival at localtion. 5. Sanitisation station and PPE on each van, including alcohol wipes, virucidal deaner and cloths, disposable gloves, face masks, clinical waste box. 6. Regular cleaning of the vehicle, oncluding at the start and end of the day, focusing on touch points. Materials and equipment to be iped down after each job with virucidal cleaner.	4	1	4

Guidance Risk Assessment

S = Severity Rating L = Likelihood

o ocverty realing	L LINCIIIIOU
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 Lo	w risk							
7-11 Medium Low risk								
12-15	Medium High Risk							
16+	High Risk							
	Call							
	advisor							

	CLEANING THE SCIENTIFIC WAY								
Location		Cleanology/Site Name							
Assessment carried out by		J Collazo							
Date of Assessment		01/05/2020							
Review date		Annualy							
Signature		J. Collazo							
Risk Assessment No		RA SECC01							

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 sympttoms.	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 vunerability 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 reminiders. Any vunerable 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 fron work. Enclosed Spaces (Lifts) and whilst working on site	Cross contaiminaton and inadvertant non adherance 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 to 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



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.

	Who might be harmed & how?	Current risk controls	Additional risk controls required	Action by who?	Action by when?	Done
Spread of Covid-19 Coronavirus	 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 	 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 Vulnerable Groups 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. 	Monitor wellbeing of those working from home – underway, ongoing Keeping in touch with off-site workers – welfare, mental and physical health HO Monitor wellbeing of those working from home – underway, ongoing Meeping in touch with off-site workers – welfare, mental and physical health HO	HR / Line Managers HR / Line Managers	05/20	✓



Symptoms of Covid-19	Symptoms of Covid-19
 If anyone becomes unwer continuous cough or a high to workplace they will be sent he to follow the stay at home go. Line managers will maintain with staff members during the life advised that a member of developed Covid-19 and were premises (including where a has visited other work place domestic premises), the managers contact with the workplace will contact. Authority to discuss the case who have been in contact we take advice on any actions of should be taken. Line managers will offer sup are affected by Coronavirus member affected. 	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. 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. 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. 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.
 Social Distancing Social Distancing-Reducing persons in any work area to complete (6.5 foot) gap record 	omply with the 2- managers to ensure that the necessary
Public Health Agency	Redesigning processes to ensure social distancing in place. SMT 05/20
 Manage occupancy levels Reduction of job and location Taking steps to review including start & finish tim working from home etc. to review workers on site at any one time. Conference calls to be used face meetings. Encourage Teams. Ensuring sufficient rest bread Additional parking facilities 	 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 use of Microsoft Signage reminders at desks All desk seating areas to be re-arranged to allow Office Maint (EN) On office opening On office opening



	Staff to be reminded daily of the importance of social distancing both in the workplace and	Shift start and end times to allow for off-peak travel and staggered arrival and departure times	SMT	On office opening	
	 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 	 "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 	SMT ALL SMT	On office opening	
	distancing is not required if it would cause unsafe practises (e.g fire exits)	Hotspots to be cleaned with alcohol / suitable antibacterial wipes before and after use. Alcohol	CV	05/20	✓
	Only individual soft drinks (i.e cans) to be provided	 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 	Office Maint (EN)	On office opening	
		Home lunches should be brought in wherever possible	ALL	Ongoing	✓
		 Removal of shared food with only tea and coffee facilities available. Hand washing before and after use is required 	ALL	Ongoing	√
		Good ventilation in the building – open windows	ALL	Ongoing	✓
	 Office Visitors Office to remain closed with opening for deliveries and supply collections only Avoid visitors to the office where possible, 	Office Visitors Attendance log to be implemented and temperature check pre entry Wall-mounted hand sanitiser outside the	Office Maint (EN)	On office opening 05/20	
 attendance should be by appointment only Staff Inductions to be completed remotely 	 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. 	Office Maint (EN)	On office opening	✓	
		 Reception screen to be implemented 2m standing distance markers to be installed in the Reception and at the entrance 	Office Maint (EN) Office Maint (EN)	On office opening	
	All guidance signage to be put up in visitor areas	Office Maint (EN)	On office opening		



Hand Washing	Hand Washing			
 Hand washing facilities with soap and water in 	 Stringent hand washing taking place. 	ALL	Ongoing	✓
place.	 See hand washing guidance + posters 	ALL	Ongoing	✓
 Drying of hands with disposable paper towels. 	Staff encouraged to protect the skin by applying emollient cream regularly	ALL	Ongoing	√
 Catch coughs and sneezes in tissues – Follow Catch it, Bin it, Kill it and to avoid touching face, eyes, nose or mouth with unclean hands. Tissues will be made available throughout the workplace. Employees to be reminded on a regular basis to wash their hands for 20 seconds with water and soap and the importance of proper drying with disposable towels. 	 Skin checks as part of a skin surveillance programme from line manager on a regular basis Sanitisation stations on every floor + kitchen 	Line Managers CV / AM	Ongoing 05/20	✓ ✓
 Cleaning Frequently cleaning and disinfecting objects. Wall mounted bathroom sanitiser in all washrooms 	 Cleaning Extra cleaning of surfaces that are touched regularly particularly in areas of high use such as door handles, light switches, reception area using antibacterial, virucidal or alcohol-based products Further enhanced cleaning regime on opening of office Additional shower room cleaning regime on opening of office 	cv cv cv	On office opening On office opening	✓
 Deliveries No personal deliveries to office to minimise risk Contact free delivery and collection of supplies to be implemented with all suppliers and employees Order higher quantities and less often to minimise risk 	 Deliveries No personal deliveries to office to minimise risk until further notice When packing away deliveries, uniform, disposable masks and disposable gloves should be used. Delivery boxes should be wiped down with antibacterial cleaning products 	ALL	On office opening Ongoing	✓



PPE Usage	PPE Usage			
Where Risk Assessment identifies wearing of	• Staff to be reminded that wearing of gloves is	Office Maint (EN)	On office	
gloves or masks as a requirement of the job (i.e deliveries), an adequate supply of these will be provided. Staff will be instructed on how to remove gloves carefully to reduce contamination and how to dispose of them safely and on best practise on using face masks or coverings Wash your hands thoroughly with soap and water for 20 seconds or use hand sanitiser before putting a face covering on, and after removing it. When wearing a face covering, avoid touching your face or face covering, as you could contaminate them with germs from your hands. Change your face covering if it becomes damp or	Staff to be reminded that wearing of gloves is not a substitute for good hand washing - signage	Office Maint (EN)	On office opening	
if you've touched it. Continue to wash your hands regularly. Change and wash your face covering daily. If the material is washable, wash in line with manufacturer's instructions. If it's not washable, dispose of it carefully in your usual waste. Practise social distancing wherever possible.				
 <u>Drivers</u> Persons should not share vehicles, where suitable distancing cannot be achieved. 				
 Mental Health Management will promote mental health & wellbeing awareness to staff during the Coronavirus outbreak and will offer whatever support they can to help 	Mental Health Regular communication of mental health information and open door policy for those who need additional support.	JC / HR / Line Manager	Ongoing	√
Training Regular communication from company and line manager	 Training Risk Assessment to be sent in email along with webinar / group online meeting for training 	JC	06/20	√