

Area/Activity Assessed	Cleaning of Offices / Communal Areas / High traffic areas Dealing with COVID-19 (Coronavirus) whilst carrying out cleaning in the workplace	Date	4 th November 2021 Version 6
Location of Works	All Sites	Completed By	

Probability (Prob)	5=Very Likely, 4= Likely, 3= Quite Possible, 2= Possible, 1= Unlikely	Low	0-8 - Low risk No Action Required.
Severity (Sev)	5=Catastrophic, 4=Major, 3=Moderate, 2=Minor, 1=Insignificant	Medium	9-15 - Medium risk Ensure adequate controls are in use.
		High	16-25 - High Risk Stop operation and implement adequate control measures

This Risk Assessment and identified Control Measures has been established following consultation with Management, Team Leader and Operational staff. Staff acknowledgment as to their understanding of the control measures to be applied is included as the last page to this document. This document is to be read in conjunction with Hughes/Gardner’s Tool Box Talk regarding COVID-19 (Coronavirus) guidelines and Health & Safety – issued to all staff via email. Any updates required, will be communicated via email and reiterated during meetings with management

Hazard	Initial			Existing Control Measures	Residual			Additional Controls
	Sev	Prob	Risk		Sev	Prob	Risk	
1 Contracting the COVID-19 virus	5	4	20	The following PPE items must be worn when cleaning areas where a possible or confirmed case of Coronavirus has been: <ul style="list-style-type: none"> • Apron • Disposable gloves • Face Covering Hands should be washed with soap and water after all PPE has been removed. If entering areas where unwell individuals have slept or there is visible contamination with bodily fluids, additional PPE is required: Surgical facemask and Full face visor.	5	1	5	
2 Symptoms of COVID-19	5	4	20	<u>Symptoms of Covid-19</u> 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 the 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	5	1	5	

					<p>people who have been in contact with them and will take advice on any actions or precautions that should be taken. https://www.publichealth.hscni.net/</p>				
3	<p>Cleaning high traffic areas / Communal / offices</p> <ul style="list-style-type: none"> • Staff • Cleaners • Contractors • 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 	5	3		<p>Cleaning duties take place when there is either minimal staff Or no other person on site. Cleaning takes place out of Office hours to minimise contact with other people. Majority of work is Lone Working</p> <p>The following PPE items must be worn when cleaning areas</p> <ul style="list-style-type: none"> • Disposable gloves • Face Covering <p>Hands should be washed with soap and water after all PPE has been removed. Maintain 2 M social distancing rule</p> <ul style="list-style-type: none"> • Hand washing facilities with soap and water in place. • Stringent hand washing taking place. • See hand washing guidance. • https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/ • Drying of hands with disposable paper towels. <p>Cleaning Frequently cleaning and disinfecting objects and surfaces that are touched regularly particularly in areas of high use such as door handles, light switches, reception area using appropriate cleaning products and methods.</p> <p>Social Distancing 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 https://www.publichealth.hscni.net/news/covid-19-coronavirus</p> <ul style="list-style-type: none"> • https://www.gov.uk/government/publications/covid-19-guidance-on-social-distancing-and-for-vulnerable-people 	5	1	5	

				<p>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. Also relocating workers to other tasks.</p> <p>Redesigning processes to ensure social distancing in place.</p> <p>Ensuring sufficient rest breaks for staff.</p> <p>Social distancing also to be adhered</p>				
4	Incorrect / Faulty PPE	5	3	15	<p>All staff have been briefed on the PPE requirements and how to don and remove PPE safely.</p> <p>Current government guidance on the use of face coverings below https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/offices-and-contact-centres#offices-5-2</p> <p><u>Wearing of Gloves</u> Where Risk Assessment identifies wearing of gloves as a requirement of the job, 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.</p> <p><u>Wearing of Face Coverings</u> Where Risk Assessment identifies wearing of face coverings as a requirement of the job, an adequate supply of these will be provided. Staff will be instructed on how to remove face coverings and store safely for 3-5 days in a brown paper bag to carefully reduce contamination and how to dispose of them safely after use.</p> <p>A disposable facemask / face covering can be worn for several hours or up to a few days when stored safely and when not wet or distorted, and not touched</p> <p>Information and Instructions can be found in</p>	5	1	5

					Hughes/Gardner's Tool Box Talk regarding COVID-19 (Coronavirus) guidelines and Health & Safety				
					Individual further training can be given by Management if required				
5	Incorrect disposal of used PPE	5	3	15	All staff have been briefed on how to dispose of PPE safely and To place PPE in clearly marked sacks. These sacks are then to be double bagged These should be double-bagged, then stored securely for 72 hours then thrown away in the regular rubbish after cleaning is finished	5	1	5	
6	Poor personal hygiene	5	3	15	All staff have been briefed on the importance of good personal hygiene, including regular hand washing.	5	1	5	