

Strictly Confidential

COVID - 19 RISK ASSESSMENT



Cleaning Technique Ltd

**Unit 21b
Harris Business Park
Hanbury Road
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Bromsgrove
B60 4DJ**

Assessor: Himmat Rai BSc (Hons) LL.M FCIEH CEnvH CMIOSH

With assistance from Sean McGrath



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Distribution of Risk Assessment

The following personnel confirm that they have reviewed this document and undertake to implement the risk control measures outlined, where appropriate.

Review of Risk assessment

If the undersigned persons or any other persons become aware of significant changes that affect this risk assessment they should report the matter to Sean McGrath who will ensure that it is reviewed and updated.

As a minimum, this risk assessment will be reviewed monthly.

Name	Role	Date	Signature
Sean McGrath	Director	26/05/2020	<i>SMcG</i>
Izzy McGrath	Co-Director	26/05/2020	<i>IRMcgrath</i>
Jon Tomkins	Office Manager	26/05/2020	<i>jtomks</i>

In order to assess the relative importance of health and safety risks and to enable corrective action to be prioritised, a simple system of scoring has been used.

The Risk Score reflect the combination of the Severity of Hazard and the Likelihood of Occurrence.

$$\text{RISK SCORE} = \text{SEVERITY OF HARM} \times \text{LIKELIHOOD OF OCCURRENCE}$$

Severity of Harm – the potential to cause harm will vary in severity. The effect of a hazard has been rated as follows:

Fatal/ Major eg. death or major injury

Over 3 day eg. injuries where people may be off work for more than 3 days

Minor eg. all other injuries including those where people are off work for periods of up to 3 days

Likelihood of Occurrence (of Harm) – Harm may not occur in every case, this will be affected by a number of factors, including the organisation of the work, measures in place to control risk and, the nature and extent of exposure to the hazard. The likelihood of occurrence has been rated as follows:

Certain eg. where it is certain or near certain that harm will occur

Possible eg. where harm will occur frequently

Unlikely eg. where harm will seldom occur

Risk Evaluation Matrix

Likelihood of Occurrence		Severity of Harm		
		Fatal/Major	Over 3 day	Minor
	Certain	Imminent	High	Medium
	Possible	High	Medium	Low
Unlikely	Medium	Low	Low	

Remedial Action Timetable

	Imminent Risk	High Risk	Medium Risk	Low Risk
Remedial Action to eliminate or reduce risk	Immediate action	Action as a matter of priority	Action as soon as is practicable	Action as a part of programmed risk management procedures

General Risk Assessment

LOCATION AND/OR ACTIVITY: Cleaning Technique (CT) Premises and Client Premises

Description of Hazard	Who is at Risk ?	Existing Controls	Risk reduced to acceptable level? Yes/No	Residual Risk? I H M L	Additional Preventive/Protective Measures Required	Completion Date/Signature
<p>Covid-19 Infection: Workplace incapable of allowing social distancing</p> <p>Staff with COVID -19 symptoms attending work premises</p> <p>Clinically Vulnerable or Clinically Extremely Vulnerable attending work premises</p> <p>New & Expectant Mothers or persons with disabilities attending work premises</p> <p>Staff working remotely feeling isolated/anxious or not informed on safe working practices</p>	<p>Employees Visitors Client's Employees Public</p>	<p><u>Staff Considerations:</u> Only staff who cannot work from home permitted to work from work premises.</p> <p>Staff have been informed that they must stay at home if they or someone in their household has presented with symptoms of COVID -19, namely a new continuous cough, high temperature (above 37.8°C) and a loss of, or change in, your normal sense of taste or smell (anosmia). Staff to observe self-isolation in accordance with Govt. Guidance.</p> <p>Clinically Vulnerable or Clinically Extremely Vulnerable employees or those with a person in these categories in their household have been identified and will work from home until Govt. advice suggests otherwise. Staff to observe shielding and self-isolation in accordance with Govt. Guidance.</p> <p>A specific New & Expectant Mothers Risk Assessment to be conducted when company is formally informed that an employee is pregnant or when returning to work after maternity leave.</p> <p>Consideration has been given to how any changes to the work premises will affect persons with disabilities.</p> <p>Arrangements in place to maintain ongoing communication with staff on the company's response to COVID -19 and the implications for them. Staff provided with information and guidance on safe working practices while working remotely at Client Premises. Staff encouraged to talk/share concerns to minimise impact on mental health wellbeing.</p>	Yes			

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<p>Covid-19 Infection: Employees not consulted on health and safety implications</p> <p>Staff and visitors unaware of the infection risks and the risk controls in place</p> <p>Staff become ill while at work</p>	<p>Employees Visitors Client's Employees Public</p>	<p><u>Staff Considerations:</u> The findings of this COVID – 19 Risk Assessment shared with employees by means of company communications. This risk assessment is to be published on company website.</p> <p>Employees consulted on the risk control measures in place to mitigate the risk of infection and actively encouraged to raise any matters of concern with their line manager.</p> <p>Staff trained, instructed and informed on the risk of infection and the risk controls in place. Reminders sent with payslips. Training records to be maintained.</p> <p>Clear signage and posters in place to inform all persons of the risks and what they can do to minimise the risk of infection at CT Premises. Signage in place to remind persons to maintain social distance, wash hands regularly for 20 seconds and cough/sneeze into a tissue and then dispose of it in the waste bins provided at CT Premises.</p> <p>Posters made available to Clients to laminate and place in washrooms.</p> <p>Any member of staff who develops symptoms of COVID - 19 whilst at work will be sent home and instructed to stay at home for 7 days from onset of symptoms.</p> <p>If the member of staff lives in a household where someone else is unwell with symptoms then they must stay at home in line with the stay at home Govt. guidance.</p>	<p>Yes</p>			

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<p>Covid-19 Infection: Travel to/from work premises</p> <p>Work-related travel</p>	<p>Employees Public</p> <p>Employees Public</p>	<p><u>Travel Considerations:</u> For employees attending work premises, consideration has been given to minimising the risk of infection during travel to/from work.</p> <p>Employees have been advised to avoid public transport if possible and cycle/walk to work.</p> <p>Car sharing to, from and at work between persons from different households to be avoided.</p> <p>Non-essential travel will be minimised and consideration will be given to remote options first.</p> <p>The number of people travelling together in any one vehicle will be minimised, using fixed travel partners (household groupings), increasing ventilation when possible by opening windows, wearing masks and avoiding sitting face-to-face.</p> <p>Staff have been issued with extra hand sanitiser for themselves and disinfectant spray to clean the vehicle.</p> <p>Shared vehicles will be cleaned between shifts or on handover.</p>	<p>Yes</p>			

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<p>Covid-19 Infection: Workplace size and layout not suitable for permitting social distancing</p> <p>or for effective prevention of common touch points</p>	<p>Employees Visitors Client's Employees</p>	<p><u>Workplace Considerations:</u> Staff parking facilities allow for vehicles to be parked enabling social distancing at CT Premises. At Client Premises staff will observe the site requirements on parking.</p> <p>The number of staff in the workplace at any one time is such as to enable them to observe social distancing of 2 metres.</p> <p>Where appropriate, consideration has been given to staggering the start and finish times or possibly the days that staff attend the CT Premises.</p> <p>Where reasonably practicable the movement of individuals throughout the workplace will follow a one-way system eg. designating separate entrance and exit doors. Where possible common touch points at entrance/exits will be avoided.</p> <p>Where appropriate floor tape, markers or paint will be used to mark areas to help workers keep to a 2m distance.</p> <p>Only where it is not possible to move workstations further apart, we will arrange for people to work side by side or facing away from each other rather than face-to-face.</p> <p>Only where it is not possible to move workstations further apart, we will use screens to separate people from each other.</p> <p>The use of hot desks and spaces will be avoided. Where this is unavoidable cleaning and sanitising of workstations will be carried out between different occupants including shared equipment.</p> <p>Staff will be instructed to avoid non-essential movement around the workplace and job/location rotation at CT and Client Premises.</p>	<p>Yes</p>			

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<p>Covid-19 Infection: Workplace size, layout and processes not suitable for permitting social distancing</p> <p>or for effective prevention of common touch points</p>	<p>Employees Visitors Client's Employees</p>	<p><u>Workplace Considerations:</u> The number of persons using confined areas such as lifts, kitchen, welfare area, toilets will be limited to observe social distancing.</p> <p>Signage will be used to reinforce the arrangements.</p> <p>At Client Premises staff will observe the site requirements on social distancing.</p> <p>Digital and remote transfers of material will be used where possible rather than paper format, such as using e-forms, emails and e-banking.</p> <p>Face to face meetings will be avoided if possible. Where this is unavoidable, this will be kept to 15 minutes or less wherever possible in a well-ventilated space. As an added precaution staff will wear a face covering.</p> <p>As much as possible, teams of workers will be kept together (cohorting) and numbers in a team will be as small as possible.</p> <p>For members of staff who work at Client Premises, the principles of social distancing will be observed and arrangements made for access to hand washing/hand sanitiser (minimum 60% alcohol content).</p> <p>Where face to face meetings are unavoidable these will be kept to 15 minutes or less and held outside or in a well-ventilated space, where possible.</p> <p>As an added precaution staff will wear a face covering.</p>	<p>Yes</p>			

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<p>Covid-19 Infection:</p> <p>Inadequate ventilation</p> <p>Unnecessary exposure to third parties</p>	<p>Employees Visitors Client's Employees</p>	<p><u>Workplace Considerations:</u></p> <p>The CT Premises climate control will be adjusted to enable a suitable number of air changes per hour and where possible windows and doors will be opened for ventilation.</p> <p>At Client Premises, where possible arrangements will be agreed for adequate ventilation.</p> <p>Where possible, contact with third parties such as visitors, couriers and contractors at CT Premises will be minimised. Where this is unavoidable, steps will be taken to enable social distancing eg. contactless deliveries/suspension of signatures.</p> <p>At Client Premises, cleaning is carried out in the absence of their employees, where possible.</p> <p>If this is not possible, social distancing including during rest breaks and handwashing/hygiene procedures are observed.</p> <p>Staff issued with their own pens and wear PPE, including overclothing, disposable aprons/gloves and face shields while undertaking cleaning at Client Premises.</p> <p>Staff instructed on safe removal of gloves to reduce contamination and reminded to continue handwashing in between glove change.</p> <p>Disposable gloves/aprons are to be worn for those with multi jobs.</p> <p>Deliveries to Clients once a month, where possible.</p>	<p>Yes</p>			

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<p>Covid-19 Infection: Inadequate arrangements for effective personal hygiene in the workplace</p> <p>Inadequate arrangements for the cleaning of surfaces and equipment</p>	<p>Employees Visitors Client's Employees</p>	<p><u>Hygiene Considerations:</u> Adequate hand washing facilities provided with hot/cold water, soap and hand drying facilities at CT and Client Premises. Hand sanitiser (minimum 60% alcohol content) dispensers provided around the CT Premises workplace in easily accessible locations. Staff issued with hand sanitiser for use at Client Premises. Employees will be reminded to wash their hands for 20 seconds more frequently and catch coughs and sneezes in tissues by means of posters/signage.</p> <p><u>Cleaning Arrangements:</u> Arrangements are in place for the effective cleaning of the workplace in accordance at CT and Client Premises. Objects and surfaces that are touched regularly will be cleaned and disinfected thoroughly using suitable cleaning chemicals and disposable blue tissue roll. Common touch surfaces such as door handles, taps, WC seats and cistern handles, handrails, will be cleaned more frequently. At Client Premises, cleaning is carried out in accordance with an agreed schedule to meet their requirements. Staff instructed to clean with spray disinfectant at the end of the shift. Clients advised to wipe down workstations and contact points in kitchen throughout the day. All waste materials will be safely stored and disposed of.</p>	<p>Yes</p>			

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<p>Covid-19 Infection: Inadequate arrangements for the cleaning of utensils and cutlery</p> <p>Use of onsite facilities do not permit social distancing</p> <p>Inadequate arrangements for the safe evacuation in an emergency.</p> <p>Inadequate arrangements for first aid.</p>	<p>Employees Visitors Client's Employees</p> <p>Employees Client's Employees</p> <p>Employees Client's Employees</p>	<p><u>Cleaning Arrangements:</u> At CT Premises common use of utensils such as plates/mugs/cups and cutlery will be avoided by using disposable items where possible. Where this is unavoidable arrangements will be made to thoroughly clean and disinfect the items in between users.</p> <p><u>Staff Welfare Facilities:</u> At CT Premises, staff will be encouraged to bring their own food and to eat/drink at their desk. At Client Premises, staff will take rest breaks observing social distancing and hygiene requirements with respect to the consumption of food and drink.</p> <p><u>Emergency Arrangements:</u> Due consideration will be given to ensuring that all occupants of the CT Premises, including those with disabilities, can evacuate safely in an emergency. At Client Premises, staff will adhere to the site emergency arrangements. The 2 metre social distancing rule may be ignored in an emergency.</p> <p>When determining the number of persons to be at the CT Premises at any one-time, suitable arrangements will be made for an adequate number of trained first aiders.</p>	Yes			