

## Staying COVID-19 Secure in 2020 Risk Assessment

### DETAILS OF HAZARD IDENTIFICATION AND EVALUATION

Project Title:	Cleaning Offices	Work Area:		<b>First Aid Provisions</b>  <i>to be reviewed sooner if Government Advice Changes within the 3 week review period</i>		
Contract No:		Risk Assessment No:	1		Date of Assessment:	13/05/2020
Carried Out By:	Angela Price	Position:	HS&E Manager		Review Date:	03/06/2020
Responsible Person:		Start Date:			Approx. Duration:	

Description of Activity:	Cleaning Offices
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### PPE Required for Task (tick/complete as appropriate)

Employees are to report any defective or damaged equipment to their supervisor for repair or replacement	PPE Item:	✓ if Required	PPE Item:	✓ if Required	PPE Item:	✓ if Required	PPE Item:	✓ if Required	Additional PPE Requirements
	Employees are to report any defective or damaged equipment to their supervisor for repair or replacement	 Hard Hat		 Overalls		 Gloves		 Ear Protection	
 Eye Protection			 Hi-Vis Vest		 Safety Boots		 Face Mask	✓	

Supporting Documents	Yes	No	Document Number	Supporting Documents	Yes	No	Document Number
Method Statements		✓		Drawings			
Lifting Plan		✓					
Safety Procedures	✓		<i>Contained within this risk assessment</i>	Others			

**If you are unsure or do not understand any part of this Risk Assessment consult your supervisor**

## Risk Assessment

**Description of Activity:** Cleaning Offices

Ref. Number	Activity/Hazard	Who could be hurt?	How can the HAZARDS cause harm	Risk Evaluation		
				Likelihood	Severity	Risk Rating
48	Coronavirus (Covid 19) Cleaning	All Persons	respiratory illness caused by a novel coronavirus (SARS coronavirus-2 (SARS-CoV-2)) that can affect the lungs and airways. Symptoms include a fever, shortness of breath, breathing difficulties, muscle pain, tiredness, dry cough, dyspnoea (laboured breathing), sore throat, diarrhoea, anosmia (loss of smell), dysgeusia (loss of taste), conjunctival hyperaemia (sore/bloodshot/dry eyes). The virus is spread in minute water droplets that are expelled from the body through sneezing, coughing, talking and breathing. The virus can be transferred to the hands and from there to surfaces. It can survive on surfaces for a period after transfer (depending on such things as the surface type, its moisture content and temperature). If it is passed from one person to another, while many survive infection, some may die from the disease.	4	4	High

### RISK EVALUATION

Low	Satisfactory: Monitor & maintain controls	Medium	Caution: Monitor & maintain strict controls	High	Danger: Stop work and introduce further control measures
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Before and after ratings must be completed to demonstrate that the control measures reduce the risk of injury as far as is reasonably practicable.	Likelihood	Severity				
		x	1. No Injury, damage or Environmental Impact	2. Minor Injury or Environmental Impact	3. Moderate Injury or Environmental Impact	4. Serious Injury or Environmental Impact
		1. Unlikely	Low	Low	Low	Low
		2. Small Probability	Low	Low	Medium	High
		3. High Probability	Low	Medium	High	High
4. Almost Certain	Low	High	High	High		

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## Risk Assessment

**Description of Activity:** Cleaning Offices

DETAILS OF CONTROL MEASURES				
Hazard / Activity	Workplace Precautions to be applied	Residual Risk		
		Likelihood	Severity	Risk Rating
Coronavirus (Covid 19) Cleaning	<ul style="list-style-type: none"> <li>• Cleaning procedures for goods and merchandise entering the site.</li> <li>• Introducing greater handwashing and handwashing facilities for workers handling goods and merchandise and providing hand sanitiser where this is not practical.</li> <li>• Restricting non-business deliveries, for example, personal deliveries to workers.</li> <li>• Checking whether you need to service or adjust ventilation systems, for example, so that they do not automatically reduce ventilation levels due to lower than normal occupancy levels.</li> </ul> <p>Most air conditioning systems do not need adjustment, however where systems serve multiple buildings or you are unsure, advice can be sought from your heating ventilation and air conditioning (HVAC) engineers or advisers.</p> <ul style="list-style-type: none"> <li>• Opening windows and doors frequently to encourage ventilation, where possible. Frequent cleaning of work areas and equipment between uses, using your usual cleaning products.</li> <li>• Frequent cleaning of objects and surfaces that are touched regularly, such as door handles and keyboards, and making sure there are adequate disposal arrangements.</li> <li>• Clearing workspaces and removing waste and belongings from the work area at the end of a shift.</li> <li>• Limiting or restricting use of high-touch items and equipment, for example, printers or whiteboards.</li> <li>• If you are cleaning after a known or suspected case of COVID-19 then you should refer to the specific Government guidance.</li> <li>• Using signs and posters to build awareness of good handwashing technique, the need to increase handwashing frequency, avoid touching your face and to cough or sneeze into a tissue which is binned safely, or into your arm if a tissue is not available.</li> <li>• Providing regular reminders and signage to maintain personal hygiene standards.</li> <li>• Providing hand sanitiser in multiple locations in addition to washrooms.</li> <li>• Setting clear use and cleaning guidance for toilets to ensure they are kept clean and social distancing is achieved as much as possible.</li> <li>• Enhancing cleaning for busy areas.</li> <li>• Providing more waste facilities and more frequent rubbish collection.</li> <li>• Where possible, providing paper towels as an alternative to hand dryers in handwashing facilities. Where shower and changing facilities are required, setting clear use and cleaning guidance for showers, lockers and changing rooms to ensure they are kept clean and clear of personal items and social distancing is achieved as much as possible.</li> <li>• Introducing enhanced cleaning of all facilities regularly during the day and at the end of the day.</li> </ul>	2	2	Low

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**ACCEPTANCE & REVIEW - TOOLBOX TALK ATTENDANCE REGISTER, MAY BE USED FOR RECORDING PURPOSES**

### PERSONS AFFECTED BY THIS RISK ASSESSMENT

#### Employee Declaration

"I have read and understood the Risk Assessment and will follow the procedures detailed in the document.

In addition I will also carry out a Point OF Work Risk Assessment before starting the task to identify any additional hazards"

Print		Sign		Date	
Print		Sign		Date	
Print		Sign		Date	
Print		Sign		Date	
Print		Sign		Date	
Print		Sign		Date	
Print		Sign		Date	

### PERSON SUPERVISING THE WORK

#### Supervisor Declaration

"I will inspect/understand the workplace before setting operatives to work, and continuing to monitor the working environment for hazards.

I will enforce the procedures stated in this document throughout the task"

Print		Sign		Date	
Print		Sign		Date	
Print		Sign		Date	

### REVIEW BY & DATE (WITH NO CHANGE)

Print		Sign		Date	
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Print		Sign		Date	
Print		Sign		Date	

ADHERENCE TO BUSINESS UK HEALTH & SAFETY WORK INSTRUCTIONS AND GOVERNMENT GUIDANCE NOTES MAY BE ADEQUATE TO CONTROL SOME OF ALL OF THE HAZARDS ; WHERE APPLICABLE RELATE THE PROCEDURE NUMBERS. SEPARATE RISK ASSESSMENTS WILL BE REQUIRED FOR RISK RELATING TO COSHH, VULNERABLE PERSONS AND NOISE, ATTACH TO THIS ASSESSMENT IF REQUIRED.

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**Employees are subject to a duty to alert and a right to withdraw if they have reasonable cause to think that a work situation poses a serious and imminent threat to their life and/or health**

**Staying COVID-19 Secure in 2020**