

PREMISES	Risk Assessment Sheet	Ref No	Vision 28
		Date	10 June 2020

Task Description	COVID 19 Cleaning Risk Assessment	Location	All areas	Date of Review	As Required
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Assessor	Print Name: Paul Bridge	Employee	Print Name:	Equipment or Plant No
	Signed		Signed	

Persons Affected Individuals or Groups	Employees, Building users.
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Hazards/Consequences	Existing Control Procedures	Likelihood (a)	Severity (b)	Residual Risk (a x b)	Priority
<p>COVID 19 Contamination.</p> <p>Risk of contamination where social distancing not maintained.</p> <p>Increased risk of contamination / spread of virus, illness / fatality.</p>	<p>A suitable area where social distancing can be maintained, should be set aside for instructing staff at the beginning and end of each shift.</p> <p>Maintain social distancing whilst undertaking cleaning tasks, wherever possible rooms should be vacated by other staff during the cleaning process.</p>	3	4	12	Medium
<p>Unsatisfactory cleaning procedures / practices.</p> <p>Increased risk of contamination / spread of virus, illness / fatality.</p>	<p>Staff should use individual equipment wherever possible.</p> <p>Shared equipment should be cleaned prior to use by each individual. E.g. wash handles of mops, static sweeps, buckets, etc.</p> <p>Thorough cleaning of surfaces which could be contaminated should be undertaken at least daily. This should be increased wherever practical and undertaken when the occupancy of an area changes.</p>	3	4	12	Medium

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	<p>Communal spaces such as circulation areas, toilet / welfare facilities and dining / staffroom areas should be thoroughly cleaned at least daily and a rota for regular cleaning throughout the day should be implemented in proportion to the usage and risk.</p> <p>Pay particular attention to frequently touched surfaces e.g. tables, chairs, stools, desks, work surfaces, access & security controls, key pads, door handles / plates, grab / hand rails, lights switches, telephones. These are examples and should not be taken as an exhaustive list.</p> <p>Wherever possible remove items which do not need to be used on a regular basis e.g. unused tables, chairs, equipment.</p> <p>Bins should be emptied and floors cleaned, before cleaning furniture and fittings, to reduce any potential re-contamination of these higher risk surfaces.</p> <p>Disposable cloths, etc. should be used wherever there is a known or suspected COVID 19 contamination. (See separate section below.)</p> <p>All re-usable equipment such as static sweeps, mops, floor cleaning equipment, etc., should be cleaned after each use.</p>				
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<p>Inadequate supply / incorrect use of PPE Increased risk of contamination / spread of virus, illness / fatality.</p>	<p>Thoroughly clean cleaners cupboards at the end of each shift, inc taps, sinks, door handles, light switches.</p> <p>Wherever possible multi-purpose cleaner disinfectants, should be used. If these are not available, surfaces should be cleaned first with a detergent and then with a separate disinfectant or bleach.</p> <p>PPE In line with the current Government advice, face masks are not required as a routine measure during normal cleaning. Unless a specific risk is identified. E.g. a known or suspected COVID 19 contamination or exposure.</p> <p>Disposable gloves should be worn wherever practical / available. Alternatively personal re-usable rubber gloves can be supplied to individual employees. These should be thoroughly cleaned with either a multi-purpose cleaner disinfectant or bleach, at the end of each shift.</p> <p>Cleaning tabards or disposable aprons should be worn. Cleaning tabards should be cleaned daily after each shift. Disposable aprons should be carefully removed, double bagged and put in the school waste bins / skips. Employees should thoroughly wash their hands at the end of their shift, once they have removed any PPE. This risk assessment should be read and implemented alongside existing relevant risk & COSHH assessments adopted by the Trust.</p>	3	4	12	MEDIUM
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<p>COVID 19 contamination is known or suspected to have taken place. Increased risk of contamination / spread of virus, illness / fatality.</p>	<p>Where a known or suspected COVID19 contamination could have taken place there is clearly an increased risk and the following additional steps should be implemented.</p> <p>The affected area should be closed until it has been thoroughly cleaned.</p> <p>Where available the “fogging” machine should be used to disinfect the whole room before cleaning is undertaken.</p> <p>Staff cleaning the affected area should wear disposable gloves, apron and liquid resistant face mask.</p> <p>Once cleaning is completed all PPE should be carefully removed, double bagged and kept in a secure bin for 72 hours / or until COVID 19 testing confirms the patient was not infected.</p> <p>On completion of their cleaning shift, employees should thoroughly wash their hands. Any contaminated clothing should be removed, double bagged and kept in a secure place until washed.</p>	3	4	12	MEDIUM
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Rating: Low = 1 – 6, Medium = 8 – 15, High = over 15

Risk Assessment Matrix (Probability and Likelihood Scales)							
Severity Rating	Description	Likelihood rating					
		1	2	3	4	5	6
		Very Unlikely	Unlikely	May happen	Likely	Very likely	Certain or imminent
1	Delay only	<p>The matrix grid shows risk levels for combinations of severity and likelihood. The 'LOW' risk area (green) covers severity ratings 1 and 2 for likelihoods 1 and 2. The 'MEDIUM' risk area (yellow) covers severity ratings 2, 3, and 4 for likelihoods 2, 3, and 4. The 'HIGH' risk area (red) covers severity ratings 3, 4, 5, and 6 for likelihoods 3, 4, 5, and 6.</p>					
2	Minor injury, minor damage						
3	Lost time injury, illness, major damage						
4	Major injury, disabling illness, major damage						
5	Single fatality, or permanent total disability						
6	Multiple fatalities						

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Hazards/Consequences	Further Control Procedures Required	Implementation Responsibility	Probability (a)	Severity (b)	Residual Risk (a x b)	Priority
As Stated	Be aware of the general conditions and carry out mental/dynamic risk assessments on before and during activity.		As Stated	As Stated	As Stated	

Safe System of work / Method statement (if applicable):