

General Risk Assessment

COVID 19 – Cleaning and Caretaking

Names of Assessors:		Date Completed:	<u>07042020</u>
Activity Being Assessed:	COVID 19 risks associated with cleaning and caretaking duties within Council premises.		

Risk Matrix Table					
Severity	Likelihood of harm				
	1 – Very Unlikely	2 - Unlikely	3 - Possible	4 – Likely	5 – Very Likely
1 – Extremely Low (Trivial injury)	1	2	3	4	5
2 - Low (Minor injury)	2	4	6	8	10
3- Medium (Lost Time injury)	3	6	9	12	15
4 - High (Specified injury)	4	8	12	16	20
5 - Extremely High (Fatality)	5	10	15	20	25

- Identify significant hazards and who could be harmed (E – Employees, SU – Service Users, VP - Vulnerable Persons, V – Visitors, P - Members of the Public, C – Contractors, ES - Emergency Services)
- Once the significant hazards and existing control measures have been identified, the remaining risks need to be rated.
- The risk matrix table above can be used to calculate the overall risk rating by multiplying the relevant numbers assigned to the likelihood and the severity of each hazard.
- Once the overall risk rating has been calculated for each hazard, the table below will indicate if further action is required to control the risks.
- The action register should be used to document any additional control measures required.
- Once additional control measures have been implemented the risk rating will need to be reassessed and the additional control measures incorporated into the main assessment.

Overall Risk Rating	Action Required
(1- 5) Low Risk	Maintain existing control measures
(6 - 12) Medium Risk	Review existing control measures and where possible add additional control measures to further reduce the risk.
(15 - 16) High Risk	Consideration given to stopping the activity. Additional control measures are required to reduce risks to acceptable level.
(20 – 25) Extremely High Risk	Stop activity until additional control measures are implemented to reduce risk to an acceptable level.

Ref	Hazard Identification & Associated Risks	Who could be harmed? (E, SU, VP, V, P, C, ES)	Existing Control Measures	Residual Risk Rating		
				Likelihood	Severity	Overall Risk
1.	Risk of exposure to COVID 19 when carrying out activities in Council premises including contact with members of the public.	E, VP, C	<p>Managers to consider the individual vulnerability of staff and relevant others to prioritise staff with the following conditions for self-isolation:</p> <ul style="list-style-type: none"> • Pregnant women • People over the age of 70 • People who would normally be advised to have the Flu vaccine • People suffering from the following: <ul style="list-style-type: none"> - Chronic respiratory diseases - Asthma, COPD, bronchitis & emphysema; - Chronic heart diseases such as heart failure; - Chronic kidney disease; diabetes; - Chronic liver disease such as hepatitis; - Chronic neurological conditions such as Parkinson's disease, motor neurone disease, multiple sclerosis, a learning disability or cerebral palsy; - Problems with the spleen e.g sickle cell or removal of spleen; - A weakened immune system as a result of conditions such as HIV and AIDS, or medicines such as steroid tablets or chemotherapy; and - Overweight (a BMI of 40 or above) or high blood pressure. <p>Staff to inform managers of any pre-existing medical conditions above which could increase their risk of exposure.</p>	1	5	5

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2.	Risk of exposure to COVID 19 when carrying out activities in Council premises including contact with members of the public.	E, VP, C, P, ES	<p>Staff and relevant others must comply with the advice set out below:</p> <ul style="list-style-type: none"> Wash hands frequently using soap and water. Or alcohol gel (>70% proof) if available. Avoid touching eyes nose and mouth. Avoid handshakes Maintain social distancing (2 metres) Good hygiene practices implemented in communal areas such as kitchens and high touch areas. Self-isolate if symptoms present and notify your manager ASAP. <p>Managers to implement arrangements to minimise members of the public accessing buildings where possible.</p> <p>When members of the public have to access buildings, arrangements to be put in place to ensure entry is by appointment only in order to manage social distancing requirements (2 metres).</p> <p>Signage to be produced and displayed at entrances informing members of the public rules around COVID 19 arrangements.</p> <p>All first aid arrangements in place for the building should consider the Council COVID-19 first aid risk assessment available on the intranet under the health and safety tile.</p>	2	5	10
3.	Risk of exposure to COVID 19 - Transport – Cleaners and Caretakers	E, SU, VP	<p>If using a car:</p> <ul style="list-style-type: none"> Wash hands frequently using soap and water. Or alcohol gel (>70% proof) if available prior to getting in car. Own vehicles to be used, no car sharing between eliminate potential spread. Standard hygiene measures and disinfection regimes to be implemented as per guidance. Contact points of vehicles to sanitised regularly including keys. Wash hands frequently using soap and water. Or alcohol gel (>70% proof) if available after use 	2	5	10

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			<p>If using public transport.</p> <ul style="list-style-type: none"> Wash hands using soap and water. Or alcohol gel (>70% proof) if available prior to getting on transport. Maintain social distancing of 2 metres. Wash hands using soap and water. Or alcohol gel (>70% proof) if available after getting off the transport. 			
			<p>If using a bike or walking:</p> <ul style="list-style-type: none"> Wash hands using soap and water. Or alcohol gel (>70% proof) if available prior to getting on bike or walking. Maintain social distancing of 2 metres. Wash hands using soap and water. Or alcohol gel (>70% proof) if available after getting off the bike or when finished walking. 			
4.	Risk of exposure to COVID 19 when staff are carrying out cleaning and caretaking duties within Council buildings.	E, VP, C, P, ES	<p>All staff to ensure that they read and understood the Material Safety Data Sheets (MSDS) for all products they use when carrying out cleaning duties, these should be:</p> <ul style="list-style-type: none"> Clearly documented and given to each cleaner so they understand the PPE requirements of the product. Signed and at each site. Minimum PPE requirements identified. Regularly reviewed by line managers. <p>Ensure that appropriate PPE is worn for the duration of visit, depending on requirements as set out in MSDS, gloves at a minimum and donned on and off in the following order:</p> <ul style="list-style-type: none"> The steps to put on PPE are: <ul style="list-style-type: none"> wash hands with soap and water or use hand gel put on PPE relevant for task Take off PPE as you leave the building The steps to take this off as you leave are: <ul style="list-style-type: none"> take off PPE 	2	5	10

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			<ul style="list-style-type: none"> ○ bag PPE in a rubbish bag ○ wash hands with soap and water or use hand gel <p>This guide shows you how to wash hands and out on PPE (see appendices) https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/876577/Infection_prevention_and_control_guidance_for_pandemic_coronavirus.pdf#page=42</p> <p>Staff and relevant others displaying symptoms need to self-isolate as per government advice (7 days individuals / 14 days family) or longer if situation requires.</p> <p>All council staff are to clean their own work stations prior to and post use with approved cleaning agents in accordance with manufacturer's instructions.</p> <p>Office areas to be cleaned using appropriate disinfectant or chlorine based products (kills 99.9%) as per manufacturer's instructions:</p> <ul style="list-style-type: none"> - Desk and workstation of confirmed cases (2 metre radius) - Common contact points within building, e.g. Banisters, door handles, chairs, etc. - Communal areas. E.g. Kitchens, toilets, meeting rooms, etc. <p>Property Services will provide cleaning / hygiene products for multi occupancy and high risk buildings (public interface). For small buildings with no public interface building managers / cleaners should look to manage hygiene with existing on site stock and contact Property Services Help Desk on 01642 727028 if required.</p>			
5.	Risk of exposure to COVID 19 when staff or relevant others are cleaning or caretaking for a council building where there are confirmed cases of COVID 19	E, VP, C, P, ES	<p>Follow Public Health England (PHE) Guidance on the cleaning of non-clinical areas: https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings</p> <p>Minimum PPE to be worn is:</p> <ul style="list-style-type: none"> - Disposable gloves - Disposable Apron - Eye protection if risk of splash - Disposable surgical mask (splash resistant) 	2	5	10

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			<p>Nominated staff to carry out deep clean of relevant areas and follow risk assessment guidance associated with cleaning materials used.</p> <p>Managers to ensure relevant areas are kept clear until areas have been deep cleaned with appropriate cleaning material for task.</p> <p>Workstation of confirmed case to be deep cleaned as above and quarantined for 72 hours, so far as is reasonably practicable.</p> <p>On completion of cleaning tasks remove PPE in this order:</p> <ol style="list-style-type: none"> 1. Remove gloves and wash/sanitise hands. 2. Remove apron & eye protection and sanitise hands 3. Remove mask and sanitise hands <p>Dispose of PPE into bin bag and tie, then double bag and tie again. Dispose of after 72 hours. (Bin systems set up within Council buildings for this purpose)</p> <p>Wash hands using soap and water or alcohol gel (70%)</p>			
6.	Risk of exposure to COVID 19 when staff dispose of PPE.	E, VP, C, P, ES	<p>Internal bin system set up to deal with disposal of PPE and cleaning materials.</p> <ul style="list-style-type: none"> • PPE and contaminated materials to be double bagged and tied. • 4 bins provided to cover 4 x 24 hour periods. • Each of the 4 bins to be labelled (Date order). • Bins to be kept in secure location away from children where required. • Contents of bins to be disposed of via general waste, once 72 hours have elapsed. • Bins to be sanitised once emptied. • Wash hands using soap and water or alcohol gel (70%) after handling bins. • Resolution house (training room) has a bin system setup for this. 	2	5	10
7.	Risk of spread of COVID-19 through Staff Uniforms post deep clean of know COVID-19 case.	E,VP,P	<p>Staff Uniforms</p> <p>Uniforms should be laundered:</p> <ul style="list-style-type: none"> • separately from other household linen • in a load not more than half the machine capacity • at the maximum temperature the fabric can tolerate, then ironed or tumble dried. 	2	5	10