| Task: Cleaning and sanitisation activities during COVID-19 - Offices | Facility: | Issue No: |
| --- | --- | --- |
| This template must be edited to cover your site. The purpose of this risk assessment is to safely clean office environments during COVID-19. | | |

| Assessed by: | | | Approved by: | | | | | | | |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Assessment date: | | | Review Date:  Review not to exceed 2 years from assessment date | | | | | | | |
| Record Significant Hazards | Person(s) at Risk | Existing Control Measures  (ECM) | Initial  Risk Rating  With ECM | | | Additional Control Measures (ACM) | Residual  Risk Rating  With ACM | | | Additional  Information |
| S | L | R | S | L | R |
| Provide specific details. E.g. ‘work at height” say how high. E.g. “Electricity” state voltage and type of hazard, Striking underground services | Who might be harmed and how E.g. “Contractor or Employee Fall from 2.0 metres” | Detail existing control measures.  These are the controls that are currently in place | S – Severity  L – Likelihood  R - Risk | | | Detail additional control measures needed to eliminate hazard completely or minimise risk to acceptable level.  (Include in Site Action Plan) | S – Severity  L – Likelihood  R - Risk | | | Cross Reference & Additional  Information e.g. SOP, COSHH Assessment |
| **Biological / Viral**  Deep cleaning of workspace or area confirmed to be contaminated by Covid-19 | Employees  Cleaners  Temporary Workers  Visitors  Anyone with underlying medical conditions  Exposure to Covid-19 by touching face or mouth during cleaning of a contaminated workspace | The site controls for minimising the risk whilst at work during COVID-19 apply. These include:   * Wash your hands regularly with soap and water, or clean them with alcohol-based hand rub * Maintain at least 2 metre distance between you and others * Avoid touching your face * Cover your mouth and nose when coughing or sneezing * Stay home if you feel unwell   Notices instructing people they must wash or sanitise their hands upon arrival at the site are posted at the entrance to the offices.  COVID-19 Deep Cleaning and Disinfection Guidance gives clear guidance on:   * PPE * Cleaning and disinfection * Laundry * Waste * Resources * Cleaning * Consumables   Any person carrying cleaning operations during COVID-19 must:   * Be fit and able to carry out the task * Have no underlying health conditions * Not be on the Pennon at risk register * Have received instruction on the risks of Covid-19 * Understand the risks of Covid-19 * Have received the correct training * Have the correct PPE * Understand what to do with the waste   All persons on a Pennon site must inform their line manager or host should they develop symptoms of Covid- 19 and must immediately self-isolate – these include:   * New and continuous cough * Fever * Loss of smell or taste * Headache * Shortness of Breath   Line managers must follow the managers guidance regarding immediate actions and notifications.  Education of staff through emails, toolbox talks, posters and line manager briefings coronavirus and how to avoid infection  Use of disposable cloths, wipes, mops and PPE. After use treat as waste and follow the guidance.  High hand contact areas must be cleaned frequently.  N.B. the frequency will be dictated by the level of perceived risk within the site.  After removal and bagging of PPE wash hands in soap and water for at least 20 seconds |  |  |  | Office equipment, such as phones, headsets, mouse, keyboards etc should be sanitised frequently.  Consider stock levels of cleaning products, materials and equipment and ensure that they are sufficient to maintain a program of enhanced and more frequent cleaning.  Wearing a visor will reduce the risk of touching the face or mouth during the clean. |  |  |  |  |
| **Biological/Viral**  Removal of waste from contaminated area | Employees  Cleaners  Anyone with underlying medical conditions  Exposure to Covid-19 by touching face or mouth whilst clearing a contaminated workspace or when handling waste | COVID-19 Deep Cleaning and Disinfection Guidance gives clear guidance on:   * Waste * Waste contaminated by body fluids * Waste storage   Any person handling contaminated waste must:   * Be fit and able to carry out the task * Have no underlying health conditions * Not be on the Pennon at risk register * Have received instruction on the risks of Covid-19 * Understands the risks of Covid-19 * Have received the correct training * Have the correct PPE * Understand what to do with the waste   Waste bags should be manageable and not over filled to avoid contamination from split bags |  |  |  | Where possible, consider sealing off areas of known contamination for 72 hours. This will significantly reduce the risk of contracting the virus |  |  |  |  |
| **Use of detergents and disinfectants** | Employees  Cleaners  Injuries associated with chemicals through contact, Inhalation, swallowing, absorption | COVID-19 Deep Cleaning and Disinfection Guidance for Pennon, SWW, Viridor or PWS sites gives clear guidance on:   * Disinfectants * Detergents * Soap and water * PPE * Disposal of PPE   Always follow the manufacturer’s instructions. |  |  |  |  |  |  |  |  |
| **Manual Handling** | Employees  Cleaners  Musculoskeletal injuries from handling bulky waste bags | COVID-19 Deep Cleaning and Disinfection Guidance gives clear guidance on handling and removing waste  Trolleys are available for moving waste bags  Employees are trained in manual handling techniques. |  |  |  |  |  |  |  |  |

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **RISK RATING TABLE** | | **Probability / Likelihood** | | | | |  |  | Guidance Notes |  |
|  | | **Highly Unlikely** | **Unlikely** | **Possible** | **Likely** | **Very Likely** |  |  |  |  |
|  |  | May occur in exceptional circumstances, so could happen but probably never will | Not expected, but slight possibility it may occur at some time | The event might occur at some time as there is a history of infrequent occurrence within the company | There is a strong possibility the event will occur as there is a history of frequent occurrence within the company | It is almost certain the event will occur | **People, Employees or Third Parties** | **Property, Process, Machinery or Equipment** | **Environment** | **Vehicle** | |
| **Severity** |  | **1** | **2** | **3** | **4** | **5** |
| No injury / no damage | **1** | **1** | **2** | **3** | **4** | **5** | No first aid required | Non-serious. No equipment or facility damage | Chemical spill, release or emission, contained and only minor clean up. No external reporting required. | No injury caused by vehicle  No damage to vehicle  No damage caused by vehicle | |
| Minor injury, cuts, abrasions, burns / minor damage | **2** | **2** | **4** | **6** | **8** | **10** | First aid only | Minor subsystem loss and/or moderate facility damage | Chemical spill, release or emissions, requiring only minor clean up and no external reporting required | Minor injury caused by vehicle  Minor damage to vehicle  Minor damage caused by vehicle | |
| Injury requiring hospital or doctors attention. Injury resulting in lost time | **3** | **3** | **6** | **9** | **12** | **15** | Medical treatment or restricted work activity. Short term occupational illness. | Moderate system loss and/or moderate facility damage. | Chemical spill, release or emission which requires limited on-site clean-up and/or external reporting. | Injury requiring hospital treatment caused by vehicle  Moderate damage to vehicle  Moderate damage caused by vehicle | |
| Major injury, fracture, dislocation, amputation. Disabling illness. Major damage | **4** | **4** | **8** | **12** | **16** | **20** | Lost time or temporary disability. Long term occupational illness. | Major subsystem loss and/or severe facility damage | Chemical spill, release or emission requiring major on site clean-up, temporary environmental or public health impact | Major injury caused by vehicle  Major damage to vehicle  Major damage caused by vehicle | |
| Fatality | **5** | **5** | **10** | **15** | **20** | **25** | Fatality or major disability e.g. loss of limb | Complete system loss and/or extensive facility damage | Chemical spill, release or emission requiring off site clean-up or acute, lasting environmental or public health impact. | Fatal injury caused by vehicle  Major damage to several vehicles  Catastrophic damage caused by vehicle | |

**RISK LEVEL / ACTION TABLE**

|  |  |  |
| --- | --- | --- |
| Risk Rating | Risk Level | Action |
| 15 – 25 | **HIGH** | Work should not be started or must stop immediately.  No work may recommence until risks have been reduced as far as reasonably practicable through the implementation of control measures |
| 6 – 12 | **MEDIUM** | Risks must be further reduced if reasonably practicable |
| 1 - 5 | **LOW** | Acceptable – keep under review |

### The level of the risk rating determines the action required, as demonstrated below.