


Risk Assessment


Cleaning General Non-healthcare environments (upon suspected or known case of Covid 19 Coronavirus)

1	Site / Location:	Risk Assessment number: No. Covid-19 1.3	Used in Conjunction with: Any other relevant risk assessments
	Assessor's name:	Signature:	
	Approved by (Manager)' name:	Signature:	Profit Centre:
	<i>Please see section 11 for review dates</i>		


*This assessment is to be used during the COVID 19 (Coronavirus) pandemic.
Where necessary, please also refer to the site specific COVID 19 Risk assessment.
Section 9 must be reviewed and completed where local restrictions are in place or the client has provided us with additional instructions e.g. the wearing of face coverings in some settings.*




Keep a minimum distance of 2 metres where possible



Wash hands frequently (for at least 20 seconds) or use hand sanitizer with a minimum of 60% alcohol




Clean surfaces frequently including door handles, rails, hoists etc.



Avoid touching your face, nose and eyes

2	Work activity	Cleaning General Areas non-healthcare environments (upon suspected or known case of Coronavirus)
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	<p>When carrying out any risk assessment, follow the 5-step process:</p> <ol style="list-style-type: none"> 1. Identify the hazards 2. Decide who might be harmed and how 3. Evaluate the risk and introduce controls 4. Record your findings and implement them 5. Review assessment and amend as necessary 	<p>In all cases consideration must be given to the following:</p> <ul style="list-style-type: none"> • Manual handling requirements • Hygiene • Working at height • Good housekeeping • Any training, instruction or supervision that may be required • Use of PPE
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3	Hazard Indicators				
	COVID 19 (Cleaning)	Use of vehicles during COVID 19	Additional COVID 19 controls	Sharps	Manual Handling
	Cleaning using Equipment	Use of electrical equipment	Chemical Safety	Slips, trips and falls	Lone Working
	Emergency Issues				

4	Who will be affected	Employee	✓	Members of Public	✓	Contractor	✓	Visitor	✓
	Others: please specify	Anyone affected by Pinnacle's acts or omissions							

5	Evaluate Risk - Risk Rating Table			
	Probability of Occurrence	P	Potential Severity	S
	Common	5	Fatal	5
	Probable	4	Major	4
	Occasional	3	Serious	3
	Possible	2	Minor	2
	Improbable	1	Slight	1
Risk Rating : (P) Probability x (S) Severity = Risk Rating (1-8 Low) (9-15 Medium) (16-25 High)				

Risk (R)	Likelihood					
Severity	1	2	3	4	5	Low: Continue but review regularly to ensure controls remain effective. Medium: Continue, as above, but implement additional controls where possible. Monitor regularly. High: Stop the activity and re-assess. Identify new controls. Seek advice from manager or Health and Safety team
	2	4	6	8	10	
	3	6	9	12	15	
	4	8	12	16	20	
	5	10	15	20	25	

6	Pre-Controls Risk Rating : High			
	Sharps	4 x 4 = 16	Slips, trips and falls	3 x 4 = 12
	Manual Handling	3 x 4 = 12	Lone Working	3 x 4 = 12
	Cleaning using Equipment	3 x 4 = 12	Emergency Issues	4 x 5 = 20
	Use of electrical equipment	3 x 5 = 15	Guidance on Covid-19	4 x 4 = 16
	Chemical Safety	3 x 4 = 12	Vehicle sharing if necessary	4 x 4 = 16

7	List the existing controls – when choosing your controls ensure you use the hierarchy of controls, eliminating hazards where possible		
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7.1	Cleaning (Non-Healthcare settings) during COVID19 In accordance with Public Health England (PHE) Guidance	Revised Risk Rating PxS
	https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings Principles of cleaning after an individual with symptoms of, or confirmed COVID-19,	3 x 4 (Med)

7.1	Cleaning (Non-Healthcare settings) during COVID19 In accordance with Public Health England (PHE) Guidance	Revised Risk Rating PxS
	<p><u>has left the setting or area</u></p> <ul style="list-style-type: none"> • Personal Protective equipment (PPE) • The minimum PPE to be worn for cleaning an area after a person with symptoms of or confirmed COVID-19, has left the setting possible is disposable gloves and an apron. Wash hands with soap and water for 20 seconds after all PPE has been removed. • If a risk assessment of the setting indicates that a higher level of virus may be present (for example, where someone unwell has spent the night such as in a hotel room or boarding school dormitory) or there is visible contamination with bodily fluids, then additional PPE to protect the cleaner's eyes, mouth and nose must be considered e.g. the use of a mask or face shield. • Cleaning and disinfection • Public areas where a symptomatic person has passed through and spent minimal time but which are not visibly contaminated with body fluids, such as corridors, can be cleaned thoroughly as normal. • All surfaces that the symptomatic person has come into contact with, must be cleaned and disinfected, including <ul style="list-style-type: none"> ○ objects that are visibly contaminated with bodily fluids ○ all potentially contaminated and frequently touched areas such as bathrooms, door handles, telephones, grab rails in corridors and stairwells • Use disposable cloths or paper roll and disposable mop heads, to clean all hard surfaces, floors, chairs, door handles and sanitary fittings – think one site, one wipe, in one direction. • Use one of the options below: • a combined detergent disinfectant solution at a dilution of 1,000 parts per million available chlorine (ppm av.cl.) • or • a household detergent followed by disinfection (1000 ppm av.cl.). Follow manufacturer's instructions for dilution, application and contact times for all detergents and disinfectants • or • if an alternative disinfectant is used within the organisation ensure that it is effective against enveloped viruses • Avoid mixing cleaning products together as this can create toxic fumes. • Avoid creating splashes and spray when cleaning. • Any cloths and mop heads used must be disposed of and should be put into waste bags as outlined below. • When items cannot be cleaned using detergents or laundered, for example, 	

7.1	Cleaning (Non-Healthcare settings) during COVID19 In accordance with Public Health England (PHE) Guidance	Revised Risk Rating PxS
	<p>upholstered furniture and mattresses, steam cleaning should be used.</p> <p>Laundry</p> <ul style="list-style-type: none"> Wash items in accordance with the manufacturer's instructions. Use the warmest water setting and dry items completely. Dirty laundry that has been in contact with an unwell person can be washed with other people's items. To minimise the possibility of dispersing virus through the air, do not shake dirty laundry prior to washing. Clean and disinfect anything used for transporting laundry with your usual products, in line with the cleaning guidance above. <p>Waste</p> <p>Personal waste from individuals with symptoms of COVID-19 and waste from cleaning of areas where they have been (including PPE, disposable cloths and used tissues):</p> <ul style="list-style-type: none"> Should be put in a plastic rubbish bag and tied when full The plastic bag should then be placed in a second bin bag and tied This should be put in a suitable and secure place and marked for storage until the individual's test results are known This waste should be stored safely and kept away from children. It should not be placed in communal waste areas until negative test results are known, or the waste has been stored for at least 72 hours. If the individual tests negative, this can be disposed of immediately with the normal waste. If COVID-19 is confirmed this waste should be stored for at least 72 hours before disposal with normal waste. If during an emergency you need to remove the waste before 72 hours, it must be treated as Category B infectious waste. You must: <ul style="list-style-type: none"> keep it separate from your other waste arrange for collection by a specialist contractor as hazardous waste 	
7.2	Use of vehicles during COVID19 pandemic (If necessary)	Revised Risk Rating PxS
	<ul style="list-style-type: none"> Wherever possible, we must observe the social distancing advice and one person per vehicle must be our standard position. If this is not possible: Each crew with their manager will need to complete the 'site specific – vehicle sharing' risk assessment for each vehicle. No more than two people per vehicle and only if necessary If any staff member has concerns regarding sharing a vehicle during the coronavirus outbreak, they must speak with their manager before the activity begins. 	3 x 4 = 12

	<ul style="list-style-type: none"> • Face coverings should be considered by all members of staff in the vehicle, unless they are exempt from wearing one or if the wearing of a covering impedes a driver's vision or causes a distraction 	
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7.3	Additional COVID19 controls	Revised Risk Rating PxS
	<ul style="list-style-type: none"> • Any member of staff that shows symptoms of COVID 19 – high temperature, constiunal coughing and /or anosmia (change in taste / smell sensation) must stay at home and observe the appropriate self-isolation period for their household. • Staff must inform us if they feel they are within a 'vulnerable or at risk' group and an individual assessment will need to be carried out • Is the work necessary? • Consider whether start / break / finish times can be staggered • PPE must be worn as per existing COSHH and risk assessments. If masks are to be worn, i.e. bodily spills they must be worn as per manufacturers instructions. • All staff must regularly wash their hands. If hand washing facilities are not available, sanitising gel or simialr must be available • Avoid sharing equipment or handling other people's equipment. If this is necessary, equipment should be wiped down and 'drop off' zones created to try and meet the social distancing guidance • Avoid splitting teams up. Where possible keep the same two people in a team. • Keep the activity as short as possible – without compromising any other safety issues e.g. don't rush the work. • Wherever possible maintain social distancing • Work back to back or side to side but avoid face to face work activities • Wearing of Face Coverings see 7.3.a 	3 x 4 = 12

7.3 a	Use of face coverings within work settings
	<p>https://www.gov.uk/government/publications/face-coverings-when-to-wear-one-and-how-to-make-your-own/face-coverings-when-to-wear-one-and-how-to-make-your-own</p> <p>In England, you must wear a face covering in the following indoor settings. A face covering is not PPE. If your Risk Assessments states a mask must be worn, then you would wear a mask. You are expected to wear a face covering before entering any of these settings below and must keep it on until you leave unless there is a reasonable excuse for removing it or you are exempt:</p> <ul style="list-style-type: none"> • public transport • taxis and private hire vehicles • transport hubs • shops and supermarkets • shopping centres • auction houses • premises providing hospitality • post offices, banks, building societies, high-street solicitors and accountants, credit unions, short-term loan providers, savings clubs and money service businesses • estate and lettings agents • theatres

- premises providing personal care and beauty treatments
- premises providing veterinary services
- visitor attractions and entertainment venues
- libraries and public reading rooms
- places of worship
- funeral service providers
- community centres, youth centres and social clubs
- exhibition halls and conference centres
- public areas in hotels and hostels
- storage and distribution facilities
- You should also wear a face covering in indoor places not listed here where social distancing may be difficult and where you will come into contact* with people you do not normally meet.
- In situations where a Pinnacle colleague is meeting with a customer face-to-face in an enclosed space where social distancing is not possible, colleagues must wear a face covering for the duration of the meeting
- Face coverings are needed in NHS settings, including hospitals and primary or community care settings, such as GP surgeries. They are also advised to be worn in care homes.

** A 'contact' is a person who has been close to someone who has tested positive for COVID-19 anytime from 2 days before the person was symptomatic up to 10 days from onset of symptoms (this is when they are infectious to others). For example, a contact can be:*

- *people who spend significant time in the same household as a person who has tested positive for COVID-19*
- *sexual partners*
- *a person who has had face-to-face contact (within one metre), with someone who has tested positive for COVID-19, including:*
 - being coughed on*
 - having a face-to-face conversation within one metre*
 - having skin-to-skin physical contact, or*
 - contact within one metre for one minute or longer without face-to-face contact*
- *a person who has been within 2 metres of someone who has tested positive for COVID-19 for more than 15 minutes*
- *a person who has travelled in a small vehicle with someone who has tested positive for COVID-19 or in a large vehicle or plane near someone who has tested positive for COVID-19*

In addition, your client may wish to implement additional controls. These should be discussed with the Contract Manager and **Section 9 completed accordingly**. These premises are likely to include, but not limited to, the following settings:

- Care and Support
- Independent living
- Sheltered accommodation
- Hostels
- NHS settings
- Joint Services

And the appropriate risk rating applied per setting

7.4	Sharps	Revised Risk Rating PxS
	<ul style="list-style-type: none"> Staff not to pick up any sharps – but alert others to hazards Staff to remove sharps bins to clinical waste store where appropriate 	2 x 4 = 8 Low
7.5	Manual Handling	Revised Risk Rating PxS
	<ul style="list-style-type: none"> Specific Manual handling assessment carried out for all one-off tasks presenting significant risk / for individuals with medical conditions etc. Training given in correct lifting techniques. Manual handling minimised as far as possible, broken down into smaller loads / assistance sought. Appropriate footwear worn. Mechanical lifting aids available (trolleys etc.) where necessary Good housekeeping and workplace layout. Good housekeeping to be maintained. Floor surfaces unobstructed and slip free. 	2 x 4 = 8 Low
7.6	Cleaning using Equipment (See guidance on COVID cleaning)	Revised Risk Rating PxS
	<ul style="list-style-type: none"> Training given in correct procedure for use of such equipment Manual Handling Assessment carried out for use of floor buffer, vacuums etc. Avoid sharing equipment and if necessary create 'drop off' zones see section 7.11 	3 x 4 = 8 Med
7.7	Use of electrical equipment	Revised Risk Rating PxS
	<ul style="list-style-type: none"> Pre-use check conducted by users Electrical equipment subject to regular safety inspection and test ('PAT') Trailing leads kept to a minimum and made safe. Use extension leads and adaptors only where necessary. Use nearest available socket to reduce need for extension leads Mains powered portable equipment to be protected by RCD in higher risk situations, e.g., equipment used outside or in wet conditions, and for equipment where there is a risk of cables being severed. System for reporting faults and taking equipment out of service in place. 	2 x 5 = 10 Med
7.8	Chemical Safety	Revised Risk Rating PxS
	<ul style="list-style-type: none"> Staff to be competent in the use of chemicals and must observe instructions within the Material Safety Data Sheet and COSHH Assessment No unauthorised persons should be allowed to use our chemicals. Chemicals stored / used / transported appropriately and access restricted when in use. Immediate cleaning up of any spillage All containers clearly labelled 	2 x 3 = 6 Low

7.9	Slips, trips and falls	Revised Risk Rating PxS
	<ul style="list-style-type: none"> All spillages to be dealt with immediately. Wet floor signs to be used when appropriate Dry mop floors after cleaning up initial spillage. Appropriate footwear worn 	2 x 4 = 8 Low

7.10	Lone Working	Revised Risk Rating PxS
	<ul style="list-style-type: none"> Ensure there is adequate lighting. Carry out work during “closed” times e.g. when public doesn’t have access Regular security checks by guards (where applicable) Challenging unknown visitors where safe to do so. Notify manager of start time and when finished. Only agreed risk tasks to be undertaken, Avoid high risk activities (e.g. working at height). 	3 x 4 = 12 Medium

7.11	Emergency Issues	Revised Risk Rating PxS
	<ul style="list-style-type: none"> All staff to know first aiders and location of first aid kits. Where first aid is required, trained personnel must wear a mask and gloves before attending the casualty. Please refer to TBT 146 All staff to be familiar with emergency / evacuation procedures All staff to adhere to advice from emergency services <p>In the event of a pandemic, endemic, local health scares etc:</p> <ul style="list-style-type: none"> Pinnacle Managers and staff to seek guidance from PHE or relevant health authority and adhere to official guidance given. Managers to regularly assess and monitor situation. Staff to wear appropriate PPE depending on advice given. Staff to report any illness to manager. Good hygiene standards always observed 	2 x 5 = 10 Medium

Post Control Risk Rating :	Medium
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8	Are the existing control measures adequate?	
	If No : go to 9	If Yes: go to 10

9.1	Identify and list the additional control measures required for safe working using the following hierarchy: 1 Eradicate the hazard 2 Reduce the hazard 3 Isolate the hazard 4 Contain the hazard	Please also refer to 7.3
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9.2	Local issues – restrictions and additional client controls (<i>Consider: Site/ Equipment & PPE /Employees /Specific issues</i>)	Revised Risk Rating PxS

10	Final risk rating (To be completed)	
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11	Risk assessment sheet completed	Have all relevant employees signed awareness sheet to say they have been informed/trained in controls
	Signed	Signed
	Date	Date
	Risk assessment sheet reviewed	Have all relevant employees signed awareness sheet to say they have been informed/trained in controls
	Signed	Signed
	Date	Date
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