



## COVID-19 Generic principles and general risk assessment

### Introduction

#### 1 General cleaning requirements

1. Uniform / workwear to be donned after arrival at workplace and removed before leaving the workplace. *Note: A separate carry bag will be available for transport*
1. Appropriately trained cleaning personnel ONLY to undertaking the cleaning of confirmed cases of COVID-19 infection within a premise
2. Remember social distancing measures when commuting and also remember to wear a mask on public transport and in public areas
3. Wash your hands before and after every cleaning activity with either soap and hot water or 60%+ alcohol-based hand sanitiser
4. Remember social distancing when working
5. Bear in mind: Soap and hot water will rinse germs away, disinfectants will kill them.
6. Focus your cleaning efforts on areas where germs are most likely to spread, for instance kitchens, tea points and washrooms.
7. Damp surfaces are a breeding ground for germs so make sure you thoroughly dry all hard surfaces.
8. Increase frequency of all high touch point areas, including: visibly contaminated surfaces, telephones, grab rails, corridors, keyboards, desks, door handles and doors.
9. Clean your cleaning equipment. Unless the tools you're cleaning with are germ-free, then you'll only be spreading harmful bacteria around.
10. Use disposable cloths where possible. Reusable cloths should be disinfected after use or washed at 60C after each use. After washing, dry all cleaning equipment thoroughly.
11. Use two buckets when using liquid cleaners - one for mopping, one for rinsing.
12. Follow manufacturer's instructions for dilution, application and contact times for all detergents and disinfectants
13. Consider steam cleaning carpets and soft furnishings for effective germ control.
14. Wash linens, towels, and uniform at 60C to kill germs IF you have been potentially exposed to Covid-19.
15. Use hands-free bins for food waste disposal to minimise the risk of germs spreading.
16. Damp-wiping / mopping processes ONLY and NO dry wiping or sweeping of any type
17. PPE requirements: Type IIR face masks / face visors (for day cleaning staff, managers and housekeepers based in areas with 10 or more people), FFP2/3 Mask for deep cleaning staff, gloves (disposable nitrile or colour-coded marigolds, these will need to be sanitised after each use), disposable plastic aprons. *Note: Please be aware standard surgical style face masks will not protect you from airborne droplets although they will protect potentially infected people spreading their germs unknowingly.*
18. Do not, eat, drink, smoke or use your phone until after you have washed your hands appropriately and your shift has ended

#### COVID-19 Waste Requirements

Waste from possible cases and cleaning of areas where possible cases have been (including disposable cloths, tissues and single-use PPE):

19. Should be put in a plastic rubbish bag and tied when full.

Doc Name: Risk Assessment and Method Statement	Date Produced May 21	Produced by: Operational Support Manager
Approved by: Chief Operating Officer	Date Approved May 21	Revision No. 5



- 20. The plastic bag should then be placed in a second bin bag and tied.
- 21. It should be put in a suitable and secure place and marked for storage until the individual's test results are known.
- 22. Waste should be stored safely and kept away from children. You should not put your waste in communal waste areas until negative test results are known or the waste has been stored for at least 72 hours.
- 23. if the individual tests negative, this can be put in with the normal waste
- 24. if the individual tests positive, then store it for at least 72 hours and put in with the normal waste
- 25. If storage for at least 72 hours is not appropriate, arrange for collection as a Category B infectious waste either by your local waste collection authority if they currently collect your waste or otherwise by a specialist clinical waste contractor. They will supply you with orange clinical waste bags for you to place your bags into so the waste can be sent for appropriate treatment.

**COVID-19 After Shift Reminders**

- 26. Wash hands frequently and before handling any food with soap with either soap and hot water or 60%+ alcohol-based hand sanitiser
- 27. Remember to bring a change of clothes and remove your uniform before you commute home
- 28. Take a warm shower as soon as possible after your shift has finished
- 29. Always remember to clean uniform on a 60C wash if you have potentially been exposed to COVID-19
- 30. Remember social distancing on your commute home
- 31. Should you develop any symptoms cold like symptoms follow GOV advice on self-isolation
- 32. If you have a confirmed case of Covid-19, inform PSS immediately and follow GOV advice on people / areas you have been in contact with
- 33. Stay safe and look after your health

**COVID-SECURE Workplaces**

- 34. The building where you will be working should be COVID-Secure, which means the client / responsible person may have implemented some new site-specific requirements which should be followed, these could include:
  - Increased communication through meetings, training, signage
  - Quieter areas
  - One-way systems, screening, closed corridors etc.
  - Increased cleaning hours, frequencies, and a more detailed cleaning specification
  - Additional measures for vulnerable workers
  - Lateral flow testing either through home kits or visiting testing facilities
    - 1. For some sectors, such as event cleaning, it may be compulsory & test results may need to be confirmed before attending site

Doc Name: Risk Assessment and Method Statement	Date Produced May 21	Produced by: Operational Support Manager
Approved by: Chief Operating Officer	Date Approved May 21	Revision No. 5



## 2 General Risk Assessment

	<b>Slightly Harmful</b>	<b>Harmful</b>	<b>Extremely Harmful</b>
<b>Highly Unlikely</b>	Trivial Risk 1	Tolerable Risk 2	Moderate Risk 3
<b>Unlikely</b>	Tolerable Risk 2	Moderate Risk 3	Substantial Risk 4
<b>Likely</b>	Moderate Risk 3	Substantial Risk 4	Intolerable Risk 5

Risk Level=Likelihood x Severity

Doc Name: Risk Assessment and Method Statement	Date Produced May 21	Produced by: Operational Support Manager
Approved by: Chief Operating Officer	Date Approved May 21	Revision No. 5



Hazard	Who is at risk and how	Control measures	Residual risk
Contact with a virus during a pandemic outbreak	Staff could contract or spread illnesses to clients, contractors, and the public such as influenza, Norovirus, COVID-19, which could result in severe discomfort, vomiting or even death	<ul style="list-style-type: none"> <li>• TRAINED STAFF ONLY TO UNDERTAKE CLEANING OF KNOWN POTENTIALLY CONTAMINATED AREAS IN LINE WITH THE RELEVANT RAMS</li> <li>• Training and communication to be given to staff dependant on their role / workplace</li> <li>• Staff advised to stay at home if they feel sick</li> <li>• Cleaning Operatives to be provided with personal hand sanitisers</li> <li>• Cleaning operatives to follow relevant safe systems of work, instruction and be given the correct PPE</li> <li>• Staff to ensure social distancing (2m's away from the nearest person) when working and commuting</li> <li>• Cover cleaning staff to be given additional training e.g. face-fit, PPE donning and doffing, good hygiene practice</li> <li>• Video conferencing encouraged to management staff</li> <li>• Working time regulations to be considered for cover staff</li> <li>• Staff encouraged to wear masks and maintain good hygiene practices when commuting</li> <li>• Staff who are returning to work following COVID-19 to follow NHS guidance</li> <li>• Viricidal detergents to be utilised</li> <li>• Tissues / Anti-bacterial wipes / hand sanitisers to be recommended per desk on each site and for PSS office staff and within cleaning cupboards</li> <li>• Hands to be wash before eating / drinking / smoking etc.</li> <li>• Personal hygiene routine encouraged Managers to be trained to spot symptoms of Coronavirus and be made clear on reporting procedure</li> </ul>	3

Doc Name: Risk Assessment and Method Statement	Date Produced May 21	Produced by: Operational Support Manager
Approved by: Chief Operating Officer	Date Approved May 21	Revision No. 5



		<ul style="list-style-type: none"><li>• Regular updates on pandemic situation to be given throughout the organisation</li><li>• Management to regularly check-in with staff to ensure they aware of and following COVID-19 related procedures e.g. social distancing</li><li>• Welfare areas to be checked to ensure working hot water and hand soap is available</li><li>• Staff encouraged to stay away from public places</li><li>• Staff to carry uniform in plastic bag when commuting to and from work</li><li>• Uniform to be washed on 60C wash following each shift if staff have come into potential contact with COVID-19</li><li>• Staff encouraged to regularly check advice from GOV UK website / Public Health England</li><li>• Vulnerable workers to be made aware of communication procedures, so processes can be put in place to ensure their safety whilst at work</li></ul>	
--	--	---	--

Doc Name: Risk Assessment and Method Statement	Date Produced May 21	Produced by: Operational Support Manager
Approved by: Chief Operating Officer	Date Approved May 21	Revision No. 5