

Date:	27th May 2020
Location:	UK Greetings Facilities Cleaners
Task/Premises:	Facilities Cleaning Activities (COVID 19)

Assessed By:	Peter Bland, Paul Cooper, Charlotte Berry
Assessment No.:	COVID 19 Special Risk Assessment
Review Date:	

ACTIVITY	HAZARD	PERSONS IN DANGER	Risk Rate			MEASURES TO FOLLOW / COMMENTS
			S	R	RR	
General Social Distancing	COVID19 Cross Infection	Cleaners. Other employees	4	2	8	<p>Social distancing is to be exercised by the Cleaning staff team.</p> <p>Cleaners rooms can be enclosed spaces, only one cleaning operative is to be within the cleaning room at a time. The canteen or large meeting room are to be used for meetings.</p> <p>Signage issued to cleaning operatives to be placed on entrance doors to toilet facilities when cleaners are inside so as to provide social distancing. If someone enters the cleaner should politely ask the person entering to leave. If the person does not leave, then the cleaner should leave the toilet facilities and report the issue to their supervisor / manager.</p>
General Surface Contact	COVID19 Cross Infection	Cleaners. Other employees	4	2	8	<p>Sanitizer stations and in place on site entrances and exits including instructions on signage. Anyone entering site including cleaners are to sanitize their hands on entering or leaving the building in order to minimise cross contamination..</p> <p>Frequently wash your hands with soap and water for at least 20 seconds, or use an alcohol-based hand rub with at least 60% alcohol. Follow the NHS handwashing techniques. Facilities M&E staff shall re-fill the sanitizer dispensers. Hand sanitizer issued to all members of the cleaning team.</p> <p>Cleaning staff are to solely use their own cleaning trolley, equipment tray, vacuums, mops etc. Anti bacterial cleaner including anti-bacterial spray and wipes available for cleaning down on handles of trolleys and trays.</p> <p>Cover your mouth and nose with a tissue or your sleeve (not your hands) when you cough or sneeze. Put used tissues in the bin straight away</p> <p>Avoid touching your eyes, nose, or mouth with unwashed hands.</p> <p>ID swipe card holders that fit around the neck have been replaced by belt fitting clips so as to prevent cards touching surfaces.</p> <p>When cleaning toilet facilities, the toilet seat must be in the down position prior to flushing the toilet in order to prevent splashing.</p> <p>Cleaners shall clean down door handles, door push plates and drinking water stations on a shift by shift basis. Chemicals used mixing ratios in place, details within "Cleaning Team health, Safety and Environmental Guide". Sign off procedure in place.</p>
Other Transmissions	COVID19 Cross Infection	Cleaners. Other employees	4	2	8	<p>Cleaners must change their cleaning gloves after cleaning each area.</p> <p>Laurdering - cleaning cloths are cleaned at Cannon Way in the washing machine at 90c. dirty cloths must be double bagged including transportation between sites prior to washing.</p> <p>Cleaners wear workwear clean workwear uniforms everyday. Home washing of uniforms at 60c is advised to be completed</p> <p>No team working is required.</p> <p>Cleaning schedule is to be drawn up and published for Cleaners to follow. PC / CB to write up and publish.</p> <p>Cleaning of the quarantine room - please refer to quarantine procedure. CS to write up and publish.</p>