

Spotless

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Commercial Cleaning Risk Assessment

Location: Various client premises

Date: 2/03/20
Revised: 13/5/20

Persons affected: Spotless Office Staff, any visitors to the premises

Emergency contact details

In the event of an emergency contact the Spotless office on 01283 599219.



Cause/Hazard/ consequences	Control Procedures	Likelihood (A)	Severity (B)	Risk Ranking (A x B)
<p>Poor hand hygiene</p> <p>Spread of Covid-19 Coronavirus:</p> <p>Wider social and economic impact as well as sickness/serious illness for those immediately effected.</p>	<p>Ensure hand washing facilities with hot water and soap are available at all sites.</p> <p>Provide hand gels for reception and office areas.</p> <p>Ensure paper towels are available and traditional textile towels and electric hand driers are not used.</p> <p>Ensure all staff are issued with hand washing guidance and techniques - 20 seconds per wash, cleaning before and after each job: https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/</p> <p>Ensure all staff are reminded to follow guidance to keep safe, including sneezing/coughing into elbows. If tissue is used to deposit it in a closed bin and wash hands immediately afterwards.</p> <p>Encourage all staff to not touch their face.</p>	2	3	6
Cause/Hazard/ consequences	Control Procedures	Likelihood (A)	Severity (B)	Risk Ranking (A x B)

<p>Proximity to others</p> <p>Spread of Covid-19 Coronavirus:</p> <p>Wider social and economic impact as well as sickness/serious illness for those immediately effected.</p>	<p>Floor tape marks 2m distances from all work stations and pathways.</p> <p>Disinfect all touch points and work stations daily throughout the building.</p> <p>Rearrange work stations so that all employees are 2m apart whilst working.</p> <p>Wedge open doors where possible to minimise unnecessary use of door handles, must be closed at end of day for fire safety.</p> <p>Keep 2m away from visitors when opening the front door. Ask couriers to place items inside after stepping away, don't take it out of their hands. Ask any visitors for appointments to use hand gel in reception before proceeding. Disinfect intercom, door handles etc after visitors leave.</p> <p>Only one member of staff allowed on landing, stairs, in toilets, in kitchen, in COSHH cupboard at a time.</p> <p>Where possible for meetings such as interviewing new recruits, conduct meetings over Facetime/Zoom. Where it is not possible, observe 2m rules and other rules for visitors above. Disinfect devices such as iPads immediately after visitors use them.</p> <p>Ventilate the room by opening windows as much as possible.</p> <p>Remind staff that in an emergency such as a fire, the 2m distancing rules can be ignored if their safety is at risk.</p> <p>No sharing of work stations or stationary items such as pens etc.</p> <p>Store all personal items in drawers and not on desk tops.</p> <p>Use alcohol wipes daily on keyboards, mice, screens, printers, phones etc.</p> <p>All food waste, tissues and any other personal waste should be place directly into closed bin with lid, not into paper bins in the office.</p>	2	3	6
Cause/Hazard/consequences	Control Procedures	Likelihood (A)	Severity (B)	Risk Ranking (A x B)

Reporting symptoms/ sickness	Remind staff to report any symptoms for themselves or people in their home; new continuous cough or a high temperature. Follow protocol to send them home immediately and report to manager for further instruction.				2	3	6
Spread of Covid-19 Coronavirus:	Manager to establish symptoms and keep in touch. If a case is confirmed alert customer immediately and undertake more extensive disinfection.						
Wider social and economic impact as well as sickness/ serious illness for those immediately effected.	Remind staff to report any symptoms of customers to the office immediately.						
Cause/Hazard/ Likelihood		Control Procedures			Likelihood	Severity	Risk Ranking
					Priority		
1	Highly Unlikely	1	Trivial	1	Urgent action - (Risk no 15 - 25)		
2	Unlikely	2	Minor Injury	2	High priority - (Risk no 10 - 12)		
3	Possible	3	Over 3 day injury	3	Medium Priority - (Risk no 5 - 9)		
4	Probable	4	Major injury	4	Low Priority - (Risk no 2 - 4)		
5	Certain	5	Incapacity or Death	5	Very Low Priority - no action required (Risk no 1)		
offered.							