

## COVID-19 (SARS-CoV-2) GENERAL CLEANING RISK ASSESSMENT

<b>1.</b>	<b>Risk Assessment written by:</b>	GZ Directors	<b>Date:</b>	15-5-20	<b>Signed:</b>	Steve Trew
	<b>Reason for review:</b>	New document				
<b>2.</b>	<b>Risk Assessment reviewed by:</b>	GZ Directors	<b>Date:</b>	25-6-20	<b>Signed:</b>	Steve Trew
	<b>Reason for review:</b>	Review of Government guidelines and social distancing rules				
<b>3.</b>	<b>Risk Assessment reviewed by:</b>	Ronnie Reid	<b>Date:</b>	14-9-20	<b>Signed:</b>	Ronnie Reid
	<b>Reason for review:</b>	Change of cleaning waste and PPE disposal guidelines				
<b>4.</b>	<b>Risk Assessment reviewed by:</b>		<b>Date:</b>		<b>Signed:</b>	
	<b>Reason for review:</b>					

### Context

The buildings cleaned by GreenZone are very likely to be operating well below full capacity with the majority of tenants following Government guidelines to work from home whenever possible.

Tenants present in the building, along with client staff, contractors, visitors, etc, should not be displaying symptoms of Covid-19 as they should be following Government advice to stay at home if symptomatic.

These two factors will greatly reduce the likelihood that any GreenZone employee will come into close contact with a Covid-19 carrier during the course of their work.

Furthermore, it is expected that any area where a person with a confirmed or suspected case of Coronavirus has been, will be cordoned off with access prohibited. GreenZone cleaners will not enter these areas under any circumstances. GreenZone has a trained mobile response team for dealing with infected areas with separate RAMS and COSHH risk assessments.

This risk assessment will be supported by a Covid-19 training video shown to all operatives as soon as is reasonably practicable.

# PROTECT YOU AND OTHERS FROM CORONAVIRUS

**Wash Hands**



**Social Distancing**



**Cover Cough**



**Don't Touch Face**




**Please don't shake hands**



**Observe contact time**



**Follow site rules**



**Don't share**



**Stay home if unwell**

## SOCIAL DISTANCING

1. Social distancing means maintaining a 2 metre distance (3 steps) from other people or 1 metre with risk mitigation (see point 4 below) where 2 metres is not viable. This includes anyone in the building as well as work colleagues.
2. All GreenZone staff **MUST** observe social distancing measures at all times, as far as possible.
3. If an area to be cleaned is occupied and social distancing is not possible, leave the area and return when the occupant has left. For example, if the desk you are trying to clean has someone sitting in the desk next to it within 1 metre, do not clean the desk. If you have not been able to clean the area by the end of your shift, inform your line manager immediately. REMEMBER – if you are within 1 metre of another person risk mitigation rules **MUST** be applied (see point 4 below).
4. **RISK MITIGATION** - If a task requires you to break the 2m rule, then;
  - a. Consider if the activity needs to continue. Eg. Can you return later when the area is quieter?
  - b. A face mask **MUST** be worn.
  - c. Keep the activity time as short as possible. The longer you are close to another person, the greater the risk.
  - d. Use plastic screens to isolate individuals where reasonably practicable.
  - e. Use back-to-back or side-on working if possible. The risk is lower if you are not face-on with another person.
5. Social distancing **MUST** be observed during lunch breaks, when working externally and when using the cleaning cupboard. For small cleaning cupboards, a policy of one operative at a time in the cleaning cupboard **MUST** be followed. Larger cleaning cupboards may be able to accommodate more than one person at a time. Your line manager will confirm the policy on your specific site.
6. Always follow site specific rules on social distancing, e.g. observe one-way systems, maximum lift occupancy, using stairs, toilets, canteens, etc.

### RATIONALE

**Covid-19 is not an airborne virus. It is only present in saliva droplets ejected through coughing, sneezing or speaking. Under normal conditions droplets from an uncontrolled sneeze or cough will fall to the ground within 2 metres from the person who sneezed / coughed, so anyone maintaining social distancing will not be close enough to inhale infected saliva, if present.**

**Viruses can only attach themselves to certain parts of your body. Covid-19 can only attach itself to cells in our lungs. Social distancing should help avoid breathing in affected droplets and prevent the virus from reaching the lungs.**

**Current Government guidelines on social distancing (<https://www.gov.uk/government/publications/review-of-two-metre-social-distancing-guidance/review-of-two-metre-social-distancing-guidance>)**

## HYGIENE

7. Wash your hands as soon as you arrive at your workplace. You **MUST** wash your hands for at least 20 seconds and ensure you wash them thoroughly – under the nails and in the creases of your skin.
8. Wash your hands whenever you remove or change gloves and always before eating or drinking.
9. If no soap and water is available, then use an alcohol-based hand sanitiser containing a minimum of 60% alcohol.
10. **DO NOT** touch your face with gloves or unwashed hands. If your hands are contaminated, the virus can enter your body through your mouth, nose and eyes.
11. **DO NOT** shake hands with anyone on site. Contact may spread the virus.
12. Always sneeze and cough into a tissue and dispose of it immediately. If you have no tissue handy, then sneeze or cough into the elbow of your sleeve. **DO NOT** sneeze into the open air. You will contaminate surfaces and possibly people around you if you have the Covid-19 virus.
13. **DO NOT** share common vehicles. Bring your own cup and glass for drinking and cutlery or utensils for eating. **NEVER** allow someone else to use your glass, cup or cutlery.

### RATIONALE

The Global Risk Advisory Council states that **80% of disease and viruses are spread through hand contact.**  
**Coronavirus needs a point of entry into the body in order to infect it. The principal risk areas are the mucus membranes that surround your mouth, nose and eyes.**  
**The most effective method of breaking the chain of infection is to eliminate contact, maintain clean hands and not to touch your face. These are simple, but highly effective steps.**

## CLEANING FREQUENT TOUCH POINTS AND CHEMICAL COMPETENCY

14. If you are asked to clean frequently touched objects and surfaces, ensure you follow the site specific procedures. **ALWAYS** follow the social distancing guidelines above when carrying out this, and any other task.
15. The contact time (dwell time) for each chemical **MUST** be adhered to. This is crucial for the chemical to work efficiently and inactivate any potential viral infection. Follow the contact time instructions on the product bottle of the relevant COSHH risk assessment.
16. If a chemical is diluted, ensure that you adhere to the correct dilution rate. This can be found on the product bottle, the relevant COSHH risk assessment or on the poster in the cleaner's cupboard (if a poster is available).

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**RATIONALE**

Coronavirus is an enveloped virus. This type of virus has the least resistance to chemicals and is, therefore, relatively easy to deactivate through diligent cleaning and disinfecting.

Frequently sanitised surfaces will pose little or no risk if touched. Again, this will break the chain of infection.

**PERSONAL PROTECTIVE EQUIPMENT (PPE)**

- 17. All GreenZone operatives working during core hours (8am – 6pm) **MUST** wear a face mask.
- 18. This is not a requirement when working out of core hours **UNLESS** your building instructs you to wear a face mask at all times.
- 19. **ALWAYS** follow site procedures on the wearing of PPE. If site requirement is to wear a face mask at all times, then you **MUST** follow this instruction.
- 20. A face mask **MUST** be worn if working closer than 2 metres to another person as required in point 4 above – risk mitigation.
- 21. **ALWAYS** wear the correct PPE as shown on the relevant risk assessment for the task or chemical you are using.
- 22. Cover all cuts or scratches with a plaster. Coronavirus can enter the body through broken skin.
- 23. **ALWAYS** wash your hands before, when removing or replacing your protective gloves. (see Hygiene section above for hand washing procedure)
- 24. **REMEMBER** – Your gloves may be contaminated so it is vital you do not touch your face with a gloved hand.
- 25. Replace your gloves if they are ripped or are showing signs of excessive wear and tear.
- 26. If you have been issued with household-type gloves then mark them using a permanent marker with your initials. These gloves are reusable but they **MUST** be disinfected at the end of your shift using an appropriate virucidal.
- 27. When removing gloves, ensure you do so without touching the outer surface of the glove with your un-gloved hands.
- 28. If your site asks you to wear a face mask, then you **MUST** follow this instruction. Add your initials to this mask so that you can safely reuse it.
- 29. The face mask is reusable. However, regularly check your face mask for defects and replace if it has a hole, shows signs of excessive wear and tear or is excessively wet through sweat or breathing.
- 30. Tabards and protective overalls or trousers should be washed frequently. Place in a sealed plastic bag until ready to launder. Use hot water with a detergent preferable containing colour-safe bleach. If using regular detergent, wash at minimum 60° heat for at least ten minutes.
- 31. All PPE should be cleaned, sanitised if necessary and stored safely with your initials clearly visible.
- 32. For disposal of PPE, please refer to the section below entitled, ‘Disposal of covid-19 cleaning waste and PPE’.

**RATIONALE**

The UK Government advises the use of face coverings in enclosed public areas where social distancing is not possible. However, face masks are compulsory on public transport (Government guidance – Staying Safe Outside Your Home – 24/6/20).

The Government has reiterated that face coverings are not compulsory even where social distancing is not possible. The Government states that masks, “do not need to be worn ... in workplaces such as offices” (Government Press Release – Public Advised to Cover Faces in Enclosed Spaces – 11/5/20). Face masks are not a replacement for social distancing and regular hand washing. However, GreenZone appreciate that clients and tenants may feel safer if janitors/operatives working during normal business hours wear masks.

Controlling exposure to the virus is preferable to relying on PPE, prevention is more effective. The effectiveness of PPE in general working situations has yet to be proven (IOSH Covid-19 Risk Assessment Guidance).

The Global Biorisk Advisory Council recommends a surgical mask, or similar, for entry in areas where an infected individual has been but is no longer present. It is reasonable then to expect a similar standard of face covering is adequate where required. The use of a surgical mask is to prevent accidental contact between the wearer’s hands, nose, and mouth and should not be considered respiratory protection.

Coronavirus cannot enter the body through unbroken skin, so any cuts or scratches are a point of entry for the virus so need protecting.

**EQUIPMENT**

- 33. **ALWAYS** sanitise the equipment you have used at the end of your shift, e.g. mop and broom handles, chemical bottles, warning signs, etc.
- 34. Use disposable cloths or paper towels where possible.
- 35. Used microfibre cloths should be placed in a sealed plastic bag ready for collection to be laundered by your operations manager. The laundry cycle will last at least ten minutes at minimum 60° heat. If laundering of the cloths is not possible, the microfibre cloth should be rinsed with Delphis anti-bacterial sanitiser or Jangro viricidal cleaner.

**DISPOSAL OF COVID-19 CLEANING WASTE AND PPE**

- 36. Cloths, wipes and PPE (masks, face coverings or gloves, that have been used for daily cleaning or as a Covid-19 precaution, such as social distancing or on public transport), can be disposed directly into general waste bins or sacks. **DO NOT** put them in a recycling bin as they cannot be recycled through conventional recycling facilities.
- 37. If your site provides PPE bins, then please dispose of all PPE waste in these bins rather than general waste.

38. All cleaning waste and PPE from working in an area with a suspected, or confirmed case of Covid-19, must be double bagged with the date clearly marked. The bag should be stored securely for 72 hours (three days) and then disposed of as general waste. For example, cleaning waste bagged on Monday, can be disposed in general waste on Thursday. Cleaning waste on Tuesday can be disposed on Friday and so on.
39. If a suspected case of Covid-19 returns a negative result, then the cleaning waste and PPE can be discarded immediately as general waste.

**RATIONALE**

Refer to Government website ([www.gov.uk](http://www.gov.uk)) for guidelines concerning PPE disposal; Coronavirus (Covid-19): Disposing of waste (Updated 13 July 2020) and Covid-19: cleaning of non-healthcare settings outside the home (Updated 15 July 2020).

**VULNERABLE WORKERS**

40. If you are in a critically extremely vulnerable group you will have been told by your GP or received a letter from the Government. You should be following Government advice, called ‘shielding’, to protect yourself. You are able to return to work from 1 August 2020.
41. Clinically vulnerable people are those who are aged 70 or over, who suffer from chronic mild to moderate respiratory diseases (asthma, COPD, emphysema, bronchitis), chronic heart, kidney or liver disease, chronic neurological conditions (Parkinson’s disease, motor neurone disease, MS, cerebral palsy), diabetes, a weakened immune system, seriously overweight (a BMI of 40 or over) or are pregnant.
42. If you are in the clinically vulnerable group then you could be at higher risk of severe illness from coronavirus. From July 4 you can return to work, but you should be especially diligent about social distancing and hand hygiene.

**RATIONALE**

The UK Government guidance on shielding – Guidance on Shielding and Protecting People who are Clinically Extremely Vulnerable from Covid-19 (updated 23/6/20).  
UK Government guidance – Staying Alert and Safe (Social Distancing) after 4 July, section 7 (updated 24/6/20).

**ADDITIONAL MEASURES**

- 43. Your line manager or supervisor will, whenever possible, ensure you work in teams with the same colleagues, so you are not exposed to numerous colleagues unnecessarily.
- 44. Where possible, shifts will be staggered to minimise the number of employees entering and departing the building at the same time.
- 45. **Body fluid spills** (vomit, blood, faeces) have the potential to carry the Covid-19 virus. It is imperative that only trained employees clean up body fluid spills. **DO NOT** clean up any body fluid spills if you have not received training. Separate RAMS, body fluid spills kits and special disposal guidelines have been established for this task.
- 46. If you are showing the symptoms of coronavirus then you should follow Government guidelines and not come to work. Inform your line manager immediately.
- 47. If you live with anyone showing the symptoms of Covid-19 or live with a vulnerable person, then follow Government guidelines for self-isolation. Inform your line manager immediately.
- 48. You can help control coronavirus by considering how you travel to work. Consider all other forms of transport before public transport. ie. Walk or cycle to work if possible. If you must use public transport, then face coverings are **compulsory** unless you have a legitimate health or equality reason (please refer to exemptions section - <https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers#exemptions-face-coverings>). Remember – a face covering does not replace the requirement to observe social distancing on public transport.

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## RISK ASSESSMENT

Hazards	Persons Affected	Likelihood					Consequence					Inherent risk Total (L) x (S)	Existing Controls	Residual risk			Comments	
		Remote	Unlikely	Possible	Likely	Very Likely	Trivial	Minor	Moderate	Serious	Fatal			Likelihood (L)	Severity (S)	Total (L) x (S)		
		1	2	3	4	5	1	2	3	4	5							
<b>Virus transmission: Direct (person to person)</b>	Employees, clients, third parties				✓				✓				16	Social distancing, washing hands, training, supervision, posters, PPE – protective gloves	1	4	4	
<b>Virus transmission: Indirect (contaminated surfaces)</b>	Employees				✓				✓				16	Washing hands, do not touch face, increased cleaning of frequently touched surfaces and objects, equipment sanitised daily, training, posters, PPE – protective gloves	1	4	4	
<b>Vulnerable workers</b>	Employees				✓					✓			20	Must follow Government guidelines	1	5	5	
<b>Women of child bearing age</b>	Employees				✓				✓				16	As for vulnerable workers with the addition of an expectant mother risk assessment	1	4	4	
<b>Body fluid spills</b>	Employees				✓				✓				16	Training, RAMS, PPE, spills kits, safe disposal procedures	1	4	4	
<b>Covid-19 Cleaning waste and PPE disposal</b>	Employees, clients, third parties				✓				✓				16	Safe disposal guidelines, infectious waste separately and held for 72 hours	1	4	4	

Definition of rating bands: **1 – 8:** Low risk – Safe, but review periodically to ensure controls remain effective.

**9 – 12:** Medium risk – Continue, but implement additional reasonably practicable controls where possible and monitor regularly.

**15 – 25:** High risk – Stop the activity! Identify new controls. Activity must not proceed until risks are reduced to a low or medium level.

Definition of likelihood that harm will occur: **Remote** – Almost never; **Unlikely** – Occurs rarely; **Possible** – Could occur, but uncommon; **Likely** – Recurrent but not frequent; **Very likely** – Occurs frequently.

Examples of severity of consequence: **Trivial**, e.g. discomfort, slight bruising, self-help recovery; **Minor**, e.g. Small cut, abrasion, basic first aid need; **Moderate**, e.g. Strain, Sprain, Incapacitation > 3 days; **Serious**, e.g. Fracture, Hospitalisation >24, Incapacitation > 4 weeks; **Fatal**, e.g. single or multiple.

**CONFORMITY**

Personal Protective Equipment	Gloves	Household gloves	Surgical mask or equivalent	Half Mask (special issue)	Protective Uniform	Footwear	Safety Signs		
									
	Nitrile or vinyl	Latex-free	Type I	FFP2 or FFP3 valved					

All **protective clothing** to comply with EN ISO 13688:2013; **Anti-slip footwear** compliant to EN ISO 20345:2011; **Safety gloves and Household gloves** compliant to BS EN 455; **Surgical face mask** (type I) compliant to BS EN 14683:2019. **Half mask** (FFP2 or FFP3) compliant to BS EN 149: 2009; **All items** bear a CE mark in compliance with PPE at Work Regulations 1992