

GENERAL RISK ASSESSMENT FORM			
Form RA1 (1)		Cleaning Areas with a Suspected or Confirmed Case of Covid-19	
Directorate / Organisation: Operations and Regulatory Services		Division: Facilities Services and Civic Management	Employee Group / Function or Operation: Facility Operations, Cleaners
Responsible Manager: Keith Pratt Service Manager Facility Operations	Date Completed: 21 st May 2020	Date Reviewed: May 2020	Date of Previous Form if any: NA
Supporting Health & Safety Advice (where required): Sophie Lawton			
Reviewing Officer (for last complete review): Keith Pratt			
Instructions: Activity with Hazard Potential - Describe the work activity or process creating the significant risks. Significant risks arising from the activity - Summarise the risks and identify who is at risk. Control Measures - Identify and summarise the measures for avoiding the risks or, where this is not possible, reducing them to an acceptable level. Date Section Amended - Where changes are made to specific sections separate to a review of the complete risk assessment, enter the section review date here. Full guidance and advice on completing risk assessments is available on the corporate Health and Safety Management intranet site. Seek advice from the corporate health and safety section if required.			
This risk assessment has been produced in line with government guidance: 'Covid-19: Cleaning in Non-Healthcare Settings.' This risk assessment should be read in conjunction with related risk assessments and method statements. Precautions and control measures in existing risk assessments, and procedures to manage additional risks associated with the work activity, must also be followed.			
Activity with Hazard Potential			
Cleaning staff in non-health care settings, cleaning areas known or suspected to be contaminated with Covid-19.			

Significant Risks Arising from the Activity	
1.1	Risk to staff of becoming infected with Covid-19.
1.2	Risks of staff passing on the infection to other staff, clients and the community.
	Control Measures
	<p>PREVENTIVE AND PROTECTIVE MEASURES TO REDUCE RISKS TO AN ACCEPTABLE LEVEL (OR AVOID THEM ALTOGETHER), AND TO COMPLY WITH RELEVANT HEALTH AND SAFETY LAW.</p> <p>These controls will be reviewed following any changes to relevant guidance.</p>
2	What you need to know, including the use of PPE
2.1	If possible, the area should be left for 72 hours before it is cleaned. Consideration should be given to cordoning off or locking doors to restrict access to the area, where this can be achieved.
2.2	Windows and doors should be kept open where possible for ventilation, whilst cleaning takes place.
2.3	Cleaning an area with normal household disinfectant after someone with suspected coronavirus (Covid-19) has left, will reduce the risk of passing the infection on to other people.
2.4	Wear disposable or washing-up gloves and aprons for cleaning. These should be double-bagged, then stored securely for 72 hours, then thrown away in the regular rubbish after cleaning is finished.
2.5	Using a disposable cloth, first clean hard surfaces with warm soapy water. Then disinfect these surfaces with the designated cleaning products. Pay particular attention to frequently touched areas and surfaces, such as bathrooms, grab-rails in corridors and stairwells and door handles.
2.6	If an area has been heavily contaminated, such as with visible bodily fluids from a person with coronavirus (Covid-19), use protection for the eyes, mouth and nose, as well as wearing gloves and an apron.
2.7	Staff will be instructed on the correct method of donning and doffing PPE. Staff can also refer to Public Health England guidance or ask your manager for the information.
2.8	Wash hands regularly with soap and water for 20 seconds, and after removing gloves, aprons and other protection used while cleaning.

3	Cleaning and disinfection
3.1	Public areas where a symptomatic individual has passed through and spent minimal time, such as corridors, but which are not visibly contaminated with body fluids can be cleaned thoroughly as normal.
3.2	<p>All surfaces that the symptomatic person has come into contact with must be cleaned and disinfected, including:</p> <ul style="list-style-type: none"> • objects which are visibly contaminated with body fluids • all potentially contaminated high-contact areas such as bathrooms, door handles, telephones, grab-rails in corridors and stairwells
3.3	<p>Use disposable cloths or paper roll and disposable mop heads, to clean all hard surfaces, floors, chairs, door handles and sanitary fittings, following one of the options below:</p> <ul style="list-style-type: none"> • Use either a combined detergent disinfectant solution at a dilution of 1,000 parts per million available chlorine. <p>or</p> <ul style="list-style-type: none"> • 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. <p>or</p> <ul style="list-style-type: none"> • If an alternative disinfectant is used within the organisation, this should be checked and ensure that it is effective against enveloped viruses. <p>Speak to your manager to confirm which of these products you should use to meet these requirements.</p>
3.4	Avoid creating splashes and spray when cleaning.
3.5	Any cloths and mop heads used must be disposed of and should be put into waste bags as outlined below.
3.6	When items cannot be cleaned using detergents or laundered, for example, upholstered furniture and mattresses, steam cleaning should be used.
3.7	Any items that are heavily contaminated with body fluids and cannot be cleaned by washing should be disposed of.
4	Laundry
4.1	Disposable gloves and apron should be worn when handling laundry. Dispose of PPE in the normal way and thoroughly wash your hands.
4.2	Staff involved in cleaning (following a suspected or confirmed Covid-19 case) should wash their uniform at work, to avoid the need to take it home at the end of their shift. However, if this is not possible, staff should double bag their uniform and put it on a hot wash once they get home.

4.3	Staff are advised to shower when they return home after their shift.
4.4	Wash items in accordance with the manufacturer's instructions.
4.5	Use the warmest water setting and dry items completely.
4.6	Dirty laundry that has been in contact with an unwell person can be washed with other people's items.
4.7	Do NOT shake dirty laundry, this minimises the possibility of dispersing virus through the air.
4.8	Clean and disinfect anything used for transporting laundry with your usual products, in line with the cleaning guidance above.
5	Waste
5.1	<p>Waste from possible cases and cleaning of areas where possible cases have been (including disposable cloths and tissues):</p> <ol 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. The plastic bag should be: <ul style="list-style-type: none"> * appropriately labeled * put in a suitable and secure place (away from children and vermin) * stored for 72 hours before it is placed into the normal waste. Alternatively, if the case is confirmed to be negative (before 72 hours has lapsed), this can then be placed in the normal waste bin.

(cut and paste further rows as required)