

- Daily Office Cleaning
- Retail Cleaning
- Window Cleaning
- Industrial Rope Access
- Carpet Cleaning
- Marble & Granite Cleaning
- Janitorial Supplies



- Building Maintenance
- Hotel Cleaning
- School & College Cleaning
- Kitchen & Extra
- Portable Appliance Testing
- Gutter Cleaning
- Waste Management

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UNIQUE SUPPORT SERVICES RISK ASSESSMENT

Date of Risk Assessment	19/05/2020
Assessor	Paul Vincent
Task / Activity	COVID-19 General Risk Assessment
Site	All Sites

Significant Hazards	People Affected	Existing Controls	Further Action Required
Spread of COVID-19	Staff Public	<ul style="list-style-type: none"> • Hand washing facilities with soap and water in place where possible and stringent hand washing to take place • Drying of hands with disposable paper towels only • All staff to be issued with hand sanitiser and to be used regularly especially where hand washing facilities are not available • Shifts to be staggered and no cross over of shifts 	<ul style="list-style-type: none"> • Also remind staff to catch coughs and sneezes in tissues and to avoid touching face, eyes, nose or mouth. • Tissues will be made available to all staff.
Contact with sanitizers and other cleaning chemicals	Staff	<ul style="list-style-type: none"> • Trained operatives to undertake the work • Operatives to have instructions in the safe handling use and storage of the cleaning materials • Operatives to wear appropriate disposable gloves and protection including disposable overalls if applicable 	<ul style="list-style-type: none"> • Staff reminded to report any health problems and to check red or itchy skin • Where possible substitute materials marked irritant for milder alternatives

		<ul style="list-style-type: none"> • Disposable cloths to be used to clean down surfaces • Supervisors to monitor all work activities 	
Cleaning	Staff	<ul style="list-style-type: none"> • Frequent cleaning and disinfecting objects and surfaces that are touched regularly particularly in areas of high use e.g. door handles, light switches etc. regardless of remit of work(s) to be undertaken 	
Social distancing	Staff	<ul style="list-style-type: none"> • Reduce the number of persons in any work area to comply with the 2-metre gap when possible. • If not possible, ensure staff work back to back or side to side • Provide all staff with face covering where social distancing is not possible • Social distancing also to be adhered to during rest breaks 	<ul style="list-style-type: none"> • Rigorous checks will be carried out by line managers to ensure that the necessary procedures are being followed
Manual handling	Staff	<ul style="list-style-type: none"> • If wearing of gloves is identified as requirement, disposable gloves will be provided to all staff and training provided on removal and disposal of gloves safely • Trained and competent staff only to undertake task • To use correct manual handling techniques for moving equipment which is to be kept in good condition • Supervisors to monitor all work activities 	
Contact with non-sanitised surfaces (those who come into secondary contact with the surface could develop symptoms of the virus)	Staff Public	<ul style="list-style-type: none"> • Individuals must not touch eyes, mouth or nose with unwashed hands and hands must be washed with adequate soap immediately. • Gloves must be removed and disposed off that have been used on surfaces immediately after use • Infection control procedures should be in place and followed to include that the area be sealed off for a minimum of 72 hours prior to decontamination team entering the premises if area has had proven cases of COVID-19 in it. 	<ul style="list-style-type: none"> • Check that all operatives are aware of the symptoms of coronavirus and report if they are showing any signs of the virus immediately, they should also come forward if they witness any other person showing signs of the virus. • Communicate information on coronavirus using office

			medical and government guidance as and when it is updated
Handling waste of suspected / diagnosed individuals	Staff	<ul style="list-style-type: none"> Tissues, waste and disposable PPE should be thrown into closed bins and hands washed immediately after coming into contact with any article. 	
Symptoms of COVID-19	Staff Public	<ul style="list-style-type: none"> If anyone shows symptoms of COVID-19 (high temperature, new continuous cough, loss of sense of smell/taste) they will be sent home and advised to follow the stay at home guidance Line managers will maintain regular contact with staff members during this time Person will be advised to seek testing If advised that a member of staff or public has developed COVID-19, management will contact the Public Health Authority to discuss the case and identify people who they have been in contact with 	<ul style="list-style-type: none"> RIDDOR reporting where applicable
PPE	Staff	<ul style="list-style-type: none"> Training provided on how to take on and off PPE and what is required to be work when Re-usable PPE is to be sanitised, cleaned and maintained by user PPE is not to be shared Masks to be handled as little as possible and eye protection to be worn where required If carrying out customer facing responsibilities then mask and goggles to be worn One face mask per site visit to avoid cross contamination 	
Shared vehicles	Staff	<ul style="list-style-type: none"> Shared vehicles to be cleaned regularly Vehicle only to be shared with one other person and this person must be the same person Passenger must face away from the driver and wear face coverings 	

		<ul style="list-style-type: none">• Vehicle to be kept well ventilated with windows open	
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