

## RISK ASSESSMENT

<b>Task:</b> Outbreak deep clean	<b>Ref.</b> JR 044
<b>Area:</b> Classrooms, laboratories, offices, meeting rooms, dining areas, reception areas, etc.	<b>Revision:</b> 2
	<b>Review Date:</b> 23/10/2020

Likelihood:	Severity	Person(s) at higher risk? <b>*Tick yes or no in box</b>	Is a Permit to Work required? <b>*Tick yes or no in box</b>
1. Likely to happen regularly every week or so	A. Death or major disability, dangerous occurrence	*Yes   *No <b>X</b>	*Yes   *No <b>X</b>
2. Likely to happen occasionally once/month to once/quarter:	B. Lost time Injury or needing medical attention, cross contamination	Give details including estimate of numbers affected:	If "yes" to persons at Higher risk – an individual Risk Assessment must be carried out if due to age, disability, fitness or medical condition
3. Unlikely to happen once/twice a year	C. Minor first aid only no time off work. Damage to plant or equipment/other loss		
4. Highly unlikely – happens less than annually	D. No treatment required		

Risk	A	B	C	D
1	Intolerable Risk	Intolerable Risk	Moderate Risk	Tolerable Risk
2	Intolerable Risk	Intolerable Risk	Moderate Risk	Tolerable Risk
3	Intolerable Risk	Moderate Risk	Tolerable Risk	Tolerable Risk
4	Moderate Risk	Tolerable Risk	Tolerable Risk	Tolerable Risk

### Key

<b>Intolerable Risk</b>	Work must not be started. If already being carried out, it must be stopped immediately. Method of work to be reviewed and further controls introduced. Risk must be reduced before (re-) commencement
<b>Moderate Risk</b>	Investigate and obtain advice to see if Hazard can be further controlled, i.e. machine replaced
<b>Tolerable Risk</b>	A Risk that has been reduced to a level that can be endured having regard to legal obligations and Julius Rutherford's HSE Policy

### Significant Hazards before Controls

Description	Persons /Area Affected	Likelihood	Severity	Risk Rating
Manual handling – injuries	Cleaning Operative	2	B	2B
Cross contamination and infection through contact with contaminated surface/ object – spread of viral infection	Cleaning Operative / Third party	2	A	2A
Chemical splashes - open cuts/spots, eyes – absorbed chemical Inhalation	Cleaning Operative	2	A	2A
Lack of training and instruction – incompetent workforce	Cleaning Operative	2	B	2B
Slips on wet floors, Trips and Falls	Cleaning Operative Visitors, staff, students	2	B	2B
Cross Contamination – incorrect colour coding	Cleaning Operative Visitors, staff, students	2	B	2B
Third Party access to contaminated areas	Third Party	2	A	2A
Pollution – incorrect waste disposal methods/spillage	Third Party/ Environment	2	A	2A

## Control Measures

Control Measures which must be in place (if applicable)	Priority: High, Med or Low	Who is responsible?	Target date to complete
Hands should be thoroughly washed before and after entering contaminated areas in accordance with JR&Co Policy and guidance	H	Operations Manager	Achieved/Ongoing
Ensure area is isolated and cordoned off, posters displayed to show deep clean in progress – prevention of public access	H	Operations Manager	Achieved/Ongoing
Disposable cloths and mop heads to be used only. All other non-disposable items must be thoroughly disinfectant cleaned after use	H	Operations Manager	Achieved/Ongoing
<b>AN BS EN 14476 Passed Viricidal Disinfectant must be selected</b> <b>Refer to COSHH Pandemic Register for suitable products</b>	H	Operations Manager	Achieved/Ongoing
<b>All onsite waste must be double bagged, tied and left in a closed storage area until viral testing complete</b> If negative, waste can then dispose as general waste If positive, waste must be disposed as contaminated waste	H	Operations Manager	Achieved/Ongoing
<b>COSHH Training</b> - See Chemical Competence RA 001 and JR 001, Safety Data Sheets and COSHH Assessments. WATER first. Never mix chemicals. Labelled bottles only.	H	Operations Manager	Achieved/Ongoing
PPE, uniform, disposable apron, gloves, goggles and chemical mask.  PPE should be double bagged as contaminated waste and isolated until testing complete before disposable as general waste	H	Operations Manager	Achieved/Ongoing
Review medical questionnaire/ declarations and risk assess all operatives selected for deep clean prior to clean  Only operatives in good health, with no previous or underlying medical conditions should complete the clean due to higher risk of viral infection	H	Operations Manager	Achieved/Ongoing
<b>Task Training</b> – see method statements and risk assessments Ensure operatives are fully aware of the task and associated risk. Importance of PPE, safe bagging of waste, use of disposable equipment etc.  Only fully trained and competent operatives are to carry out room deep cleaning	H	Operations Manager	Achieved/Ongoing
Ventilation must be in place before starting work, always open windows to allow airflow and ventilation. Suitably place warning signs.	H	Operations Manager	Achieved/Ongoing
Manual handling training in place, safe methods training.	H	Operations Manager	Achieved/Ongoing
<b>Colour Coding:</b> <b>General areas:</b> Blue colour coding; bucket, trigger spray, cloths & gloves <b>Kitchens:</b> Green <b>Washrooms/showers:</b> Yellow cloth <b>Laboratories:</b> White or yellow	H	Operations Manager	Achieved/Ongoing
Information, instruction and training for operatives for awareness of environment and potential hazard observations during work process.	H	Operations Manager	Achieved/Ongoing
Cleaning chemicals can harm the environment; safe disposal methods are essential, as discussed in your training. Never dispose of outside in storm water drains.	H	Operations Manager	Achieved/Ongoing

## Re-Assessment of Risk following the implementation of the above control measures (if applicable)

Description	Persons /Area Affected	Likelihood	Severity	Risk Rating (e.g. A,2B,3C,4D)
Manual handling – injuries	Cleaning Operative	4	B	4B
Cross contamination and infection through contact with contaminated surface/ object – spread of viral infection	Cleaning Operative / Third party	4	A	4A
Chemical splashes - open cuts/spots, eyes – absorbed chemical Inhalation	Cleaning Operative	4	A	4A
Lack of training and instruction – incompetent workforce	Cleaning Operative	4	B	4B
Slips on wet floors, trips and falls	Cleaning Operative	4	B	4B

	Visitors, staff, students			
Cross Contamination – incorrect colour coding	Cleaning Operative Visitors, staff, students	4	B	4B
Third Party access to contaminated areas	Third Party	4	A	4A
Pollution – incorrect waste disposal methods/spillage	Third Party/ Environment	4	A	4A

#### Other Considerations

What non routine activities might affect the Risk?	Any onsite testing by authorities during clean
What behavioural & human capability issues might affect the risk?	Different backgrounds/understanding of procedures. Training/feedback of staff & monitoring of training audits and other visits.
What hazards arise from outside the workplace?	Flooding – DO NOT ENTER. Power Cut – STOP WORK. Snow/Ice – Is contract open? Ring Supervisor first await instruction. Sensible flat shoes.
Risks associated with infrastructure, equipment and materials in the workplace.	Condition of floor areas, suitable and sufficient space to work safely in. Risk Assessment considers working areas.
Examples of legislation covered; full list consult the Legislation register.	H&SAW Act, COSHH Regs, Manual Handling Regs, PPE Regs, environmental legislation.

**Risk Assessments are routinely reviewed and when HS&E management systems or legislation introduces change.**

# Method Statement

## JR 044 Out Break Deep Clean

**Inc: Classrooms, laboratories, offices, washrooms, meeting rooms, dining, recreational and communal areas**

This method statement is critical to the health and safety of the activity it relates to. It is to be strictly adhered to. It will be included as part of a deep clean training programme; it will be reviewed with all key staff to ensure it is continually suitable and sufficient.

1	2	3	4	5
<b>Wash your hands thoroughly in accordance with JR&amp;Co policy and handwashing guidance</b>	<b>Select and wear required PPE</b>  Disposable plastic apron Disposable gloves Closed footwear Goggles Face Mask	Collect, check and assemble all cleaning equipment before entering the room  - Single use cloths - Single use mop heads - Mop buckets - Buckets - Shield disinfectant cleaner - Pelican pump	<b>Check the RAMS (JR 044) and Pandemic COSHH Register</b>	Prepare BS EN 14476 Approved Disinfectant according to method of use and dilution instructions found on COSHH assessments in pandemic register  <b>Suggested products:</b> <b>Selgiene Ultra</b> <b>Cleanline Ultra</b> <b>Disinfectant</b>
6	7	8	9	10
Enter room ensuring doors are kept closed but windows open to approve airflow and ventilation	<b>Place warning signs in key locations, visible to all</b>	Bag all waste that has come into contact with individuals suspected of carrying virus.  This includes used tissue, linen, masks, etc.  <b>Tie waste bag and place in second waste sack. Tie again and place into storage until virus test results available.</b>  If test result is negative, waste can be disposed according to normal waste policies.	Select a new disposable cloth, place into disinfectant bucket solution. Wring cloth so chemical can be applied <b>not too damp</b>  Systematically commence damp wipe and disinfectant clean of all general (blue colour coded areas) horizontal surfaces such as desks, table & chairs including underside of surfaces, legs, cabinets, cupboards, etc  Disinfectant clean all fixtures and fittings in surrounding area such as telephones, IT equipment	Dispose of cloth into bin bag as required and select new disposable cloth on a regular basis  <b>All cloths and mop heads must be placed into a bin bag and the same precautions taken as per step 8</b>

11	12	13	14	15
<p>Select prepared mop bucket disinfectant solution and mop with disposable mop head all general (blue colour coded) areas.</p> <p><b>Yellow floor signs should be left until floors fully dry</b></p>	<p>Select yellow bucket solution of disinfectant cleaner and move to toilet/ bathroom areas</p> <p>Select a new disposable cloth</p> <p><b>Continue to dispose of cloths regularly as per step 10</b></p>	<p>Systematically commence damp wipe and disinfectant clean of all bathroom (yellow colour coded areas) horizontal surfaces such as sinks, surfaces, dispensers.</p>	<p>Continue by damp wiping all bathroom (yellow colour coded) vertical surfaces such as doors, walls &amp; windows</p> <p>Pay particular attention to handles, push plates and all other potential contact touchpoints</p>	<p>Select a new disposable cloth and red bucket and damp wipe/ disinfect all toilet/ urinal surfaces including seat, bowl underside, cistern, handle, etc</p> <p><b>Continue to dispose of cloths regularly as per step 10</b></p>
16	17	18	19	20
<p>Select prepared mop bucket disinfectant solution and mop with disposable mop head all bathroom (red colour coded) areas.</p> <p>Yellow floor signs should be left until floors fully dry</p>	<p>Select green bucket solution of disinfectant cleaner and move to kitchen/ catering areas</p> <p>Select a new disposable cloth</p>	<p>Systematically commence damp wipe and disinfectant clean of all kitchen (green) horizontal surfaces such as sinks, surfaces, dispensers, appliances.</p> <p>Disinfectant clean all surrounding fixtures and fittings including taps, switches, handles, etc</p>	<p>Continue by damp wiping all kitchen (green) horizontal surfaces such as doors, walls, windows and cabinets</p> <p>Pay particular attention to handles, push plates and all other potential contact touchpoints</p> <p><b>Continue to dispose of cloths regularly as per step 10</b></p>	<p>Select prepared mop bucket disinfectant solution and mop with disposable mop head all kitchen (green) areas.</p> <p>Yellow floor signs should be left until floors fully dry</p>
21	22	23	24	25
<p>Finish clean and complete a quality check of all areas ensuring any potential contact surface has been disinfected.</p>	<p>Collate all bagged waste and place in secondary bag.</p> <p><b>All used cloths and mop heads should be bagged at this time</b></p> <p>In accordance with step 8, store double lined waste bags in suitable locked storage until testing has been completed</p>	<p>Thoroughly wash and clean all other non-disposable equipment used, using Shield disinfectant solution to clean</p>	<p><b>Prepare room for Clorox T360 Disinfectant clean as per RAM JR043</b></p>	<p>Remove and disinfectant clean warning signs</p>
26	27	28	29	30
<p>Remove and discard of all PPE as clinical waste as per step 8</p>	<p>Perform hand hygiene in accordance with JR&amp;Co policy and guidance</p>			

This method statement has been checked for its suitability and sufficiency through consultation with key staff and is continually reviewed as part of our ISO accreditations and reissued when necessary.