



Regular Cleaning Ltd		Location	Aldworth Grove	RC ref	RC/Conovid-1/5/20		
Assessed by:	Gary Williamson	Location:	All areas within Head Office Location	Date	September 2020		
Task	Operating head office function						
Hazards	Persons at Risk	Severity	Current Control Measures	Risk Matrix			Additional Control Measures
				S	L	R	

Working during Covid-19 pandemic	Employees	Covid-19 (Coronavirus) infection	<ul style="list-style-type: none"> Email advice sent to all Employees who have registered an email address. Office based teams to reduce days in office, working remotely, where agreed with Line Manager Signs and posters displayed. Desk availability reduced to ensure safe working distances between work stations. Operations teams informed to work remotely and not return to office on the same day of site visits. Board room opened as an additional welfare room. Hot desks closed 	3	1	3	Low	None
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Working during Covid-19 pandemic (continued)	Employees	Covid-19 infection	<ul style="list-style-type: none"> • Hand sanitiser and hard surface wipes on desks • Additional sanitiser / soap dispensers installed • Training room opened up as additional welfare room. • Acrylic screens installed between adjoining desks • Re-circulating aircon turned off. • Employees and visitors to wear face coverings when moving around common areas within building. • Property access controlled by Client Support team, visitors call stated telephone number on arrival 				
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Use of tea point areas and welfare room	Employees visitors	Covid-19 infection	<ul style="list-style-type: none"> Welfare room tables restricted to one person per table. Training room has restricted seating Welfare seating to be booked using outlook calendar Tea points use restricted to one person at a time. Employees will not make other employees drinks Employees to retain personal crockery and utensils, washing them at the end of the day and storing them in their desks. Dishwashers not in use Sanitising hand wipes and soap available in tea point areas 	3	1	3	Low	
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Entering and leaving the premises	Employees visitors	Covid-19 (Coronavirus) infection	<ul style="list-style-type: none"> Sanitisation unit set up outside main entrance and within the foyer. Security door to remain ajar with sign to use sanitiser before proceeding further. Signage for deliveries to be left in foyer and ring the stated number for assistance. Signage on both doors, instructing people to use hand sanitiser before entering and leaving the premises. Reduced number of people working from head office. 	3	1	3	Low	
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Accessing the carpark	Employees Visitors	Covid-19 infection	<ul style="list-style-type: none"> Gates operated on fob system. Gates left open until 3.45pm Sign affixed to gates directing 3rd parties to ring the stated number for access . Visiting employees and 3rd parties to be notified to client support. Only essential visitors to be allowed to visit head office. Guidance to be given on rules of the building 	3	1	3	Low	None
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Using stairs between ground floor and 1 st floor	Employees visitors	Covid-19 infection	<ul style="list-style-type: none"> • People walking down the stairs have right of way unless the person walking up the stairs has reached the top. • People at the bottom of the stairs to step back allowing social distancing. • Employees on 1st floor must use the upstairs toilet facilities unless they are using the welfare room or are already at ground level. 	3	1	3	Low	none
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Viral contamination of touch points	Employees visitors	Covid-19 Infection	<ul style="list-style-type: none"> Enhanced evening cleaning regime instigated using approved virucidal product. Touch point cleaner introduced during lunch break period 	3	1	3	Low	None
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Using public transport to attend work	Employees	Covid-19 influenza infection	<ul style="list-style-type: none"> Employees are advised to wear face coverings whilst using public transport systems. Avoid touching your face at all times. Try to maintain 2mtr distancing between yourself and other passengers. Wash or sanitise hands when entering the head office entrance. 	3	1	3	Low	<p>Sanitise your mobile telephone screen frequently.</p> <p>Keep your Oyster card or tap and go card in a protective wallet that can be cleaned frequently.</p>
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Operating the stores facility	Employees visitor	Covid-19 infection	<ul style="list-style-type: none"> • Signage to be affixed to both doors from the carpark into the stores prohibiting unauthorised entrance. • Sanitiser available in stores area for authorised persons. • Deliveries to be left outside the roller shutter door. Chain across the entrance. • Training room corridor door to be closed at all times. • Stores team to use the sanitiser each time they leave and enter the department and wear face coverings when entering main building 	3	1	3	Low	None
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<p>Bottlenecks inside the property</p> <ul style="list-style-type: none"> Accounts entrance corridor Ground floor welfare room corridor 1st floor tea point corridor to toilets 	Employees visitors	Covid-19 Infection	<ul style="list-style-type: none"> Bottlenecks to be managed through a process of courtesy with people in main office area stepping back to allow other person to walk through. Face coverings worn in all common areas 	3	1	3	Low	None
Emergency evacuation process	Employees visitors	Covid-19 Infection	<ul style="list-style-type: none"> Evacuation of property to proceed in orderly manner, social distancing is not a priority. Once at assemble point social distancing can be achieved using pavement. 	3	1	3	Low	

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Employees experiencing symptoms of Coronavirus or living with other persons who have or may have Covid-19	Other Employees 3 rd parties	Covid-19 Influenza infection	<ul style="list-style-type: none"> Operative must self-isolate and not attend their workplace or leave their home and follow government guidelines Operatives must report their situation to their line manager. 	3	1	3	Low	None
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Waste management processes	Employees Council waste team	Covid-19 Influenza infection	<ul style="list-style-type: none"> Waste in bags will not be handled Operatives will wear gloves when handling the waste bag, gathering in the top of the bag to seal in contents Recycled waste bags will not be opened to remove non-cycle waste. The bag is to be treated as general waste. Waste bags are not touched by council refuse team, wheelie bins emptied automatically 	3	1	3	Low	
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Providing assistance or first aid to Employees or Visitors	Employees	Covid-19 Influenza infection	<ul style="list-style-type: none"> Avoid direct face to face contact. Call for assistance if dealing with a casualty Sanitise hands before touching any casualty Thoroughly wash hands and exposed arms after any contact. Wear a face mask if any treatment is required, ask the casualty to also wear a face mask (unless injury prevents effective treatment) Dispose of mask and gloves in appropriate Sani waste bin 	3	2	6	Med	<p>If casualty is conscious then try to establish the problem whilst maintaining 2mtr distancing.</p> <p>Whenever possible wait for ambulance team to provide assistance.</p>
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