

**Risk Assessment:** Providing Cleaning Service during the Covid-19 Pandemic  
August 2021

The Callver Cleaning Co  
www.callver.com

<p><b>Severity Levels:</b></p> <ol style="list-style-type: none"> <li>1. No injury, Minimal Harm</li> <li>2. Minor Harm/Injury</li> <li>3. Moderate Harm/Injury</li> <li>4. Severe Harm/Injury</li> <li>5. Fatal/Life Changing Harm</li> </ol>	<p>Prepared by: Scott Baker</p> <p>Tasks Applicable: ALL Staff Affected: ALL</p>
--	--

What are the hazards?	What is the Task?	Severity of possible Harm	What are we already doing?	Do we need to do anything else to manage this risk?	Action by who?
<p><b>Covid-19</b> (Coronavirus) Direct Infection or passing on infection</p>	<p>General</p>	<p>1-5</p>	<ul style="list-style-type: none"> <li>Any employee of The Callver Cleaning Co who shows any signs or symptoms of Covid-19, such as, but not limited to, a new dry cough, fever, sore throat, lack of taste or smell or any symptom as guided by WHO are advised to NOT come to work and isolate based on government guidelines</li> <li>All staff must wash their hands with soap and water, for a minimum of 20 seconds, repeatedly throughout the day, or whenever starting or finishing any task</li> <li>Staff must wear nitrile or latex gloves (provided by The Callver Cleaning Co) whenever conducting cleaning tasks, and change their gloves throughout the day.</li> <li>Staff must wear 3 ply surgical masks, FFP2, FFP3 masks (provided by The Callver Cleaning Co) whenever in customer premises, in the vicinity of other Callver staff, and where social distancing cannot be reasonably achieved</li> <li>Any employee who has advised someone in their own household or anyone they have been in direct contact with has shown symptoms will be asked to stay home, and anyone they have travelled with in a company vehicle will also be asked to stay at home and isolate accordingly</li> <li>Hand sanitiser is (with a minimum 60% alcohol percentage) is provided by The Callver Cleaning Co to all staff and they are encouraged to use this regularly and throughout the day</li> </ul>	<p>Continuous Evaluation</p>	<p>Management</p>

<p><b>Covid-19</b> (Coronavirus) Direct Infection or passing on infection</p>	<p>Travelling to &amp; travelling from customer premises</p>	<p>3</p>	<ul style="list-style-type: none"> <li>• Staff are to travel to their place of work alone, ideally by walking, cycling or using their own car. Staff are not to use public transport unless absolutely necessary</li> <li>• Staff will travel in company vehicles alone, or with ONLY one designated person. In such cases, each staff member must wear FFP2 or FFP3 masks for the entirety of the journey</li> <li>• Staff must not make direct physical contact with one another</li> <li>• No physical greeting should be made between any members of staff meeting at a customer premises</li> </ul>	<p>Continuous Evaluation</p>	<p>Management</p>
<p><b>Covid-19</b> (Coronavirus) Direct Infection or passing on infection</p>	<p>Entering Customer Premises</p>	<p>4</p>	<ul style="list-style-type: none"> <li>• Staff should follow any guidance or procedures implemented by the customer, unless they feel the same are not appropriate or extensive enough for them to feel safe to enter the building/premises</li> <li>• New procedures may be in place with regard separate entry and exit points and these should be observed at all times</li> <li>• Staff should ensure any equipment and materials required to be taken into any premises are sanitised and disinfected before use</li> <li>• It should be essential to enter the premises whilst remaining a minimum of 2 metres apart from anyone else. No entry should be made if this guidance cannot be followed</li> <li>• Hand sanitiser (provided by The Callver Cleaning Co) should be used before commencing work</li> </ul>	<p>Continuous Evaluation</p>	<p>Management</p>
<p><b>Covid-19</b> (Coronavirus) Direct Infection or passing on infection</p>	<p>Evaluation of Risk Upon Arrival</p>	<p>3</p>	<ul style="list-style-type: none"> <li>• Staff must make appropriate assessments of any premises they are asked to attend to determine if it is safe to do so, ensuring they can enter, exit, and perform their duties safely, distanced and with no contact with others (other than one other person from The Callver Cleaning Co) for the duration of the task</li> <li>• Staff are asked to evaluate any one-way systems or specific directions for people to travel through workplaces to ensure distancing and must adhere to these at all times</li> <li>• No works should be conducted if any employee of The Callver Cleaning Co is not provided with adequate PPE (Personal Protective Equipment) and feel safe to provide cleaning service</li> <li>• Works are not to be undertaken if full assurance of safety cannot be determined</li> </ul>	<p>Continuous Evaluation</p>	<p>Management</p>
<p><b>Covid-19</b> (Coronavirus) Direct Infection or passing on infection</p>	<p>Providing Cleaning Service</p>	<p>5</p>	<ul style="list-style-type: none"> <li>• Staff must wash their hands thoroughly with soap and water before starting cleaning service</li> <li>• They must wear gloves throughout the cleaning task, change them regularly and wash their hands in-between</li> <li>• All staff must wear a minimum of a 3-ply face surgical face mask, FFP2 or FFP3 mask throughout the duration of cleaning service</li> <li>• Staff must stay a MINIMUM of 2 metres away from any other member of staff of The Callver Cleaning Co, any member of the public, employee of the customer or other contractors present at the premises</li> </ul>	<p>Continuous Evaluation</p>	<p>Management</p>

			<ul style="list-style-type: none"> <li>Staff are to use, where possible, products designed and chemically balanced to eradicate traces of Coronavirus, including, but not be limited to Ultra AX, IMPACT, Thick Bleach, Disinfectant</li> <li>Staff must follow guidance, Data Sheets and COSHH assessments for safe use of all these products</li> <li>Products described must be applied using centrefeed paper (not a cloth) and disposed of in a bin (not a toilet)</li> </ul>		
<b>Covid-19</b> (Coronavirus) Direct Infection or passing on infection	Exiting Customer Premises	3	<ul style="list-style-type: none"> <li>Staff should follow any guidance or procedures implemented by the customer to exit the building safely.</li> <li>Staff should ensure any equipment and materials used within the premises are sanitised and disinfected after use</li> <li>It should be essential to exit the premises whilst remaining a minimum of 2 metres apart from anyone else. No exit should be made if this guidance cannot be followed</li> </ul>	Continuous Evaluation	Management
<b>Covid-19</b> (Coronavirus) Direct Infection or passing on infection	Welfare	5	<ul style="list-style-type: none"> <li>Staff, wherever possible, should utilise neutral facilities for toileting and breaks, preferably at home</li> <li>Where not possible, all appropriate hygiene and sanitary standards should be followed</li> <li>All employees will be guided that 'on-site- welfare may be closed and alternative measures must be sought. The Callver Cleaning Co will support all employees where travel for safe welfare may be sought</li> </ul>	Continuous Evaluation	Management
<b>Covid-19</b> (Coronavirus) Direct Infection or passing on infection	Management & Supervision	1-5	<ul style="list-style-type: none"> <li>The management of The Callver Cleaning Co will do whatever it takes to support, protect and provide whatever assistance is necessary to look after their employees, and any member of the public they may encounter.</li> <li>The management accept that additional time may be required to conduct each task, travel between each task and prepare for and end any given task assigned to them</li> <li>No time limits will be demanded during this time, and every reasonable measure will be offered and encouraged to ensure safe working practice for all employees of The Callver Cleaning Co</li> </ul>	Continuous Evaluation	Management

To be reviewed daily.

Confirmation of attendance to Risk Assessment briefing entitled 'Providing Cleaning Service during the Covid-19 Pandemic'

Briefing Provided by: \_\_\_\_\_

Date of Briefing: \_\_\_\_\_

I can confirm I was in attendance for the above briefing and understand the content of the Risk Assessment and agree to follow its guidance at all times. I have been provided with a hard copy of the same, or directed to it on the company website.

Name:

Signature:

The  
Callver  
Cleaning  
Co