

SCARBOROUGH SPA

A Framework for cleaning following Lockdown

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Introduction

This document aims to deliver a Cleaning and Hygiene Framework for SCT Sports and Leisure Venues Centre once the Government Restrictions on Leisure Centres have been relaxed. The framework for this is based upon three key priorities

- The Safety of SIV staff returning to work
- The safety of customers, visitors and contractors whilst using an SCT venue
- The increase of confidence in the community that SCT venues are a safe place to attend.

The Framework begins with a summary of what we currently know about the virus, the signs and symptoms', how it is spread and what are the current recommended practices for general hygiene and cleaning. From this information we can develop a best practice framework for general cleaning and overall Hygiene.

The following chapters 2-6 are lifted from HM.GOV'S current information on Covid-19.

2. Covid-19: Summary of the virus

A coronavirus is a type of virus. As a group, coronaviruses are common across the world. COVID-19 is a new strain of coronavirus first identified in Wuhan City, China in January 2020.

The incubation period of COVID-19 is between 2 to 14 days. This means that if a person remains well 14 days after contact with someone with confirmed coronavirus, they have not been infected.

3. Signs and symptoms of COVID-19

The following symptoms may develop in the 14 days after exposure to someone who has COVID-19 infection:

- cough
- difficulty in breathing
- Fever
- Loss of taste or smell

Generally, these infections can cause more severe symptoms in people with weakened immune systems, older people, and those with long-term conditions like diabetes, cancer and chronic lung disease.¹

4. How COVID-19 is spread

From what we know about other coronaviruses, spread of COVID-19 is most likely to happen when there is close contact (within 2 meters or less) with an infected person. It is likely that the risk increases the longer someone has close contact with an infected person.

Respiratory secretions produced when an infected person coughs or sneezes containing the virus are most likely to be the main means of transmission.

There are 2 main routes by which people can spread COVID-19:

- Infection can be spread to people who are nearby (within 2 metres) or possibly could be inhaled into the lungs.
- it is also possible that someone may become infected by touching a surface, object or the hand of an infected person that has been contaminated with respiratory secretions and then touching their own mouth, nose, or eyes (such as touching door knob or shaking hands then touching own face)

Our current understanding is that the virus doesn't live on surfaces for longer than 72 hours.

There is currently little evidence that people who are without symptoms are infectious to others.

5. Preventing spread of infection

There is currently no vaccine to prevent COVID-19. The best way to prevent infection is to avoid being exposed to the virus.

Public Health England (PHE) recommends that the following general cold and flu precautions are taken to help prevent people from catching and spreading COVID-19:

- cover your mouth and nose with a tissue or your sleeve (not your hands) when you cough or sneeze. See [Catch it, Bin it, Kill it](#)
- put used tissues in the bin straight away
- wash your hands with soap and water often – use hand sanitiser gel if soap and water are not available. See [hand washing guidance](#)
- try to avoid close contact with people who are unwell
- clean and disinfect frequently touched objects and surfaces
- do not touch your eyes, nose or mouth if your hands are not clean

6. How long the virus can survive

How long any respiratory virus survives will depend on a number of factors, for example:

- what surface the virus is on
- whether it is exposed to sunlight
- differences in temperature and humidity
- exposure to cleaning products

Under most circumstances, the amount of infectious virus on any contaminated surfaces is likely to have decreased significantly by 72 hours.

Once similar viruses are transferred to hands, they survive for very short lengths of time. Regular cleaning of frequently touched hard surfaces and hands will, therefore, help to reduce the risk of infection.

The following Chapters 7 –10 are lifted from the Current HM.GOV information and advice on Cleaning and Hygiene. [Available here](#)

7. Cleaning & hygiene: What we need to know to develop a good Framework.

- 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
- 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
- using a disposable cloth, first clean hard surfaces with warm soapy water. Then disinfect these surfaces with the cleaning products you normally use. Pay particular attention to frequently touched areas and surfaces, such as bathrooms, grab-rails in corridors and stairwells and door handles
- 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
- wash hands regularly with soap and water for 20 seconds, and after removing gloves, aprons and other protection used while cleaning

Experience of new coronaviruses (SARS-CoV and MERS-CoV) has been used to inform this guidance. The risk of infection depends on many factors, including:

- the type of surfaces contaminated
- the amount of virus shed from the individual
- the time the individual spent in the setting
- the time since the individual was last in the setting

The infection risk from coronavirus (COVID-19) following contamination of the environment decreases over time. It is not yet clear at what point there is no risk. However, studies of other viruses in the same family suggest that, in most circumstances, the risk is likely to be reduced significantly after 72 hours.

8. General Principles of Cleaning if there is a suspected case of Covid-19

The minimum [PPE](#) to be worn for cleaning an area where a person with possible or confirmed coronavirus (COVID-19) is disposable gloves and an apron. Hands should be washed with soap and water for 20 seconds after all PPE has been removed.

If a risk assessment of the setting indicates that a higher level of virus may be present (for example, where unwell individuals have slept such as a hotel room or boarding school dormitory) or there is visible contamination with body fluids, then the need for additional PPE to protect the cleaner's eyes, mouth and nose might be necessary. The local Public Health England (PHE) Health Protection Team (HPT) can advise on this.

Non-healthcare workers should be trained in the correct use of a surgical mask, to protect them against other people's potentially infectious respiratory droplets when within 2 metres, and the mask use and supply of masks would need to be equivalent to that in healthcare environments.

9. Cleaning and Disinfectant

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.

All surfaces that the symptomatic person has come into contact with must be cleaned and disinfected, including:

- 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

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:

- use either a combined detergent disinfectant solution at a dilution of 1,000 parts per million available chlorine

or

- 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

or

- if an alternative disinfectant is used within the organisation, this should be checked and ensure that it is effective against enveloped viruses

Avoid creating splashes and spray when cleaning.

Any cloths and mop heads used must be disposed of and should be put into waste bags as outlined below.

When items cannot be cleaned using detergents or laundered, for example, upholstered furniture and mattresses, steam cleaning should be used.

Any items that are heavily contaminated with body fluids and cannot be cleaned by washing should be disposed of.

10. Waste

Waste from possible cases and cleaning of areas where possible cases have been (including disposable cloths and tissues):

2. Should be put in a plastic rubbish bag and tied when full.
3. The plastic bag should then be placed in a second bin bag and tied.
4. It should be put in a suitable and secure place and marked for storage until the individual's test results are known.

Waste should be stored safely and kept away from children. You should not put your waste in communal waste areas until negative test results are known or the waste has been stored for at least 72 hours.

- if the individual tests negative, this can be put in with the normal waste
- if the individual tests positive, then store it for at least 72 hours and put in with the normal waste

If storage for at least 72 hours is not appropriate, arrange for collection as a Category B infectious waste either by your local waste collection authority if they currently collect your waste or otherwise by a specialist clinical waste contractor. They will supply you with orange clinical waste bags for you to place your bags into so the waste can be sent for appropriate treatment.

11. Method

In agreeing a corporate method it may be beneficial to set as a company a set of assumptions, which can be reinforced in venues with relevant signage as follows

1. That the Majority of the general public will be aware of what Covid-19 is and how it is transmitted
2. That the Majority of the general public will be aware of the requirement to uphold social distancing measures of a min of 2m. See [Catch it, Bin it, Kill it](#)
3. That the Majority of the general public will be aware of the need to wash hands regularly. See [hand washing guidance](#)
4. That as a business we cannot possibly estimate who of our customers may have entered our venues and be carrying the virus and will therefore need to provide a higher standard of cleaning to high use areas and known touch points.
5. That the majority of the general public will be aware of the need to not go out if symptomatic and to self-isolate.

It then follows that taking into account the information we currently know, the assumptions that can be made and the intended areas of our venues that are to be re-opened in a restricted capacity a cleaning and hygiene framework can be developed.

11.a Using a traffic light based system

The below tables outlines a traffic light system of low, medium and high use areas, the required level and frequency of cleaning, equipment required and relevant signage

Low use areas can be defined as an area of the building with no access to customers and limited access to staff members or a closed off area

Medium use areas can be defined as an area of the building that customers are likely to be present in, but not remain for long periods of time, such as Access and Egress routes

High Use areas can be defined as an area of the building where customers and staff are likely to be present together for a sustained period of time

12. Terminology

Cleaning: Removes germs and dirt from surfaces. It works by using a soap or detergent and water to physically remove germs from surfaces. Of note, this process does not necessarily mean that the germs have been killed, but rather numbers of germs have been removed which lowers the overall risk of spreading an infection.

Disinfecting: This kills germs on objects and surfaces. It works by using chemicals to kill the germs. Of note this does not necessarily clean dirty surfaces or remove germs from dirty surfaces. Therefore, disinfecting works best when used following the cleaning of a surface and acts as a further measure to lower the risk of spreading an infection.

Sanitizing: This lowers the total number of germs on surfaces or objects. A sanitized surface or product is judged as being sanitised by the relevant public health standard. If effective, approved cleaning and disinfecting procedures are followed an area/surface can be said to be sanitised.



Category	Description of Area	Cleaning Schedule	Equipment required	Notes
<p style="text-align: center;">Green</p> <p>These are area's that customers are not expected to enter and infrequently used staff area's or assigned staff area's</p>	<p>Low Footfall areas such as</p> <ul style="list-style-type: none"> • Storage area's • Locked areas with no customer access • Area's with minimal staff access/working • Staff workstations 	<p>Cleaning required as per usual cleaning Policy</p> <p>Staff to clean their own workspaces before and after use using disinfectant chemical</p>	<p>Spray disinfectant Anti-bacterial wipes Disposable Cloths/Tissue</p>	<p>General Cleaning Required</p>
<p style="text-align: center;">Amber</p> <p>These are areas that customers will pass through and contain possible touch points and staff areas with known touch points</p>	<p>Medium Footfall Areas such as access and egress routes</p> <ul style="list-style-type: none"> • Reception • Corridors • Area's with possible known touch points 	<p>Regular enhanced disinfectant required throughout the day</p>	<p>Spray disinfectant Disposable Cloths/Tissue Anti-Bacterial Wipes</p>	<p>Regular Disinfectant Required</p>
<p style="text-align: center;">Red</p> <p>These Areas are likely to contain body fluid (Sweat from customers) and surfaces/objects that are known to have been touched by both customers and staff</p>	<p>High Use Area's where customers and staff are frequently attending in high volumes</p> <ul style="list-style-type: none"> • Changing Village • Pool Hall (including lifeguard equipment and chairs) • Gym Area • Sports Hall • Toilets • Pool Area's 	<p>Disinfectant required on a regular basis (after use by customer)</p> <p>Santised by Cleaning and Disinfecting Every 4hrs by staff</p>	<p>Face masks (optional) Gloves Disposable cloths/tissue bagged waste Detergent Buckets Spray disinfectant Machine Clean of Floors</p>	<p>Regular Cleaning and Disinfectant required</p> <p>Customer sign advising customer to clean own area after use/reminder of social distancing.</p>

Fig(1) Showing traffic light system of High Use Area in a Sports/Leisure Facility

13. Designated Green Area's

- Domestic Stores
- Sports Hall Stores
- Chemical Stores
- Closed Area's
- Assigned staff work-stations

Level of cleaning Required

- Usual Cleaning practices

Cleaning Products

- Soap, Water and disposable or reusable cloths and tissue roll
- Antibacterial Wipes/Spray **insert product here**

PPE

- None

Other considerations

- Staff to social distance when cleaning of no less than 2m
- Staff to wash hands for a min of 20 secs following completion of cleaning or use pre purchased hand sanitiser

Waste

- Usual waste practices apply

14. Designated Amber Area's

- Reception
- Sports Hall Corridors
- Sports Hall Foyers
- Main Stairwells
- Gym Entrances
- Customer Toilets

- Lockers

Level of cleaning Required

- Enhanced Cleaning practice
- Regular Intervals throughout the day
- At least Daily

Cleaning Products

- Disinfectant (dilution of 1000ppm av.cl.) or pre purchased packaged spray product **insert product here**
- Disposable or reusable cloths and tissue roll

PPE

- Gloves
- Face Covering(Optional)

Other considerations

- Staff to social distance when cleaning of no less than 2m
- Staff to wash hands for a min of 20 secs following completion of cleaning or use pre purchased hand sanitiser
- Disposal tissues to be placed into waste bags immediately and sent to waste storage
- Customers are encouraged to touch as little as possible surfaces in these areas, enforced through written signage, PA announcements' and staff resilience/communication

Waste

- Waste storage of disposable cleaning products in secure area

15. Designated RED area's:

- Sports Hall Fitness Equipment min spacing of 3m
- Sports Hall Floor
- Pools and pool halls, lockers, changing rooms
- Gym Equipment (Machines, weights, Mats) min spacing of 3m
- Gym Floor
- Changing Village
- RLSS equipment
- Personal issue equipment (computers, radio, handheld devices)

Level of cleaning Required

- Following each use (Sports Hall Equipment, Gym Equipment, RLSS Equipment)
- In the case of Fitness and Gym areas, customer are asked to clean down their own kit/station following each use.
- Every 4 Hours by staff/ every cycle of 3 fitness classes

Cleaning Products

- Soap, Water and disposable or reusable cloths and tissue roll
- Disinfectant (dilution of 1000ppm av.cl.) or pre purchased packaged spray product **insert product here**
- Disposable or reusable cloths and tissue roll

PPE

- Gloves
- Face Covering (optional)


Other considerations


- Staff to social distance when cleaning of no less than 2m
- Staff to wash hands for a min of 20 secs following completion of cleaning or use pre purchased hand sanitiser
- Staff to dispose of PPE after each clean
- Customers requested to clean each fitness station they are working on prior to moving on. **insert product here** Enforced by resilient staff and signage

Waste

- Separate waste bags
- Double Bagged

16. Suggested Operational Cleaning Procedures


		Operational Cleaning Procedure (01)			
		Section	Operations: Health and Safety		
		Version	01	Date Amended	N/A
		Date of Issue	16.06.20	Date for review	16.07.20
		Doc Ref. No	001	Quest BPP	
Title	<u>Sanitising Red Area's : Higher Use during Covid-19 pandemic</u>		Approved By	Matthew Lavender	
01	<u>Schedule</u> <ul style="list-style-type: none"> • Every 4hrs(min) • After every 3rd cycle of Fitness Class 				
02	<u>Equipment Required</u> <ul style="list-style-type: none"> • Gloves • Face Covering(optional) • Bucket – blue • Cloth(blue) • Blue Roll • Detergent • Chemical disinfectant. • Staff to wear sensible shoes with good grip • Safety Signs 				
03	<u>Method</u> <ol style="list-style-type: none"> 1. Put on PPE 2. Ventilate area if appropriate 3. Put out safety signs 4. Mix Detergent with water in blue Bucket 5. Using Cleaning Solution and cloth, clean target area, working from the bottom upwards removing as much visible dirt as possible 6. When complete Spray equipment using the hand held chemical spray delivery gun. 7. Wipe Dry with Blue Roll 8. Dispose of Blue Roll safely in the bin 9. Change detergent after each use 10. Clean cloths after each use 11. Dispose of PPE 				

	Operational Cleaning Procedure (02)			
	Section	Operations: Health and Safety		
	Version	01	Date Amended	N/A
	Date of Issue	16.06.20	Date for review	16.07.20
	Doc Ref. No	001	Quest BPP	
Title	<u>Sanitising Amber Area's : Medium Use Area's during Covid-19 pandemic</u>		Approved By Matthew Lavender	
01	<u>Schedule</u> <ul style="list-style-type: none"> • At regular intervals throughout the day or during program change over times 			
02	<u>Equipment Required</u> <ul style="list-style-type: none"> • Gloves(optional) • Face Covering(optional) • Cloth(blue) • Chemical disinfectant. • Staff to wear sensible shoes with good grip • Safety Signs 			
03	<u>Method</u> <ol style="list-style-type: none"> 1) Put on PPE – if chosen to wear 2) Ventilate area if appropriate 3) Put out safety signs 4) Using Chemical Spray and cloth, clean target area, working from the bottom up(If area is visibly soiled and dirty the follow steps (3)&(4) from Operational Cleaning Procedure (01) 5) Clean cloths after each use 6) Dispose of PPE - if used 			

		Operational Cleaning Procedure (03)			
		Section	Operations: Health and Safety		
		Version	01	Date Amended	N/A
		Date of Issue	16.06.20	Date for review	16.07.20
		Doc Ref. No	001	Quest BPP	
Title	<u>Sanitising Green Area's : Low Use Area's during Covid-19 pandemic</u>		Approved By	Matthew Lavender	
01	Schedule <ul style="list-style-type: none"> • Workstations: after each use by staff member • Other Area's should be cleaned as and when used by the person using them 				
02	Equipment Required <ul style="list-style-type: none"> • Gloves(optional) • Face Covering(optional) • Cloth(blue) • Chemical disinfectant or antibacterial wipes if cleaning equipment • Staff to wear sensible shoes with good grip 				
03	Method <ol style="list-style-type: none"> 1) Put on PPE – if chosen to wear 2) Ventilate area if appropriate 3) Using Chemical Spray and cloth, clean target area, working from the bottom up(If area is visibly soiled and dirty the follow steps (3)&(4) from Operational Cleaning Procedure (01) 4) Clean cloths after each use – if used 5) Dispose of blue roll after each use – if used 6) Dispose of PPE - if used <p>NB: If cleaning, desktops/phones or other electrical items the antibacterial wipes should be used instead of the chemical spray</p>				



Normal Operational Waste Procedure

		Section		Operations: Health and Safety		
		Version		01	Date Amended	N/A
		Date of Issue		16.06.20	Date for review	16.07.20
		Doc Ref. No		001	Quest BPP	
		Title		<u>Normal Operational Waste Procedure</u>		Approved By Matthew Lavender
01	<u>Schedule</u> <ul style="list-style-type: none"> Waste bags should be cleared when $\frac{3}{4}$ full 					
02	<u>Equipment Required</u> <ul style="list-style-type: none"> Gloves(optional) Face Covering(optional) Plastic Refuse Sacks Chemical disinfectant or antibacterial wipes if cleaning equipment Staff to wear sensible shoes with good grip Safety signs 					
03	<u>Method</u> <ol style="list-style-type: none"> Put on PPE – if chosen to wear Put out safety signs Mix Detergent with water in blue bucket(insert dilution rate) Remove waste from bin and double tie the top Clean inside of bin using pre mixed detergent and blue cloth Reline bin with correct coloured bag Remove Rubbish to correct disposal point Clean cloths after each use – if used Dispose of blue roll after each use – if used Dispose of PPE - if used <p>NB: Black bags = General Waste Clear Bags = Recyclable Waste Yellow = Hazardous waste</p> <p>Black Bags go to the general waste Clear Bags go to Re-cycle waste bin Yellow bags to no hazardous waste bin(usually maked yellow)</p>					



Emergency Operational Procedure for Cleaning in an environment with a known or suspect case of COVID-19

Section	Operations: Health and Safety		
Version	01	Date Amended	N/A
Date of Issue	16.06.20	Date for review	16.07.20
Doc Ref. No	001	Quest BPP	

Title	Approved By
<u>Cleaning an Area with a known or suspected case of Covid-19</u>	Matthew Lavender

01	<p><u>Schedule</u></p> <ul style="list-style-type: none"> • Upon discovery of a known or suspected case of Covid-19 • All surfaces that the symptomatic person has come into contact with must be cleaned and disinfected.
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02	<p><u>Equipment Required</u></p> <ul style="list-style-type: none"> • Gloves(required) • Face Covering(required) • Apron(required) • Goggles(If visible signs of body fluid) • Plastic Refuse Sacks(required) • Bucket – blue • Cloth(blue) • Blue Roll • Detergent • Chemical disinfectant. • Staff to wear sensible shoes with good grip • No Entry Signs signs
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03	<p><u>Method</u></p> <ol style="list-style-type: none"> 1) Put on PPE – 2) Put out no entry signs 3) Ventilate area by opening doors and windows 4) Mix Detergent with water in blue bucket(insert dilution rate) 5) Using Cleaning Solution and cloth, clean target area, working from the bottom upwards removing as much visible dirt as possible 6) Dispose of cloth in bin 7) When complete Spray equipment using the hand held chemical spray delivery gun. 8) Wipe Dry with Blue Roll 9) Dispose of Blue Roll safely in the bin
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	<p>10) Clean buckets with chemical detergent 11) Dispose of Waste (see 04) 12) Dispose of PPE 13) Wash hands thoroughly with soap and water for a min of 20 seconds after disposing of PPE</p>
04	<p><u>Waste</u></p> <ol style="list-style-type: none"> 1) All items from this clean(Cloths, Tissue and disposable PPE should be placed into the same bag 2) Double tie the bag 3) Place in a second bag and double tie 4) It should then be put in a suitable and secure place and marked for storage until the individual's test results are known. 5) Waste should be stored safely and kept away from children. 6) Waste cannot be stored in any communal area's until negative tests results are known or it has been stored for 72hrs 7) if the individual tests negative, this can be put in with the normal waste 8) if the individual tests positive, then store it for at least 72 hours and put in with the normal waste

RISK ASSESSMENT



Form

Venue/Department

Operations Health and Safety

Doc Ref. No

001a

Quest BPP

Form Title

Risk Assessment – Hygiene and Cleaning

Issue No:-	1	Activity:-	Cleaning of low, Medium and High Use area's during Covid 19- Pandemic	Operation:	Domestic Services
Last review date:	N/A	Date First Issued:	New issue	Key:	L = Likelihood, S = Severity, R = Risk

Hazard Identified	Who might be harmed?	How might people be harmed?	Existing Risk Control Measures	L	S	R	Additional Control Measures & Reference Documents	L	S	R
Covid – 19 Virus, spread to surfaces through water droplets	Customers, Staff, Contractors	Contracting the Virus from the internal environment, in particular high use surfaces	Current government and PHE guidance provided to the general public	3	5	15	<p>Internal Social distancing Measures for staff and customers</p> <p>Improved ventilation in these area's</p> <p>Increased frequency of cleaning using approved detergent and chemicals</p> <p>Specific Cleaning procedures & Training delivered</p> <p>PPE available to staff to clean(masks, gloves, aprons)</p>	2	5	10

Issue No:-	1	Activity:-	Cleaning of low, Medium and High Use area's during Covid 19- Pandemic	Operation:	Domestic Services					
Last review date:	N/A	Date First Issued:	New issue	Key:	L = Likelihood, S = Severity, R = Risk					
Hazard Identified	Who might be harmed?	How might people be harmed?	Existing Risk Control Measures	L	S	R	Additional Control Measures & Reference Documents	L	S	R
							Specific Procedure in place for confirmed or suspected cases.			
Slips and Trips (Spillages, sweat, equipment)	Staff, Customers, contractors	Slipping or tripping over may cause physical injury	General good housekeeping with regard to identifying slips and trip hazards Wet floor signs are available and used	3	4	12	Area of Sports hall is clearly marked out and equipment is easily identifiable Two stage cleaning system in place(wet cleaning, followed by dry off) Staff reminded to wear sensible shoes with a good grip	2	4	8
Contact with cleaning products	Staff, Customers, Contractors	Skin/Eye irritation Vapour can cause	All products are used in conjunction with the product safety data sheet Relevant PPE is provided where required for use with cleaning product	3	4	12	Additional Training provided to staff on how to safely use and then store cleaning products.	2	3	6

Issue No:-	1	Activity:-	Cleaning of low, Medium and High Use area's during Covid 19- Pandemic	Operation:	Domestic Services					
Last review date:	N/A	Date First Issued:	New issue	Key:	L = Likelihood, S = Severity, R = Risk					
Hazard Identified	Who might be harmed?	How might people be harmed?	Existing Risk Control Measures	L	S	R	Additional Control Measures & Reference Documents	L	S	R
		breathing issues Allergic reaction to product					Contaminated PPE will be disposed off after each use Sanitising spray product used in this area is a milder product Area is a large area of 100m2, where ventilation can be increased by opening exit doors. Staff are briefed on ingredients of product in case of reaction			
Customers using a spray sanitiser	Customers	Skin/Eye irritation Vapour can cause	All products are used in conjunction with the product safety data sheet Relevant PPE is provided where required for use with cleaning product	2	3	6	Product customers are using does not require the use of specialist PPE for general use.	1	3	3

Issue No:-	1	Activity:-	Cleaning of low, Medium and High Use area's during Covid 19- Pandemic	Operation:	Domestic Services					
Last review date:	N/A	Date First Issued:	New issue	Key:	L = Likelihood, S = Severity, R = Risk					
Hazard Identified	Who might be harmed?	How might people be harmed?	Existing Risk Control Measures	L	S	R	Additional Control Measures & Reference Documents	L	S	R
		breathing products Allergic reaction to product					Customers are briefed on ingredients of product in case of reaction			
Manual Handling	Staff, Customers	Increase risk of injury or back pain from moving equipment to clean or heavy waste bags	Customers are not required to move equipment as set out as static. Staff undergo annual Manuel Handling Training	2	4	8	Waste bags to be filled to $\frac{3}{4}$ capacity only Trolleys are available for transporting heavier equipment Cleaning Equipment is provided on each level to prevent unnecessary transportation	1	4	4

Issue No:-	1	Activity:-	Cleaning of low, Medium and High Use area's during Covid 19- Pandemic	Operation:	Domestic Services					
Last review date:	N/A	Date First Issued:	New issue	Key:	L = Likelihood, S = Severity, R = Risk					
Hazard Identified	Who might be harmed?	How might people be harmed?	Existing Risk Control Measures	L	S	R	Additional Control Measures & Reference Documents	L	S	R
Cleaning Machines	Staff	At risk of physical injury if not used correctly	A number of machines are available for each selected cleaning job Only trained staff can use machines Machines are subject to inspection and maintenance	2	4	8	Enhanced cleaning Regime in place for machines to be cleaned due to risk of spreading infection through their use.	1	4	4
Electrical Items	Staff, Customers	Electric shocks and/or burns from faulty or incorrect cleaning	All electrical equipment subject to annual testing Faulty equipment will not be used	2	4	8	Staff to be reminded about pre-use checks	1	4	4
Lone Worker	Staff	Physical injury occurs whilst working alone	Lone Worker policy currently in place	2	4	8	Due to nature of new opening procedures, the majority of cleaning will be conducted in pairs	1	4	4

Issue No:-	1	Activity:-	Cleaning of low, Medium and High Use area's during Covid 19- Pandemic	Operation:	Domestic Services
Last review date:	N/A	Date First Issued:	New issue	Key:	L = Likelihood, S = Severity, R = Risk

Hazard Identified	Who might be harmed?	How might people be harmed?	Existing Risk Control Measures	L	S	R	Additional Control Measures & Reference Documents	L	S	R
							Any lone working staff to have access to a two way radio			
Fire	Staff, Customers	Trapped staff could suffer numerous injuries	Current EAP in place First Aid provision available	2	5	10	EAP's Staff mostly working in pairs Two way radios supplied	1	5	5

Likelihood Of Occurrence		Severity Of Occurrence	
Usually Occurs / Likely	5	Fatality	5
Expected to Occur / Probable	4	Permanent Disability / Major	4
Might Occur / Possible	3	Minor Injury / Minimum Damage	3
Unlikely / Remote	2	Environmental / Property Damage	2
Highly Unlikely	1	No Damage	1

Issue No:-	1	Activity:-	Cleaning of low, Medium and High Use area's during Covid 19- Pandemic	Operation:	Domestic Services					
Last review date:	N/A	Date First Issued:	New issue	Key:	L = Likelihood, S = Severity, R = Risk					
Hazard Identified	Who might be harmed?	How might people be harmed?	Existing Risk Control Measures	L	S	R	Additional Control Measures & Reference Documents	L	S	R
SCORE			SCORE							
Risk Priority Rating - (Multiply Severity Rating X Occurrence Rating = Risk Rating) Risk (R) 1 - 4 = Acceptable - no further action, but ensure controls are maintained. 5 - 9 = Adequate - look to improve. 10 – 16 = Improvement needed - Look to improve within specified timeline. 17 – 25 = Unacceptable – stop activity and make immediate improvements.										
Risk Assessment No.			Page 2 of 2							
HAS THE RISK BEEN CONTROLLED AS FAR AS POSSIBLE?			YES (tick) ✓				NO (tick)			
Assessment Completed By :-										
Signature:- <i>Matthew Lavender</i>			Name:- M.Lavender				Date:- 16.06.20			
Following Section To Be Completed By Responsible Manager										

Issue No:-	1	Activity:-	Cleaning of low, Medium and High Use area's during Covid 19- Pandemic	Operation:	Domestic Services					
Last review date:	N/A	Date First Issued:	New issue	Key:	L = Likelihood, S = Severity, R = Risk					
Hazard Identified	Who might be harmed?	How might people be harmed?	Existing Risk Control Measures	L	S	R	Additional Control Measures & Reference Documents	L	S	R
Action To Be Taken				Planned Date.	Completed Date.					
Revised risk priority rating if completed:-										
Assessment Approved By :- (Responsible Manager)										
Signature:- Matthew Lavender				Name:- M.Lavender		Date:- 16.06.20				
Assessment Planned Review Date:-										

