



Risk Assessment

1.0 Risk Assessment Details

1.1 Risk Assessment Number	16
1.2 Risk Assessment Date	11/10/2021
1.3 Risk Assessment Author	Peter Regan
1.4 Project/Contract	
1.5 Start Date	
1.6 Expected Job Duration	
1.7 Client Contact	All clients
1.8 Description	Decontamination & Needle Sweep
1.9 Site Address	All commercial client allocations

2.0 Signatures

	Name	Title	Signature	Date
Document Author	Peter Regan		<i>P. Regan</i>	11/10/2021

Data Protection Statement

The information and data provided in this Risk Assessment applies only to the task, project or contract for which it was written. It shall not be duplicated, disclosed or disseminated by the recipient to any third party other than for the purpose of managing and controlling health and safety in relation to this task, project or contract.

It is the duty of all employees, contractors and agents to observe the provisions of this Risk Assessment, which has been produced in order to provide a code of good practice and conduct with the object of preventing accidents. At all times employees, contractor and agents must work in a safe manner both to prevent personal injury to themselves or to other personnel.

This Risk Assessment may contain personal data relating to one or more persons. Such data must not be disclosed to any third party or used for any purpose other than compliance with this Risk Assessment except with the written consent of the Company or the individual concerned.

3.0 Risk Assessment Notes

Strict health and safety requirements must be understood and practiced at all times in accordance with OSHA standards.
 Method statement and risk assessment must be fully understood prior to commencing the task in hand.
 Under no circumstances must the method or requirements be missed or skipped.
 Operatives must be in good health and mind state to carry out the task.

4.0 Individuals or Groups Affected By This Assessment

Groups Affected
Employees
Members of Public
Main Contractor
Quidos Cleaning Services

5.0 Hazards and Control Procedures :

Pre-Control			Hazard: Driving Company Vehicles	Residual Risk		
P	S	RR	RTA, injury, injury to others	P	S	RR
5	5	25	Control Procedures	5	5	25
			The Company will hold a copy of each drivers license on file renewed annually.			
			Drivers are not allowed to work whilst under the influence of alcohol or drugs and face severe disciplinary measures for breaches.			
			Staff will adhere to speed limits at all times.			
			All vehicles used for company business are maintained and serviced on a regular basis.			
			Drivers will carry out vehicle checks prior to starting work including tyres pressures and damage, oil and water levels, headlights side lights and indicators, windscreen washers etc.			
			The company will hold a copy of each driver's license on file updated annually.			

Pre-Control			Hazard: Working on external sites	Residual Risk		
P	S	RR	Death or Serious injury	P	S	RR
5	5	25	Control Procedures	5	5	25
			It is vitally important that potentially hazardous areas are signposted, barricaded and, where appropriate, covered to avoid possible injury to workers and members of the public.			
			Anyone who may be affected by the works to be informed of site work, especially tenants and other contractors.			
			Site to be secured to prevent un-authorised access.			
			Staff will cordon off the work area and will ensure tenants do not enter any area of danger.			
			The site will be made safe at the end of each shift.			
			Staff will follow the method statement devised for this task.			
			We have a rolling program of training and sub-contractors are carefully selected for competence.			
			Staff will be inducted onto site and follow all site safety rules.			
			Anyone who may be affected by the works are to be informed of site work, especially client staff and members of the public in the area.			
			The work area will be closed off to prevent access by others.			
			Staff will place barriers around the work area to prevent access by unauthorised personnel.			
			All staff will attend induction prior to working at specific locations and be made aware of all Emergency Procedures etc.			

Pre-Control			Hazard: Sharp Objects	Residual Risk		
P	S	RR	Cuts, serious injury	P	S	RR
5	5	25	Control Procedures	4	5	20
			Ensure all sharp objects are handled carefully using appropriate PPE.			
			The lanterns are often vandalised and the glass panels broken. The lanterns have both curved and straight glass panels. When removing broken glass panels the appropriate PPE must be worn.			
			Ensure suitable safety gloves are used when handling double glazing panels in event of damage and possible collapse.			
			Operatives to be aware at all times of potential sharp edges or fash on sheared and punched metal. Wear cut resist gloves when handling.			
			Operatives are aware of potential for sharp edges and fash on part machined components.			
			Suitable cut resist safety gloves will be provided and worn during all handling operations.			

Pre-Control			Hazard: Injury to staff and visitors during working hours where refurbishment, cleaning is taking place	Residual Risk		
P	S	RR	General Injuries	P	S	RR
5	4	20	Control Procedures	4	4	16
			It is vitally important that potentially hazardous areas are signposted, barricaded and, where appropriate, covered to avoid possible injury to staff, visitors and members of the public.			

Pre-Control			Hazard: Unfamiliarity with Place/Workers	Residual Risk		
P	S	RR	General accident potential increased.	P	S	RR
5	4	20	Control Procedures	4	4	16
			Staff will report to the site office/security before starting the task. Any site issues will be brought to their attention and taken into account.			

Pre-Control			Hazard: Emergency Treatment	Residual Risk		
P	S	RR	Physical harm, respiratory problems	P	S	RR
4	5	20	Control Procedures	3	5	15
			Arrangements are in place for contact with emergency services in the event of more serious injury or medical condition.			
			Arrangements are in place for guidance of emergency services if called to the site.			
			The business will provide a suitable First Aid kit and maintain it to ensure availability of contents.			

Pre-Control			Hazard: Hepatitis A	Residual Risk		
P	S	RR	jaundice, fatigue, abdominal pain, nausea, diarrhea, fever	P	S	RR
4	5	20	Control Procedures	3	5	15
			Wash your hands thoroughly before and after contact with patient/clients: Scrub vigorously for at least 10 seconds and rinse well. If possible, dry your hands with a disposable towel.			
			Keep patient/clients utensils and equipment separate from those used by other patient/clients. Wash utensils and dishes in a dishwasher or with plenty of hot, soapy water.			
			Wash your hands well and often, wash after using the bathroom, before preparing food or eating, and after changing any surgical appliances and dressings. Do not share towels, eating utensils or toothbrushes.			

Pre-Control			Hazard: Hepatitis B	Residual Risk		
P	S	RR	Jaundice, Fatigue, Abdominal pain, Loss of appetite Nausea, vomiting, Joint pain	P	S	RR
4	5	20	Control Procedures	3	5	15
			Do not share personal care items that may have blood on them, such as razors or toothbrushes.			
			Health care and public safety personnel should be vaccinated and follow appropriate barrier precautions and minimize handling needles and sharps. .			
			Only trained and competent persons should deal with needles, syringes, or other items suspected on being contaminated. Appropriate PPE must be in use and Sharps boxes should be available for syringes etc and medical waste bins for larger items.			
			Do not allow sharing of personal care items that may have blood on them, such as razors or toothbrushes.			
			Carers must wear specified protective clothing to include disposable gloves and apron at all times during procedure. To be disposed of at end of activity and not used with other clients or patients.			

Pre-Control			Hazard: Access and egress	Residual Risk		
P	S	RR		P	S	RR
5	3	15	Control Procedures	5	3	15
			Well-lit premises in access areas/ car park.			
			Emergency exits must be checked for operation and clearway both inside and outside, daily.			
			Exits and Emergency exits must be monitored continuously to ensure clear at all times.			

Pre-Control			Hazard: Cutting, Shearing, Stabbing	Residual Risk		
P	S	RR		P	S	RR
4	4	16	Control Procedures	3	4	12
			Operator to be aware of potential for sharp edges and / or fash. Wear close fitting cut and water resist safety gloves.			
			All equipment available for public access or use has been assessed and suitable controls are in place to prevent harm.			
			Wear suitable safety gloves to prevent cuts when handling boarding and timber with sharp edges.			

Pre-Control			Hazard: Penetrating Injury	Residual Risk		
P	S	RR		P	S	RR
4	4	16	Control Procedures	3	4	12
			Operator must seek medical attention immediately if they fall victim to sharps penetration. Secure area and go to nearest A+E.			

Pre-Control			Hazard: Slips Trips and Falls	Residual Risk		
P	S	RR		P	S	RR
5	3	15	Control Procedures	4	3	12
			The area of work will be kept clean and tidy, cables will be managed so as not to cause a trip hazard.			
			Wear shoes or boots with non-slip soles for work on the outside, in particular in wet or snowy weather.			
			Staff must wear suitable footwear with non slip soles.			
			All staff will wear suitable footwear with non slip soles at all times.			
			All staff are instructed to be alert and are responsible to put out warning signs and cones to keep people off the contaminated area.			
			Ensure any spillage of hazardous products are contained and cleaned up immediately using suitable spill kit.			

Pre-Control			Hazard: Manual Handling	Residual Risk		
P	S	RR		P	S	RR
5	3	15	Control Procedures	4	3	12
			Assess the best way to lift, with the maximum weight nearest the body.			
			Ensure that the route to be taken while lifting is clear of any obstructions.			
			All staff have been trained in correct lifting methods.			
			Team lifting to be used when loads are heavy or awkward.			
			The site foreman shall be responsible for identifying and controlling manual handling issues on site.			
			Staff will not lift beyond their capabilities, and will seek help for any load they consider too heavy or hazardous to lift.			
			All site staff have received instruction and training in house for manual handling.			
			When manual handling in a changing environment staff will use the best routes possible, avoiding uneven ground and obstacles .			
			Care will be taken when handling and transporting ladders internally to prevent damage to furniture and decoration.			
			All personnel must be trained in safe lifting technique to prevent injury.			
			Ensure use of suitable PPE - gloves, to prevent cuts and provide adequate grip.			

Pre-Control			Hazard: Movement of Load	Residual Risk		
P	S	RR	Crush injury, Death	P	S	RR
5	3	15	Control Procedures	4	3	12
			Lifting operations must be planned to ensure they are carried out safely and efficiently.			

Pre-Control			Hazard: PPE	Residual Risk		
P	S	RR	PPE is equipment that will protect the user against health or safety risks at work.	P	S	RR
4	4	16	Control Procedures	3	4	12
			Wear safety glasses, goggles, or face shields to protect the eyes and face, where risk assessments or common sense indicate then PPE should be used. .			
			All personnel are wearing the appropriate PPE (personal protective equipment). This will include as a minimum, high visibility garments (tabards etc), ear protection, and protective footwear.			

Pre-Control			Hazard: Competency of individuals	Residual Risk		
P	S	RR	Serious injury/death	P	S	RR
4	5	20	Control Procedures	2	5	10
			Staff must be fully trained in decontamination, needle sweeps and blood pathogens.			

Pre-Control			Hazard: Toilet and hand washing facilities	Residual Risk		
P	S	RR	Minor Injury	P	S	RR
5	2	10	Control Procedures	5	2	10
			Sufficient number of male and female toilets and wash basins. .			
			Toilets are kept clean and well-aired. .			
			Contractors will be allowed access to site facilities providing they are left clean and tidy.			
			Where necessary, works must be planned to ensure minimum disruption to service. Temporary arrangements must be in place.			
			Customers will allow use of facilities on request.			
			Soap, hot and cold handwash facilities are available and maintained daily.			

Pre-Control			Hazard: Falling Objects	Residual Risk		
P	S	RR	Bruising, Cuts, Broken Limbs, Death.	P	S	RR
4	3	12	Control Procedures	3	3	9
			Ensure all stacked materials are stable and inaccessible to unauthorised persons.			
			The area below ladders where other person may be liable to walk will be marked out with warning tape or barriers, and persons prevented from travelling across the danger area.			

Pre-Control			Hazard: Substance Spillages	Residual Risk		
P	S	RR	Major injury, Fire, Environmental damage	P	S	RR
4	3	12	Control Procedures	3	3	9
			Ensure that the employee is provided with suitable PPE for carrying out the clean up activity and that the PPE is fitted correctly.			
			Ensure that the employee obtains information on what the substance is and the specific absorbent required to contain the spillage.			
			Ensure that the absorbed material is placed into a container in order that a licensed waste contractor can safely dispose of the material.			
			Ensure that the spillage is retained in the area and not allowed to enter any water catchments grid, whereby the liquid spill may contaminate local watercourses.			
			All staff are aware of hazardous materials and are provided with relevant COSHH Assessments outlining methods of use and control measures for first aid, handling, storage, protection, fire, spillage and disposal.			
			Staff are provided with all PPE identified for use during the task. .			
			Ensure any spillage of hazardous products is contained to prevent escape into ground and water systems. Must be cleared up immediately using appropriate spill kit and removed for safe disposal in compliance with COSHH assessment.			
			In the event of spillage, substance must be contained and cleared up using suitable spill kit.			

Pre-Control			Hazard: Coronavirus Covid-19 Surface Contamination & Cleaning	Residual Risk		
P	S	RR	Serious ill health/death	P	S	RR
4	3	12	Control Procedures	3	3	9
			Enhanced cleaning procedures in place across the site, particularly communal areas and touch points including: Taps and washing facilities. Toilet flush and seats. Door handles and push plates. Handrails on staircases and corridors. Lift and hoist controls. Machinery and equipment controls. Food preparation and equipment controls. Telephone equipment. Key boards, photocopiers and other office equipment.			
			Where practical equipment should not be shared. Cleaning procedures should be in place for the parts of shared equipment after each use. i.e.Plant & Equipment, Hand tools, Reusable delivery boxes, Pallet trucks etc.			
			Any location that has been closed or partially operated will be risk assessed to ensure they are clean and ready to restart before reopening.			
			Work areas and equipment will be frequently cleaned between uses, using your usual cleaning products.			
			There will be frequent cleaning of objects and surfaces that are touched regularly, such as buckets, site equipment and control panels, with adequate disposal arrangements.			
			Company equipment will be sanitised after use.			
			When cleaning after a known or suspected case of COVID-19 the company will refer to the specific guidance.			
			Cleaning procedures for goods and merchandise entering the site will be established and followed.			

Pre-Control			Hazard: Confined Space	Residual Risk		
P	S	RR	Suffocation, Death.	P	S	RR
4	4	16	Control Procedures	2	4	8
			A safe means of access and egress must be in place and provision made for rescue in the event of incident.			
			No lone working is to take place in confined spaces.			

Pre-Control			Hazard: Fall From height	Residual Risk		
P	S	RR	serious injury. Caused by incorrect selection and use of equipment. Death	P	S	RR
4	4	16	Control Procedures	2	4	8
			All working at height will be properly planned, organised and supervised; only competent members of staff will be allowed to work at height.			
			The supervisor will carry out a risk assessment before allowing work at height and will put in place equipment and measures to prevent falls occurring.			
			All company work at height equipment will be inspected on a regular basis and any damaged equipment will be withdrawn from service immediately.			

Pre-Control			Hazard: Cramped Space	Residual Risk		
P	S	RR		P	S	RR
			Muscular strains, Stress.			
4	2	8	Control Procedures	3	2	6
			Regular breaks must be taken			

Pre-Control			Hazard: Lighting	Residual Risk		
P	S	RR		P	S	RR
			Bruising, Cuts, Broken Limbs - Increased chance of Slips Trips and falls			
4	2	8	Control Procedures	3	2	6
			Ensure that lighting is suitable for the task, where temporary lighting is used the site foreman shall ensure a safe supply.			

Pre-Control			Hazard: Projections/Low Head Space	Residual Risk		
P	S	RR		P	S	RR
			Bruising, Cuts.			
4	2	8	Control Procedures	3	2	6
			Hard hats must be worn at all times.			
			If there are overhead projections in the working area a hard hat will be worn.			

Pre-Control			Hazard: Step Ladders	Residual Risk		
P	S	RR		P	S	RR
			Death, Major Injury Fall from height, contact with other equipment, falling objects.			
4	3	12	Control Procedures	2	3	6
			Quidos Cleaning Services Limited step ladders are inspected before every use and defects reported, damaged ladders are removed from site and replaced.			
			All staff are experienced, trained and competent to work from step ladders Young/inexperienced staff are trained and closely supervised during ladder work.			
			Step Ladders will not be used where an onsite risk assessment has determined that the residual risk with all controls in place is still too high. The competent person is responsible for organising other safer means of access to height.			
			Step Ladders are used for work of short and light duration.			
			Where necessary, step ladders may be used to gain access to height. Must be of adequate height and use 3 point contact at all times.			
			An assistant must be available to provide additional support and pass materials as required.			

Pre-Control			Hazard: Working At Height	Residual Risk		
P	S	RR		P	S	RR
			Serious injury, Caused by incorrect selection and use of equipment			
4	3	12	Control Procedures	2	3	6
			The selection of suitable working at height equipment will be properly planned with due consideration to site risks, duration of exposure and nature of work.			
			Ladders and step ladders will be selected only for work of short duration and when site conditions permit.			
			The selection of suitable work at height equipment will be determined with due consideration to site risks, access height and nature of work.			
			Personnel will take extra care when working on staircases to prevent tripping and falling.			
			Lone workers are not permitted to work at height.			

Pre-Control			Hazard: Spillage	Residual Risk		
P	S	RR	Slip, Fall, Injury, Damage	P	S	RR
4	2	8	Control Procedures	3	2	6
			In the event of any spillage, the area should be identified by warning notice.			
			Spillage must be cleared up immediately with suitable spill kit.			
			Spilled substance must be identified and appropriate protection measures taken in compliance with COSHH Assessment.			
			Gathered spill waste must be disposed of in compliance with COSHH Assessment Disposal instruction.			
			Materials should be stored in a bunded area that is capable of taking 10% above the quantity of material stored in it.			

Pre-Control			Hazard: Poor lighting	Residual Risk		
P	S	RR	Bruising, Cuts, Broken Limbs - Increased chance of Slips Trips and falls	P	S	RR
4	2	8	Control Procedures	3	2	6
			Ensure adequate visibility by use of low voltage or battery task lighting as necessary.			

Pre-Control			Hazard: Communication	Residual Risk		
P	S	RR	Accident injury	P	S	RR
4	2	8	Control Procedures	3	2	6
			All users will maintain all round visibility at all times and will pay specific attention to the group leader and any hand signals made.			
			All users will comply immediately with any hand signals made.			
			Where hand signals are to be used, ensure that there is a clear line of vision between the signaller and the receiver.			

Pre-Control			Hazard: Operator Fatigue	Residual Risk		
P	S	RR	Accident	P	S	RR
4	2	8	Control Procedures	3	2	6
			Operators must take regular rest breaks to prevent mistakes caused by fatigue.			
			Suitable and sufficient rest breaks will be planned into the task.			
			If the operative feels the onset of fatigue they must either stop work or get another operative to replace them.			

Pre-Control			Hazard: Poor lighting	Residual Risk		
P	S	RR	Bruising, Cuts, Broken Limbs - Increased chance of Slips Trips and falls	P	S	RR
4	2	8	Control Procedures	3	2	6
			Good standard of lighting provided throughout.			
			Additional task lighting is made available for use where required.			

Pre-Control			Hazard: Coronavirus Covid-19 Personal Hygiene	Residual Risk		
P	S	RR	Serious ill health/death	P	S	RR
4	2	8	Control Procedures	3	2	6
			Individuals must not touch eyes, mouth or nose with unwashed hands, particularly after coughing or sneezing. Hands should be washed with adequate soap or sanitiser immediately.			
			Hand Hygiene procedures should be in place and communicated to all employees. focus around coughing and sneezing into tissues which are disposed of in closed lid bins.			

Pre-Control			Hazard: Vacuum cleaner	Residual Risk		
P	S	RR	Electrical shock, manual handling.	P	S	RR
5	1	5	Control Procedures	5	1	5
			Check the cable and plug for damage, remove equipment from use until repaired or replaced.			
			Do not stretch or pull the cable, turn off and unplug and plug into a socket nearer the area being cleaned.			
			Ensure that the cable does not create a trip hazard, where necessary place warning signs to advise others in the area.			

Pre-Control			Hazard: Use of breathing apparatus	Residual Risk		
P	S	RR	Brain damage through prolonged lack of oxygen, death.	P	S	RR
4	2	8	Control Procedures	2	2	4
			The user must have received training in its use.			
			B.A. can be used against a range of airborne hazards and in different atmospheres.			

Pre-Control			Hazard: Hand Tools (Use)	Residual Risk		
P	S	RR	Bruising, Cuts, Eye damage - Improper use of hand tools and use of defective hand tools are common causes of minor injuries. Serious injuries may be caused particularly through failure of the tool e.g. mushrooming of chisel heads	P	S	RR
4	2	8	Control Procedures	2	2	4
			Ensure all tools to be used are in good condition i.e. no loose or damaged parts.			
			Ensure the correct tool is used for the task e.g do not use screwdrivers as chisels.			
			All hand tools should be in good condition and must be inspected prior to use.			
			Operatives must be deemed competent to use relevant hand tools.			

Probability (P)	Severity (S)	Risk Ranking (RR = P * S)
1 Highly Unlikely	1 Trivial	< 1 - No Action Required
2 Unlikely	2 Minor injury	> 2 - Low Priority
3 Possible	3 Over 3 Day injury	> 8 - Medium Priority
4 Probable	4 Major injury or condition	>10 - High Priority
5 Certain	5 Incapacity or Death	>15 - Urgent Action Required

6.0 Required PPE



Standard Hard Hat



Gloves



Hi Visibility Vest



Knee Pads



Mobile / Radio



First Aid Kit



Type 5 overalls



Safety footwear



Eye protection



Hand Sanitiser



Chemical resistant Clothing



Chemical-resistant Gloves (EN 374)



Chemical-resistant footwear



Hair Net

Sign Off Sheet

I have read and understood the contents of this Risk Assessment.

Anything I did not understand has been explained to me to my satisfaction.

I agree to follow the Risk Assessment and understand that any control procedures are provided for my safety and the safety of others.

Print Name

Signed

Date

_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____