

# Green Mop COVID-10 Risk assessment

This risk assessment focusses on the safe return to work after lockdown or in planning for return to work to identify the control measures that should be put in place to protect our employees and others from the risk of coronavirus infection.

Company name: **GREEN MOP LTD**

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Date of risk assessment: **01/06/2020**

What are the hazards?	Who might be harmed?	Controls required	Additional controls	Action by who?	Action by when?	Done
Spread of Covid-19 Coronavirus	<ul style="list-style-type: none"> <li>▪ Office based staff</li> <li>▪ Cleaning team staff</li> <li>▪ Visitors to our premises</li> <li>▪ Contractors</li> <li>▪ Drivers</li> <li>▪ Vulnerable groups – Elderly, Pregnant workers, those with existing underlying health conditions</li> <li>▪ Anyone else who physically comes into contact with you in relation to your business</li> </ul>	<p><b>Hand Hygiene</b></p> <p>Hand washing facilities with soap and water in place at the office.</p> <p>Hand sanitiser locations in the office and stores area.</p> <p>All cleaning staff issued with their own hand sanitiser pump dispenser, with permission to refill at the office when needed.</p> <p>Gloves used for cleaning work.</p> <p>Both vans have hand sanitiser easily accessible.</p> <p>Stringent hand washing taking place.</p> <p>See hand washing guidance.  <a href="https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/">https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/</a></p> <p>Drying of hands with disposable paper towels.</p> <p>Staff encouraged to protect the skin by applying emollient cream regularly.</p>	<p><b>Hand Hygiene</b></p> <p>Employees to be reminded on a regular basis to wash their hands for 20 seconds with water and soap and the importance of proper drying with disposable towels.</p> <p>Also reminded to catch coughs and sneezes in tissues – Follow Catch it, Bin it, Kill it and to avoid touching face, eyes, nose or mouth with unclean hands. Tissues will be made available in the office.</p> <p>Signage in place in the office and vans to remind staff of hand hygiene</p>	<p>All office staff</p> <p>All cleaning staff</p> <p>All drivers</p> <p>Managers and supervisors to monitor</p>	<p>From now on</p>	

		<p><b><u>Cleaning</u></b>  Green Mop office - Frequently cleaning and disinfecting areas and surfaces that are touched regularly, using appropriate cleaning products and methods.  Vans – touch points sanitised between driver changes, using wipes or alcohol gel (steering wheel, gear stick, buttons, levers, door handles etc)  Customer sites – enhanced cleaning plans recommended to all customers to increase frequency of touch point cleaning. New products introduced to sanitise touch points.</p>	<p><b><u>Cleaning</u></b>  Enhanced audit procedures to check touch points and stock levels of sanitising cleaning products</p>	All office staff All cleaning staff All drivers Managers and supervisors to monitor	From now on	Ongoing
		<p><b><u>Social Distancing</u></b>  Social Distancing -Reducing the number of persons in any work area to comply with the recommended 2-metre gap</p> <p>Enabled office staff to work from home frequently by providing equipment (laptop). Regular meetings via phone or video call.</p> <p>Cleaning staff cannot work from home, however they mostly work out of hours when customer staff have left the office. If more than one cleaner, they work in separate areas.  Cleaning staff to take separate breaks.</p> <p>Where customers remain in the office when cleaners work, they are informed to leave the room in which the cleaner is working.</p> <p>Work in the stores area – 2 metres measured on floor to remind staff to remain 2 metres apart.</p>	<p><b><u>Social Distancing</u></b>  Staff reminded frequently to keep their social distance via Connecteam App.</p> <p>Floor in stores area marked with tape measuring 2 metre distance.</p>	All office staff All cleaning staff All drivers Managers and supervisors to monitor	From now on	Ongoing

		<p><b><u>Protective equipment</u></b>  <b>For general cleaning:</b>  All cleaning staff issued with a safety kit:</p> <ul style="list-style-type: none"> <li>▪ Reusable protective face covering masks</li> <li>▪ Disposable FFP2 face masks</li> <li>▪ Safety eye protection</li> <li>▪ Disposable Gloves (issued to all sites)</li> <li>▪ Hand sanitizer (250ml – to be refilled at the office when required)</li> </ul> <p><b>For cleaning after a known case of COVID-19</b>  All cleaning staff issued with:</p> <ul style="list-style-type: none"> <li>▪ Disposable FFP2 face masks</li> <li>▪ Disposable aprons</li> <li>▪ Safety eye protection</li> <li>▪ Disposable shoe covers</li> <li>▪ Disposable gloves</li> </ul>	<p><b><u>Protective equipment</u></b>  Cleaners are reminded to :</p> <ul style="list-style-type: none"> <li>▪ Wash hands for 20 seconds before and after each task</li> <li>▪ Wear reusable protective face covering mask whilst cleaning or whilst on public transport</li> <li>▪ Wear gloves and dispose of them after each cleaning task</li> <li>▪ Maintain social distance even when wearing face covering mask</li> </ul>	All cleaning staff All drivers Managers and supervisors to monitor	From now on	Ongoing
		<p><b><u>Symptoms of Covid-19</u></b>  If anyone becomes unwell with a new continuous cough or a high temperature in the workplace they will be sent home and advised to follow the stay at home guidance. Line managers will maintain regular contact with staff members during this time. Customers will be informed if appropriate. Customers required to inform us if one of their staff has symptoms of Covid-19.</p>	<p><b><u>Symptoms of Covid-19</u></b>  Internal communication channels and cascading of messages to the teams will be carried out regularly to reassure and support employees.   New customer H&amp;S form includes requirement for customer to inform Green Mop of any outbreak of Covid-19 at customer site.</p>	All office staff All cleaning staff All drivers Managers and supervisors to monitor	From now on	Ongoing

		<p><b>Drivers</b> Persons should not take passengers in Green Mop vans as suitable distancing cannot be achieved.</p> <p>Hand sanitiser and sanitising wipes in cab of both vans</p>	<p><b>Drivers</b> Stickers in cab of each van reminding drivers of hand hygiene</p>	<p>All drivers Managers and supervisors to monitor</p>	<p>From now on</p>	<p>Ongoing</p>
		<p><b>Mental Health</b> Management will promote mental health &amp; wellbeing awareness to staff during the Coronavirus outbreak and will offer whatever support they can to help Reference - <a href="https://www.mind.org.uk/information-support/coronavirus-and-your-wellbeing/">https://www.mind.org.uk/information-support/coronavirus-and-your-wellbeing/</a></p>	<p><b>Mental Health</b> Regular communication of mental health information and open door policy for those who need additional support.</p>	<p>Managers and supervisors to monitor</p>	<p>From now on</p>	<p>Ongoing</p>