



## COVID-19 RISK ASSESSMENT – HOUSEKEEPING AND OPERATIONS SUPPLEMENTARY ISSUES

This is to be read in conjunction with the College General Risk Assessment

**Hazard :** COVID-19

**Control Measures:**

1. Emergency Response Plan in place
2. Return to Work Checklist in place
3. HK/Ops staff, working on site reduced to minimum
4. 2 m distance to be followed where possible.
5. While working staff should avoid physical contact with others.
6. When using the telephone clock in/ out system, gloves should be worn. Where not possible, hands must be sanitised before and after telephone clock in/out
7. Encourage all essential staff returning to work to adhere to social distancing measure when using public transport, wear a face covering.

**Hand hygiene**

**Control Measures:**

1. Washing facilities available in each staircase
2. Posters with hands washing guidance available in all communal washrooms.
3. Staff to follow good respiratory hygiene, 'Catch it, Bin it, Kill it.'
4. Hand Sanitiser gels provided to all HK/Ops staff if needed.
5. Hand sanitiser units to be provided in key areas
6. Increase hand drying facilities, i.e, paper towels

7. Providing more waste facilities

8. Staff should avoid touching their face (eyes, nose and mouth)

**Further Control Measures Required:**

1. Providing free standing hand sanitising units in key area. Providing paper towels dispensers in all toilets/bathrooms.

**Cleaning operations**

**Control Measures:**

1. Deep clean undertake on regular basis according to Cleaning Plan

2. Regular cleaning regime for high touch points in place

3. All communal areas to be cleaned/disinfected on daily basis to avoid infection spread

4. HK/Ops team are not allowed to work in groups.

5. Social distance followed during the cleaning occupied staircases. Cooperating with students and staff to allow time for cleaning

6. Opening windows and doors frequently to encourage ventilation, where possible

**PPE**

**Control Measures:**

1. Disposable gloves are provided and must be worn when possible.

2. Face masks provided to workers in contact with hazardous substances and dust as part of PPE, and available to staff who can't be properly social distanced in their work.

3. Extra uniforms to be provided to those who need it, to allow time for regular washing

**Using Cleaning products and equipment**

**Control Measures:**

1. General Risk assessment and Safety cleaning Methods provided

2. Disposable cloths in use, while disinfecting the high touch areas

3. Proper disinfectant spray and cleaning instruction provided
4. Vacuums and mops left to general use, must be disinfected on daily basis
5. Cleaning equipment must not be shared between people
6. Mops and microfibre cloths to be washed on 90 degree, after each use
<b>Lone working</b>
<b>Control Measures:</b>
1. Telephone call clock in and out system in place (Sanitise before and after use)
2. Staff must to report to the Lodge or HK Supervisor when starting and leaving work
3. All Housekeeping/Operations team to be provided with phones or radio

<b>Staff welfare</b> (Mental health can be adversely affected during lockdown and separation)
<b>Control Measures:</b>
1. Employee Assistance Program in place
2. Messenger group created to keep team members in contact
3. HK Manager or Supervisors to keep telephone contact with all team members
<b>Staff displaying symptoms of infection</b>
<b>Control Measures:</b>
1. If any member of staff presents symptoms of infection, such as a High fever, cough, loss of smell or taste, they should be sent home immediately.
2. The area in which an infected member of staff was working should be closed off until staff are able to carry out a deep clean with all the correct PPE.
3. Only necessary visits should be done once an area has been deep cleaned to avoid spreading infection.
<b>Manual handling</b>
<b>Control Measures:</b>
1. When moving furniture, boxes or belongings please ensure you are wearing gloves that are suitable for the job.

2. Staff to plan routes from A to B to ensure that they will not come into contact with someone else.

3. Staff to use the correct equipment provided to aid lifts.

4. Only lift loads that are safe to do so alone.

5. Staff to follow normal manual handling training at all times

6. When moving larger item in teams and social distancing is not possible: Ensure individuals remain in the same team for each move and wear the correct PPE. Staff to avoid touching their face throughout this period and wash your hands once complete.