

Risk Assessment COVID10

Work Area/Activity/ : Cleaning Procedures

Location: NCB/NCD/NCP

Covid19 - All NCLT staff are operating within social distancing instructions and implemented measures in terms of site working, contractor site visits and cleaning regimes. All relevant PPE equipment and washing, cleaning facilities are in place will be available at all times within the college.

Risk [R] = Likelihood [L] x Impact [I]

Likelihood	1 Rare	2 Unlikely	3 Possible	4 Likely	5 Almost certain	Impact	1 Insignificant [Scratch, bruise]	2 Minor [First-aid]	3 Moderate [Medical treatment]	4 Major [Broken bones, serious injury, disease]	5 Severe [Death, permanent loss]
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Risk 1 - 4	LOW [Maintain Controls]	Risk 5 - 9	Medium [Consider Improving]	Risk 10 - 15	High [Seek to Improve]	Risk 16 - 25	Critical [Stop / Actions Required]
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Who could be affected?

Employees	Students	Contractors	Visitors / Public	Young persons (Under 18)	Pregnant women	Persons with impairments
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Significant Hazards & Hazardous Event	Risk before controls			Existing Measures to Control Risk	Residual Risk			Any Additional Controls
	L	I	R		L	I	R	
Spread of Covid-19 Coronavirus	2	4	8	Hand Washing Hand washing facilities with soap and water in place. <ul style="list-style-type: none"> •Stringent hand washing taking place. •Hand washing guidance signage •Drying of hands with disposable paper towels. •Gel sanitisers in any area where washing facilities not readily available 	2	2	4	All staff and students to be reminded on a regular basis and have the opportunity to wash their hands for 20 seconds with water and soap or 70% alcohol hand sanitiser. Also reminders both verbally and through signage

			<p>Calls, emails to be used instead of face to face meetings wherever practicable. Ensuring sufficient rest breaks for staff.</p> <p>Social distancing also to be adhered to in canteen area. Removal of smoking areas from NCP to reduce potential for interacting at distances less than 2m.</p> <p>Wearing of Gloves Where Risk Assessment identifies wearing of gloves as a requirement of the job, an adequate supply of these will be provided. Staff will be instructed on how to remove gloves carefully to reduce contamination and how to dispose of them safely.</p> <p>PPE In all settings individuals are asked to observe social distancing measures and practice good hand hygiene behaviours, this includes first aid staff who should avoid interactions at distances less than 2m wherever possible.</p> <p>Where PPE is a requirement for risks associated with the work undertaken the following measures will be followed.</p>			<p>Staff to be reminded that wearing of gloves is not a substitute for good hand hygiene.</p> <p>Ensure a suitable supply of PPE for use in activities where it is required.</p>
			<p>Symptoms of Covid-19 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. HR and line managers will maintain regular contact with staff members during this time.</p> <p>If advised that a member of staff or public has developed Covid-19 and were recently on our premises (including</p>			<p>HR will offer advice and support, where appropriate, to staff who are affected by Coronavirus or have a family member affected.</p>

			<p>where a member of staff has visited other work place premises such as domestic premises), the COVID team will identify any possible contacts which occurred on site including those during the course of their work, social times or transport. The management team of the workplace will contact the Public Health Authority to discuss the case, identify people who have been in contact with them and will take advice on any actions or precautions.</p>				
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**** Where there are unacceptable risks you should first consider whether the procedure or activity can begin or continue**

Specific Training / Certification / Permit or Licensing Requirements
Site staff will be provided with all support materials required PPE and guidance on work patterns to facilitate social distancing

Assessment carried out by: Jamie Baker	Assessment shared with : JV and SLT
Position: Health and Safety Manager	
Date: 8/12/20	Date: 8/12/20
Review by [date]: As required	

Likelihood categories				
Rare	Unlikely	Possible	Likely	Almost Certain
This will probably never happen/recur.	Do not expect it to happen/recur but it is possible it may do so.	Might happen or recur occasionally.	Will probably happen/recur but is not a persisting issue.	Will undoubtedly happen/recur, possibly frequently.

Impact categories				
Insignificant	Minor	Moderate	Major	Severe
Minimal injury requiring no/minimal intervention or treatment. No time off work.	Minor injury or illness, requiring minor intervention (First Aid / GP). Requiring time off work for >3 days.	Moderate injury, incapacity/disability requiring medical / hospital intervention. Requiring time off work >7 days. RIDDOR reportable incident.	Major injury leading to long-term incapacity / disability. Requiring time of work for >14 days.	Incident leading to death. Multiple permanent injuries or irreversible health effects.

Risk Matrix [Likelihood x Impact]

Likelihood Impact	Rare [1]	Unlikely [2]	Possible [3]	Likely [4]	Almost Certain [5]
Severe [5]	5	10	15	20	25
Major [4]	4	8	12	16	20
Moderate [3]	3	6	9	12	15
Minor [2]	2	4	6	8	10
Insignificant [1]	1	2	3	4	5

Risk Level	Action and Time-Scale
Low	No further preventative action is necessary, but consideration should be given to more cost-effective solutions or improvements. Monitoring is required to ensure controls are maintained.

Medium	Efforts should be made to reduce the risk, but the costs of prevention should carefully measured and limited. Risk reduction measures should be implemented within 3 to 6 months, depending on the number of people exposed to the hazard.
High	If an extremely harmful situation may arise, even if unlikely, a specific re-evaluation of the task should be undertaken to establish more stringent controls. Work should be monitored closely until the risk has been significantly reduced, in a short period of time.
Critical	Work should not be started or continued until the risk level has been reduced. While the control measures selected should be cost-effective, legally there is an absolute duty to reduce risk. This means that if it is not possible to reduce the risk even with unlimited resources, then work must not start.