

## 23 Infection & Outbreak Risk Assessment

<b>Assessment No: 23</b> <b>Assessment Date:</b> <span style="color: purple;">07.04.2021</span> <b>Review Date:</b> <span style="color: purple;">01.01.2022</span>	<b>Assessors Name: Jackie Woodall</b>	<b>Further assessments required:</b> Fire <input type="checkbox"/> COSHH <input checked="" type="checkbox"/> Manual Handling <input checked="" type="checkbox"/> Display Screen Equipment <input type="checkbox"/> Young Persons <input type="checkbox"/> Nursing and Expectant <input type="checkbox"/> Mothers <input type="checkbox"/>	<b>Persons involved in or affected by the task:</b> Employees <input checked="" type="checkbox"/> Visitors <input checked="" type="checkbox"/> Contractors <input checked="" type="checkbox"/> Members of the public <input checked="" type="checkbox"/>	<b>Special Groups (Where individual assessments will be required):</b> Young Persons <input type="checkbox"/> Nursing and Expectant <input type="checkbox"/> Mothers <input type="checkbox"/> Disabled <input type="checkbox"/>
Task Assessed: <b>Infection Outbreak</b>				

Hazards Identified	Potential Outcome	Current Control Measures in Place	Likelihood	Score	Rating
General risk of spread of infection	5 (Lost Time Injury)	bespoke has in place specific Control of Infection Policy and Cleaning Checklist to mitigate the overall risk from the Infection. Correct colour coding regimes are in place for all cleaning equipment, in line with BICSc Standards	Unlikely (2)	10	<b>Low</b>
Risk of the spread of infection through touching contaminated surfaces e.g. chairs, tables and doors/ door handles	5 (Lost Time Injury)	Anti-bacterial sprays and floor cleaner are in use. All tables, chairs and doors/door handles are washed regularly	Likely (5)	25	<b>Med</b>
Spread of Infection through Cleaning Operatives carrying home the infection	Lost Time Injury (5)	Operatives wear gloves at all times. They are trained to wash their hands before they go home and also frequently during their shift.	Unlikely (2)	10	<b>Low</b>
<b>Potential Risks from specific Outbreaks – e.g. Coronavirus (Covid 19) 2020 &amp; 2021</b>	Fatality (10)	Revised Infection Control Procedures in place, including Checklist for high contact areas, Toolbox Talk training for all employees, social distancing measures implemented (see below)  Advice taken from retained Health & Safety Advisors  Advice sought from NHS/Government Sources – current advice uploaded to Client & Employee Portals and daily Government bulletins received	Unlikely (2)	20	<b>Med</b>

Potential Outcome					Likelihood given precautions in place				
10	8	5	3	1	10	8	5	2	1
Fatality	Severe injury	Lost time injury	Minor injury	No injury	Certain / imminent	Very likely	Likely	Unlikely	Remote

Risk Rating Table		
High 50-100	Medium 20-49	Low 1-19

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<p><b>cont/d</b>  <b>Potential Risks from specific Outbreaks – e.g. Coronavirus (Covid 19) 2020</b></p>		<p>Any additional cleaning products sourced and appropriate training undertaken with COSHH MSDS &amp; Assessment provided</p> <p>Situation monitored by senior management (i.e. Jackie Woodall, Managing Director, and with overall responsibility for Health &amp; Safety)</p> <p>Social Distancing measures implemented for all staff as per Government instructions and as amended from time to time – information sourced from Gov.co.uk website via daily email bulletins received, and disseminated to all staff and clients via the Client and Employee Portals and updated as necessary. This includes handwashing and respiratory hygiene; and staying 2 metres (6 feet) away from other people).</p> <p>Teams and other virtual platforms are in use for operational meetings and client reviews</p> <p>PPE including disposable aprons; shoe covers, masks and gloves is available to all staff as required</p> <p>bespoke personnel will be asked to complete two Lateral Flow tests per week on education contracts as per current Government legislation. Any staff testing positive must not attend work and should report the positive result to the NHS Track and Trace system, and their bespoke line manager.</p> <p>Detailed specific Covid 19 Cleaning Schedule and Method Statement produced and implemented, based on Government advice.</p> <p>Specific waste disposal measures in place for relevant waste and disposable PPE, and based on Government advice:</p> <p>All PPE should be bagged separately from non-Covid 19 waste. Disposable PPE will be placed in a dedicated refuse bin. This waste is required to be kept for 48 hours before being disposed of.</p> <p>In the event of a bespoke employee coming into to contact with someone with a confirmed or suspected case of Covid 19, then bespoke will follow Government protocol – i.e. the employee will be instructed to follow the current Government advice regarding self-isolation at that time. Any additional deep cleaning required will be completed, and any Track &amp; Trace protocols will be completed by the employee if required. bespoke Employee Contact Protocol in place and disseminated via the Employee and Client Portals.</p>	<p>Unlikely (2)</p>	<p>20</p>	<p><b>Med</b></p>

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<p>cont/d  <b>Potential Risks from specific Outbreaks – e.g. Coronavirus (Covid 19) 2020</b></p>		<p>Outbreak Management Procedure in place and disseminated to all members of bespoke Operations Management Team. Dedicated member of staff responsible for reporting to PHE where required            Contactless thermometers will be provided on site; each member of the bespoke team will have their temperature taken daily as they arrive for their shift.</p> <p>bespoke has considered whether employees can work from home; this has been implemented for those members of the Operations Management, Head Office and Support team who can do so. Specific detailed Head Office Risk Assessment in place detailing control measures for those staff still working in the office environment</p> <p>'Hands Face Space' posters provided to both Head Office and site locations.</p> <p>Cleaning teams on client premises are either Furloughed (if client buildings are closed) or working reduced or staggered shifts where possible (not on education or high-security sites where client protocol or requirements do not allow for this to be implemented).</p> <p>bespoke has in place and implements a Lone Working Policy and Risk Assessments are in place in relation to this. On-site cleaning teams work a two-hour shift in most cases and therefore do not have breaks which need to be managed.</p> <p>Employees working longer shifts – for example Day Janitors – work singly.</p> <p>The Government is discouraging the use of Public Transport where possible; the majority of bespoke's on-site staff do not have their own transport; car-sharing is not consistent with Social Distancing measures – a number of staff are Furloughed due to the closure of client buildings and are therefore not required to use Public Transport for work purposes. Staff are encouraged to walk or cycle where distance allows.</p> <p><b>Fire and First Aid – Head Office staff</b>            bespoke First Aid and Fire Marshall cover is in place for both offices during the Covid 19 pandemic; staff fulfilling these roles are not working from home. If First Aid is required by a member of the HO team, then both parties will wear the appropriate PPE (masks, gloves, disposable apron) and maintain good hand hygiene procedures</p>	<p>Unlikely (2)</p>	<p>20</p>	<p><b>Med</b></p>

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I acknowledge that I have read and understand the information contained in the Risk Assessment regarding the Infection & Outbreak which has been provided by bespoke Cleaning Services.

Employee Name \_\_\_\_\_

Employee Signature \_\_\_\_\_ Date \_\_\_\_\_

Comments:

Completed by: **Jackie Woodall**

Signature: 

Position: **Managing Director**