



Ref No	Hazard/Harm	Person at Risk	Existing Controls	Severity	Likelihood	Risk Score	Further Controls if Required	Residual Risk Score	Person to Action Control	Date Action to Complete	Date Action Completed
01	<p><b>Hazard</b> Medical Fitness</p> <hr/> <p><b>Harm</b> Risk of employees conducting cleaning and disinfection tasks are not medically fit for the task</p>	Staff	<p>Staff to provide verbal confirmation of fitness to work.</p> <p>Staff to confirm they do not display/have ongoing chest infections, asthma etc.</p> <p>Staff to be physically able to conduct cleaning and disinfection tasks wearing appropriate PPE.</p>	4	3	12	Verbal confirmation required from staff member prior to tasking	8	<p>Hospitality Manager</p> <p>Head of Department</p>		
02	<p><b>Hazard</b> Personal Protective Equipment (PPE) (<a href="#">LINK</a>)</p> <hr/> <p><b>Harm</b> Risk injury/illness due to ineffective or not wearing appropriate issued PPE during cleaning and disinfection tasks</p>	Staff	<p>Staff given training in donning, use and limitations of PPE provided.</p> <p>PPE should be suitable for the task.</p> <p>PPE should not hinder the mobility and flexibility of the staff member.</p> <p>Supervisory monitoring of staff.</p>	4	2	8	Current Controls Adequate	8	Hospitality Manager		
1	2	3	4	5	6	7	8	9	10	11	12

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03	<b>Hazard</b> Hazardous Substances	Staff Student Visitors	Only approved cleaning and disinfection products to be used. COSHH Assessment and Safety Data Sheet for all items and products to be readily available and communicated to staff. Training and supervision for staff including the standard of work required. (cleaning and disinfection procedures, methods and safe working)	4	2	8	Current Controls Adequate	8	Head of Department		
	<b>Harm</b> Risk of injury/illness from hazardous substances employed in the cleaning and disinfection process										
04	<b>Hazard</b> Cross Contamination	Staff Student Visitors	Waste materials, single use cloths etc. to be disposed of as clinical waste. Used single use PPE to be disposed of as clinical waste. No unauthorised personnel permitted to enter areas which have not been cleaned and disinfected. Washing and showering facilities for staff provided.	4	2	8	Current Controls Adequate	8	Head of Department		
	<b>Harm</b> Risk of injury/illness due to cross contamination, ie. Re-use of single use cloths, contaminated PPE, waste materials										
1	2	3	4	5	6	7	8	9	10	11	12

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05	<b>Hazard</b> Cleaning & Disinfection	Staff Student Visitors	Where practicable, keep affected area closed and secure for 72 hours, wait until this time has passed for cleaning as the amount of virus living on surfaces will have reduced significantly by 72 hours. Wear disposable gloves and aprons for cleaning (masks may be required where the risk of airborne contamination during the cleaning process exists.	4	2	8	Current Controls Adequate	8	Head of Department		
	<b>Harm</b> Risk of ineffective cleaning allowing continued contamination										
06	<b>Hazard</b> Cleaning & Disinfection	Staff Student Visitors	Spray Arpax A4 onto surfaces and allow contact time depending on the degree of soiling or contamination, allow sufficient time for the product to penetrate. Using a disposable cloth, agitate the surface rinsing in warm water, then wipe away with a clean cloth or absorbent paper. Ensure frequently touched areas and surfaces, such as bathrooms, grab-rails in corridors and stairwells and door handles are cleaned and disinfected	4	2	8	Monitor Controls	8	Head of Department		
	<b>Harm</b> Risk of ineffective cleaning allowing continued contamination										
1	2	3	4	5	6	7	8	9	10	11	12

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07	<b>Hazard</b> Removal of Waste	Staff Student Visitors	Wear appropriate PPE (gloves and apron) Ensure all waste single use cloths, paper towels, PPE are double bagged before placing in general waste. All waste from a known contaminated area should be disposed of by placing into Clinical Waste bags, stored in Clinical Waste bins and disposed of through the approved contractor.	4	3	12	Staff Briefing Supervisory Monitoring	12	Head of Department  Head of Estates & Services		
	<b>Harm</b> Risk of cross contamination or re-contaminating surfaces										
08	<b>Hazard</b> Hygiene	Staff	Wash hands effectively before commencing task and donning PPE. Maintain good hygiene practices during task. Wash hands after removing PPE. Use hand rub	4	3	12	Staff Briefing Supervisory Monitoring	12	Head of Department		
	<b>Harm</b> Risk of personal contamination due to poor hygiene practices and procedures										
1	2	3	4	5	6	7	8	9	10	11	12

Assign values for the hazard severity (a) and likelihood of occurrence (b) (taking into account the frequency and duration of exposure) on a scale of 1 to 5, then multiply them together to give the rating band.

Hazard Severity (a)	Likelihood of Occurrence (b)
1 – Trivial (eg discomfort, slight bruising, self-help recovery)	1 – Rare (almost never)
2 – Minor (eg small cut, abrasion, basic first aid need)	2 – Unlikely (occurs rarely)
3 – Moderate (eg strain, sprain, incapacitation > 3 days)	3 – Possible (could occur, but uncommon)
4 – Major (eg fracture, hospitalisation >24 hrs, incapacitation >4 weeks)	4 – Likely (recurrent but not frequent)
5 – Fatal (single or multiple)	5 – Very likely (occurs frequently)

CONSEQUENCE	LIKELIHOOD				
	Rare (1)	Unlikely (2)	Possible (3)	Likely (4)	Very Likely (5)
Fatal (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
Trivial (1)	1	2	3	4	5

The risk rating (high, medium or low) indicates the level of response required to be taken.

Rating Bands (a x b)		
Low Risk (1 to 8)	Medium Risk (9 to 12)	High Risk (15 to 25)
Continue, but review periodically to ensure controls remain effective	Continue, but implement additional reasonably practicable controls where possible and monitor regularly	<b>STOP THE ACTIVITY</b> Identify new controls. Activity must not proceed until risks are reduced to a low or medium level