

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	Hazard Medical Fitness	Staff, visitors	Staff to provide verbal confirmation of fitness to work. Staff to confirm they do not display/have ongoing chest infections, asthma etc. Staff to be physically able to conduct cleaning and disinfection tasks wearing appropriate PPE. Staff instructed not to come into work if not feeling well. Staff briefed on Covid-19 symptoms Staff instructed on procedure if become ill whilst at work.	4	3	12	Verbal confirmation required from staff member prior to tasking Staff asked to confirm if vaccinated. Campus based staff asked to take a lateral flow test twice a week to confirm not asymptomatic	8	Hospitality Manager Head of Department		
	Harm Risk of employees conducting cleaning and disinfection tasks are not medically fit for the task, or may have Covid-19 and risk transmission to others.										
02	Hazard Personal Protective Equipment (PPE) (LINK)	Staff	Staff will be given refresher training in donning, use and limitations of PPE provided. PPE should be suitable for the task. PPE should not hinder the mobility and flexibility of the staff member. Supervisory monitoring of staff.	4	2	8	Current Controls Adequate	8	Hospitality Manager		
	Harm Risk injury/illness (transmission Covid-19) due to ineffective or not wearing appropriate issued PPE during cleaning and disinfection tasks										
1	2	3	4	5	6	7	8	9	10	11	12

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
03	Hazard Hazardous Substances	Staff Student Visitors	Only approved cleaning and disinfection products to be used. PPE provided to all cleaning staff. 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, Covid-safe requirements)	4	2	8	Additional training on use of fogging machines, wearing of PPE, restricted access to rooms after fogging	6	Head of Department		
	Harm										
	Risk of injury/illness from hazardous substances employed in the cleaning and disinfection process										
04	Hazard 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. Clearly marked bins for disposal of PPE. Instructions on changing PPE between different	4	2	8	Current Controls Adequate	8	Head of Department		
	Harm										

	<p>Risk of ineffective cleaning allowing continued contamination.</p> <p>Risk of further contamination from others after room is cleaned.</p>		<p>reduced significantly by 72 hours.</p> <p>Wear disposable gloves and aprons for cleaning (masks may be required where the risk of airborne contamination during the cleaning process exists.</p> <p>Rooms locked by housekeeping after cleaning, to ensure no other people apart from next guest has access to room.</p>				<p>between users, and stored in secure area.</p> <p>Clear procedures for laundry and storage of linen and bedding to ensure no further contamination.</p> <p>Monitoring and spot checks to ensure rules followed.</p> <p>Servicing of rooms only on request; change of bedding only for stays of longer than 5 days.</p> <p>Visitors asked to strip beds and leave bedding and towels in bag provided,</p>				
06	<p>Hazard</p> <p>Cleaning & Disinfection of public spaces including teaching rooms.</p>	<p>Staff Student Visitors</p>	<p>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 Teaching rooms cleaned during breaks and after use each day.</p>	4	2	8	<p>Monitor Controls – Spot checks that cleaning carried out to sufficient level.</p> <p>Ensure have up-to-date daily task list by room / building for cleaning teams, with sign-off for when work is completed.</p>	6	Head of Department		
	<p>Harm</p> <p>Risk of ineffective cleaning allowing continued contamination</p>										
1	2										

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
07	Hazard 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	8	Head of Department Head of Estates & Services		
	Harm Risk of cross contamination or re-contaminating surfaces										
08	Hazard Hygiene	Staff	Training of cleaning staff on wearing and disposal of PPE. Wash hands effectively before commencing task and donning PPE. Maintain good hygiene practices during task. Wash hands after removing PPE. Disposal of PPE after use in clinical waste bags Use hand rub	4	3	12	Staff Briefing Supervisory Monitoring	8	Head of Department		
	Harm 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	STOP THE ACTIVITY Identify new controls. Activity must not proceed until risks are reduced to a low or medium level