



COVID-19 Risk Assessment

Company name: Micronclean Ltd

Date of next review: 01/01/22

Assessment carried out by: COVID-19 Taskforce

Date assessment was carried out: 01/10/21

What are the hazards?	Who might be harmed and how?	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Done
Ignorance of COVID-19 risks and means of prevention resulting in Increased risk of COVID-19 transmission.	Staff, visitors	Taskforce assembled. Regular Taskforce communications and advice to employees. Regular Taskforce communications and advice to managers and supervisors. Clear messaging (e.g. posters) at sites.	None identified; compliant with latest government guidance	COVID-19 Taskforce	Ongoing	✓
Uncontrolled contact between employees on sites resulting in Increased risk of	Staff, visitors	Restrictions on gatherings. Control of movement of external parties when on site (e.g. visiting office staff, external visitors).	None identified; compliant with latest government guidance	Site Responsible people; Management team	Ongoing	✓



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COVID-19 transmission.						
COVID-19 spread within company due to internal (e.g. inadequate control measures) and / or external factors (e.g. social contact).	Staff, visitors	COVID-19 absence reporting process. COVID-19 return to work questionnaire. COVID-19 case / self-isolation / shielding tallies maintained. Figures regularly reviewed by Taskforce.	None identified; compliant with latest government guidance	Site Responsible people; Management team; Taskforce	Ongoing	✓
Unnecessary working on sites resulting in Increased risk of COVID-19 transmission.	Staff, visitors	Homeworking policy. Site movement only for business reasons. Taskforce instruction and advice to managers	None identified; compliant with latest government guidance	Site Responsible people; Management team; Taskforce	Ongoing	✓
Unnecessary visitors on sites resulting in Increased risk of	Staff, visitors	Visitor questionnaire	None identified; compliant with latest government guidance	Site Responsible people;	Ongoing	✓



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COVID-19 transmission.				Management team		
People with COVID-19 symptoms attending sites.	Staff, visitors	Regular communications and advice to employees. Clear instructions on self-isolation in the event of symptoms (self or within family). Posters at site entrances instructing what to do if you have COVID-19 symptoms.	None identified; compliant with latest government guidance	Site Responsible people; Management team	Ongoing	✓
Exposure of staff to risk through foreign travel	Staff	Only 'Rest of the World List' countries for business purposes; RA must be carried out, RTW questionnaire; no unnecessary foreign travel; employees returning from holiday must go through double vaccination/testing process	None identified; compliant with latest government guidance	Site Responsible people; Management team; Taskforce	Ongoing	✓



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Worry and uncertainty amongst staff due to pandemic.	Staff	Taskforce oversee programme of communication to all staff. Guidance documents issued by Taskforce and regularly updated and reissued. Specific guidance communications on key issues (e.g. school closures). Regular updates from senior personnel to all staff). Staff continuity bonus. Temporary amendment to sick pay policy.	None identified; compliant with latest government guidance	Site Responsible people; Management team; Mental health team	Ongoing	✓
Commercial teams acting as a vector for infection from other places.	Staff	Commercial teams must have business reason for visiting sites	None identified; compliant with latest government guidance	Site Responsible people; Management team	Ongoing	✓



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COVID-19 spread to customer due to internal (e.g. inadequate control measures) and / or external factors (e.g. social contact).	Staff, Drivers, customers	COVID-19 absence reporting process. COVID-19 return to work questionnaire. COVID-19 case / self-isolation / shielding tallies maintained. Figures regularly reviewed by Taskforce.	None identified; compliant with latest government guidance	Drivers; Site Responsible people; Management team; Taskforce	Ongoing	✓

Micronclean

Roman Bank | Skegness | Lincolnshire | PE25 1SQ
Tel: 01754 767377 | enquiries@micronclean.co.uk
www.micronclean.co.uk | www.micronclean.eu
Garments & Mops website | Consumables website

