

Details	
Group	Planet Organic Ltd.
Site	Planet Organic - Head Office
Title	COVID-19 risk assessments
Assessed By	Mike Williams

Task	Completed date of assessment
COVID-19 Risk Assessment 3 - Cleaning (general)	27-07-2020

COVID-19 Risk Assessment 3 - Cleaning (general)			
Hazards?			
Infection spread by staff with symptoms of COVID-19			
Infection spread by customers with COVID-19			
Infection spread from surfaces and equipment infected with COVID-19			
Who might be harmed and how?			
Customers			
Staff			
Suppliers			
Visitors			
Controls in place			
Disposable cloths or paper roll and disposable mop heads will be used to clean all hard surfaces, floors, chairs, door handles and sanitary fittings			
Manufacturer's instructions will be followed for dilution, application and contact times for all detergents, disinfectants and sanitisers used within the business. Staff will be trained in the effective and safe use of all chemicals			
Only company approved cleaning chemicals will be available for use. These shall include detergents and sanitisers which are effective against enveloped viruses such as COVID-19			
'Touch surfaces' will be routinely cleaned using a sanitiser solution and disposable roll on a routine basis of no less than every hour.			
Staff toilets (when open) will be checked to ensure hand washing and hygiene provisions are in-place every 2-hours. Toilets will be taken out of use whilst cleaning and checks take place			
All work surfaces and touch points will be sanitised at the start of the day prior to any activities taking place. All surfaces and touch points will also be cleaned and sanitised as a last task at the end of the working day			
Additional controls required	Action by whom	Action by when	Completion date - comments
Completed date of assessment:	27-07-2020		

Review date	Person completing review	Reason (e.g. annual review, following accident, changes)
23-06-2020	Borbala Albert	Monthly review
24-06-2020	Borbala	Monthly review

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Trained employees	Training date	Signature