













# Julius Rutherford & Co

SECURE COMMERCIAL CLEANING®

3	Psychological, emotional and staff wellbeing related illness <ul style="list-style-type: none"> <li>• Stress</li> <li>• Anxiety</li> <li>• Depression</li> </ul>	2	B	2B	Employee	<p><b>Managers hold regular informal discussions with their team and look at ways to reduce causes of stress.</b></p> <p><b>Concerns on workload issues or support needs are escalated to line manager.</b></p> <p><b>Managers are trained to recognise signs and symptoms that a person is working beyond their capacity to cope and deal sensitively with employees experiencing problems outside of work.</b></p> <p><b>Staff who are in vulnerable groups themselves or caring for others are encouraged to contact their line manager to discuss their support needs</b></p> <p><b>Employees are made aware of supportive mechanisms available.</b></p> <p>Just Rewards and Communications available to all employees to access wellbeing centre with handy support and guidance articles</p> <p>All employees have access to the Confidential Employee Assistance Programme offering immediate information, answers and advice to a range of workplace and personal issues that affect daily life</p>	4	B	4B	
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**Name of Assessor:** *Rebecca Elliott*  
**Position:** Compliance Manager

**Approved by:** *Haydn Glick (Clearworld)*  
**Position:** External Health and Safety Consultant



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4	Vulnerable workers				Employee	<p>Government guidance on Shielding and Clinically Vulnerable followed  <a href="https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19">https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19</a></p> <p>Identification of those staff and associates at greater risk through induction medical questionnaires and health declarations issued</p> <p>Individual risk assessments completed for those who have declared a medical condition (or member from household) on their returned declarations that could increase their risk profile.</p> <p>Up to date employee and customer contact details to be kept available</p> <p>Those with non-clinical concerns such as; caring/ childcare responsibilities are encouraged to discuss their concerns with their Manager and/or HR discuss individual circumstances</p> <p><b>Staff encouraged to access regular testing within their community and vaccines when available.</b></p>				Employees to be given opportunity to volunteer themselves to return to work. Priority of available shifts given to those who have expressed an interest to return
5	<p>Changes in Emergency provision in workplaces and sites</p> <ul style="list-style-type: none"> <li>•First Aid</li> <li>•Fire safety</li> <li>•Security</li> <li>•Lone working</li> </ul>	3	B	3B	Employee Customer	<p>Any changes to client protocols and procedures obtained and documented on CRM system and communicated to employees through refresher training.</p> <p>During evacuation staff are not required to maintain social distance, as this will delay their escape.</p>	4	B	4B	Building Awareness training

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6	Issues with supply of PPE and essential equipment	2	A	2A	Employee Customer	High PPE and cleaning materials stock levels maintained on site - ensuring stock levels monitored and new orders placed early Mobile Support Technician available to deliver additional  PAT testing records reviewed  Pandemic COSHH register issued and available	4	A	4A	
7	Maintaining suitable hand hygiene practices	2	B	2B	Employee	All management, supervisors, and employees to undertake appropriate hygiene measures on arrival (washing hands in accordance with government guidance) or where hand washing facilities not available, JR&Co have provided sanitiser stations in cleaning cupboard areas	4	B	4B	
8	Staff shortages and absence – standards and performance issues	2	C	2C	Customer	Suitable on-site cover arrangements organised where possible - Larger sites to be covered internally with existing staff - Small sites investigate suitable cover with only trained JR&Co Operatives  Site attendance monitoring using existing time and attendance system. Employees should continue to clock in and out as normal  Additional cleaning shifts implemented on client's instruction	3	C	3C	

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## Other Considerations

What non routine activities might affect the Risk?	Customer changes, out of hours workers, security patrols, maintenance programmes
What behavioural & human capability issues might affect the risk?	Different backgrounds/understanding of procedures. Training/feedback of staff & monitoring of training audits and other visits.
What hazards arise from outside the workplace?	Transport - suitable transport available? Family illness – self isolate Flooding – DO NOT ENTER. Power Cut – STOP WORK. Snow/Ice – Is contract open? Ring Supervisor first await instruction. Sensible flat shoes.
Risks associated with infrastructure, equipment, and materials in the workplace.	Suitable and sufficient space to work safely in. Adequate PPE and equipment – risk assessment covers these areas
Examples of legislation covered; full list consult the Legislation register.	Coronavirus Act 2020, Public Health Act, H&SAW Act, Management of H&S regs COSHH Regs, DSE Regs, PPE Regs, environmental legislation.

**Risk Assessments are routinely reviewed and when HS&E management systems or legislation introduces change.**

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