



## Risk assessment tool for Cleaning and Disinfecting

Typically, in more formal risk assessment programs there is a tiered approach, where hazards are identified first and their risk for occupants, personnel and others is assessed by looking at the likelihood and the potential consequences associated with the hazards. Risks are then prioritized based on their severity and risk mitigation steps are identified. This will include the actual treatment process, procedures, chemicals, PPE, etc. After completing the actual site treatment, lessons learned and potential opportunities are identified that allows for improvement, follow-up and any other next steps.

### Introduction

Each environment that needs cleaning and disinfecting is different and will require a customized assessment. This tool was developed to help in the risk assessment process. It is providing for a phased approach that documents the necessary steps and serves as a foundation for a successful cleaning and disinfecting operation. As part of the process, hazards are identified first and their risk for occupants, cleaning personal and others assessed by looking at the likelihood and the potential consequences. In the next phase, the risks are prioritized based on their severity and risk mitigation steps are identified. This will include the process, procedures, chemicals, PPE, etc. After completing the processes, lessons learned and potential opportunities are identified that allows for improvement, follow-up and any other next and final steps.

### Instructions

Phase 1 Hazard identification.

Identify any biological, physical, chemical, and electrical hazards in the area that is to be cleaned and disinfected for COVID-19. Known hazards are for example, the biological agent (COVID-19), residual body fluids, sharp objects, the chemicals used for cleaning and disinfecting, any electrical equipment still plugged in, animals, etc. These hazards can be identified through visual observance, questioning the owner/operator of the area and staff, looking at SDS for chemicals, etc. Also, do procedures and practices involve hazards like for example lifting heavy equipment, furniture, operating near moving equipment, and noise? Identify and document these hazards

Phase 2 Assess the risk based on identified hazards.

What is the likelihood and consequence of harm caused by these hazards? While this step is important, it also requires common sense. For example, if you clean and disinfect an office with no known history of COVID-19 exposure, the risk of infection is minimal or non-existent. Or, the area to be cleaned has lots of computer equipment, still plugged in and running. If the equipment gets wet, it might cause an electrical short, possible sparks, fire or electrocution. The likelihood of this to happen is moderate to high pending your use of liquids and the



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consequence could result be fatal. At the minimum, the equipment could be damaged by wet chemicals.

Phase 3 Risk Rating. Rate your risks from high to low (colored risk matrix).

After you determined the risks, prioritize them. These are the ones you will need to mitigate. Other risks with no or minimal likelihood and consequence might not be addressed based on the task at hand since the overall risk is acceptable.

Phase 4 Determine your risk mitigation approach.

This process allows you to select the most appropriate tools, processes, procedures and PPE for the risks identified. For example, if the highest risk is posed by the chemicals you are using, select the PPE based on that risk, as well as the procedures and tools you will be using for the chemical. The overall objective is to protect personnel, occupants and others from any of the hazards, prevent any damage to the area, room, equipment and successfully complete the cleaning and disinfecting work safe and efficient.

Phase 5 Work Checklist.

Identify the individual steps of the work process and use the checklist as a tool and document to verify completion. Identify any necessary verification steps. A separate copy of the checklist can be used on site for verification and guidance.

Phase 6 Final Assessment.

In the last phase the overall work, any future modifications, lessons learned, and additional next steps will need to be identified. This phase normally happens after the work is done. This will allow you to document any improvements needed and future adjustments. In addition, it allows to identify any resources, tools, equipment, chemicals, PPE and other things that are needed, or need to be replenished for the next cleaning and disinfecting operation.



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Risk Assessment # \_\_\_\_\_

Company Name:

Date:

Risk Assessment performed by (print name):

Signature: \_\_\_\_\_

Client Name:	
Client Phone:	
Client Email:	
Proposed Work Description:	
Area Description:	



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Attach a sketch of area/room if needed, especially if localized hazards are identified.

Risk Assessment # \_\_\_\_\_

Date: \_\_\_\_\_

Phase 1 +2: Hazard Identification & Assess the risk based on identified hazards

Hazard #	Hazard (Examples: biological, chemical, physical, electrical, others...)	Potential Consequence (Examples: infection, chemical burn, puncture, electrocution, sleep & trip, others...)	Likelihood (low, medium high)	Notes (procedure, process, tools, etc.)
1				
2				
3				
4				
5				
Staging:	Identify any specific staging, entry & exit areas, strategies. Identify areas for handwashing, decontamination of equipment, etc., if applicable.			

In the notes, identify any procedure or practice that would be involved with the hazard. For example, moving heavy furniture, cleaning around sharp corners, spraying of hazardous chemicals, etc.

Once this table is completed rank the hazards in the attached colored risk matrix from high to low (see next page).



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Risk Assessment # \_\_\_\_\_

Date: \_\_\_\_\_

## Phase 3: Risk Rating

### Risk Matrix Risk Matrix

<b>Hazard #</b>					<b>Hazard #</b>					
<i>Likelihood</i>	High					<i>Likelihood</i>	High			
	Medium						Medium			
	Low						Low			
		Low	Medium	High			Low	Medium	High	
<i>Consequence</i>					<i>Consequence</i>					
<b>Hazard #</b>					<b>Hazard #</b>					
<i>Likelihood</i>	High					<i>Likelihood</i>	High			
	Medium						Medium			
	Low						Low			
		Low	Medium	High			Low	Medium	High	
<i>Consequence</i>					<i>Consequence</i>					
<b>Hazard #</b>					<b>Hazard #</b>					
<i>Likelihood</i>	High					<i>Likelihood</i>	High			
	Medium						Medium			
	Low						Low			
		Low	Medium	High			Low	Medium	High	
<i>Consequence</i>					<i>Consequence</i>					

<b>Notes:</b>	

Use additional pages if needed



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Risk Assessment # \_\_\_\_\_

Date:

## Phase 4: Risk Mitigation Approach

Hazard#	Process	Equipment	PPE	Other
1				
2				
3				
4				
5				

*Use additional pages if needed*



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Risk Assessment # \_\_\_\_\_

Date:

## Phase 5: Checklist

*Identify the individual steps to be taken to successfully and safely complete the work if needed, identify specific verification steps for successful completion (e.g., ATP test)*

Step	Description	Checkbox	Initial/signature for completion
1			
2			
3			
4			
5			
6			

**Important:** *If needed, make a separate copy of this checklist for the actual work and work place. Do not attach that form back to this risk assessment since it might be contaminated!*



# Risk assessment tool for Cleaning and Disinfecting

Risk Assessment # \_\_\_\_\_

Date:

Phase 6 Final Assessment

Work completed: (short description, date, etc.)	
Resources used: (type of chemicals, amount, PPE, etc.)	
Total time: (duration of the work, including staging)	
Lessons learned: (what worked, what did not, what to do differently, feedback from crew, etc.)	
Resources to be replenished: (what needs to be ordered, changed, discarded, etc.)	
Other:	

Risk Assessment # \_\_\_\_\_

Date: