

## Mould and Fungus Growth inside the Workplace

The autumn and early winter months are well-known as a time to watch out for mould and condensation problems.

Moulds and fungus growth are found inside and outdoors. *You are exposed to them daily in the air you breathe.*

Excessive exposure can cause different types of illnesses so it is important to notify the person in charge when mould or fungus is identified inside the workplace.

Early identification, clean-up, elimination and control is key to ensuring a healthy workplace.

**Report** mould and fungus to the building manager so that the cause can be identified and dealt with.

**Identify Vulnerable Individuals** who are experiencing ill-health symptoms or who could be more vulnerable of ill-health effects from exposure.

Ill-health symptoms can include fatigue, headaches, fever and muscle ache.

Those more at risk are those with other allergies, existing respiratory conditions, elderly and those who are immunocompromised.

**Arrange for a Clean-up** to remove mould as soon as possible by deep clean.

The highest period of exposure is during the clean up. It is important that this is done by a cleaner who will have the correct personal protective equipment, cleaning agents and training.



### Eliminate and Control

As long as moisture is present the mould will return. Liaise with Estates or the Building Owner to eliminate the source of the moisture. Monitor the area regularly and control as agreed with your building manager / landlord. A temporary solution may also be possible until any identified extensive works can be carried out.

### What to do if you identify mould or fungus growth?

- **Report it** to your office manager/Estates Department/Building Manager or Landlord
- **Support employees** who are experiencing symptoms from exposure or are considered to be more vulnerable to ill-health from exposure.
- **Arrange for clean up** by a competent person with the correct equipment and training.
- **Ensure** that the cause has been identified and that treatment is carried out to remove spores and improvements made to avoid re-growth.
- **Review Office Risk Assessment** and include mould and fungus as biological hazard. It is possible that controls may need to be managed.

**SORT IT, REPORT IT,  
DON'T IGNORE IT!!**