

Area/Activity Assessed	Cleaning Staff Employed by the school – COVID-19	Date	19 th May 2020
Assessment Completed By	Compliance	Person(s) Consulted	Sally Aspinwall/Anna McGurk

Persons Exposed	Employees <input checked="" type="checkbox"/>	Contractor <input checked="" type="checkbox"/>	Young Person <input checked="" type="checkbox"/>	Expectant Mother <input type="checkbox"/>	Visitors and/or Public <input checked="" type="checkbox"/>	Trespassers <input type="checkbox"/>
Frequency of Exposure	Continually <input type="checkbox"/>	Hourly <input type="checkbox"/>	Daily <input checked="" type="checkbox"/>	Weekly <input type="checkbox"/>	Monthly <input type="checkbox"/>	Yearly <input type="checkbox"/>
Duration of Exposure	Less than 1hr <input type="checkbox"/>	1-2 hrs <input type="checkbox"/>	3-4 hrs <input type="checkbox"/>	5-6 hrs <input type="checkbox"/>	7-8 hrs <input type="checkbox"/>	More than 8 hrs <input checked="" type="checkbox"/>

Probability - (5=Very Likely, 4=Likely, 3= Quite Possible, 2= Possible, 1= Unlikely)
 Severity - (5=Catastrophic, 4=Major, 3=Moderate, 2=Minor, 1=Insignificant)

0-8 - Low risk No Action Required.
 9-15 - Medium risk Ensure adequate controls are in use.
 16-25 - High Risk Stop operation and implement adequate control measures

No	Hazard	Initial			Existing Control Measures	Residual			Additional Controls
		Severity	Probability	Risk		Severity	Probability	Risk	
1	Staff showing signs or confirmed of having Coronavirus COVID-19	4	2	8	<ul style="list-style-type: none"> Staff are instructed NOT to attend school if they are displaying Coronavirus symptoms. Staff are asked to follow the advice of their GP and should self-isolate for 7 to 14 days. Where possible the infected person will be tested before being allowed to return to work or into any of our schools. 	4	1	4	
2	Staff who have received medical advice regarding social distancing or shielding due to underlying health condition	4	4	16	<ul style="list-style-type: none"> Staff who have been instructed to shield will work from home. Staff will follow the advice given to them by their General Practitioner. Staff have a responsibility to keep their manager informed of any changes to their condition or the advice given to them by their General Practitioner. The Executive Headteacher/Head of School/SLT will review each individual case to ensure all necessary precautions are in place to protect the member of staff. Temporary adjustments when necessary will be put in place. 	4	2	8	

No	Hazard	Initial			Existing Control Measures	Residual			Additional Controls
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3	Staff displaying symptoms during school hours	4	3	12	<ul style="list-style-type: none"> The Executive Headteacher/Head of School/SLT will be notified immediately. Staff displaying symptoms of Coronavirus will be sent home. All Staff and pupils who have been in contact with the ill person will wash their hands thoroughly for 20 seconds. The school will contact the NHS (phone 111) to enquired if persons in contact with a covid 19 case need to self isolate A suspected coronavirus letter will be sent home with each child and parents/cares are asked to monitor the health of their child. 	4	2	8	
4	Social Distancing in school	4	3	12	<ul style="list-style-type: none"> All staff MUST practice social distancing. This includes etc: <ul style="list-style-type: none"> Following all temporary alterations to the school routine and procedures that have been implemented by the school SLT to protect both the staff and pupils. Staff are required to wash their hands for 20 seconds regularly throughout the day. To prevent cross contamination, all tools, cloths and equipment will be disinfected after use. Where possible staff will refrain from stooping down to a child's height and avoid close face to face contact. Staff are instructed to maintain a 2 metres (6ft) distance at all times. Staff are discouraged from gathering in large groups. 	4	2	8	

No	Hazard	Initial			Existing Control Measures	Residual			Additional Controls
		Severity	Probability	Risk		Severity	Probability	Risk	
5	Cleaning up of bodily fluids.	3	3	9	<ul style="list-style-type: none"> Suitable PPE have been provided by the school (cover shoes, disposable apron/gloves, facemask and goggles) The Body fluid clean-up kit is used to clean up the substance. All waste and contaminated cleaning up materials are double bagged and disposed of The area is cleaned 	3	1	3	

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6	Stopping the virus from spreading Personal Hygiene	4	3	12	<p>Transmission</p> <ul style="list-style-type: none"> The virus that causes COVID-19 is mainly transmitted through droplets generated when an infected person coughs or sneezes. This virus can be readily isolated from respiratory secretions.? There are two routes by which COVID-19 can be spread: directly from close contact with an infected person (within 2 metres) where respiratory secretions can enter the eyes, mouth, nose or airways - this risk increases the longer someone has close contact with an infected person who has symptoms. Secondly, indirectly by touching a surface, object or the hand of an infected person that has been contaminated with respiratory secretions and then touching one's own mouth, nose, or eyes. <p>Handwashing</p> <ul style="list-style-type: none"> Handwashing is one of the most important ways of controlling the spread of infections, The recommended method is the use of liquid soap, warm water and paper towels. Always wash hands after using the toilet, before eating or handling food, and as soon as you enter and before you leave site. <p>Coughing and sneezing</p> <ul style="list-style-type: none"> Coughing and sneezing easily spread infections. Children and adults should be encouraged to cover their mouth and nose with a tissue. Wash hands after using or disposing of tissues. Foot operated pedal Bins are provided in admin first aid room and all classrooms for discarded tissues. Spitting should be discouraged. <p>Personal protective equipment (PPE).</p> <ul style="list-style-type: none"> PPE will be provided and worn where necessary. As per COSHH risk assessment or MSDS (material safety data sheet) manufacturer's material use guidance <p>After School visit</p>	4	1	4

No	Hazard	Initial			Existing Control Measures	Residual			Additional Controls
		Severity	Probability	Risk		Severity	Probability	Risk	
					<ul style="list-style-type: none"> Upon returning home all staff are instructed to change out of their work clothing and shower. 				

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7	Stopping the virus from spreading General Cleaning	4	3	12	<p>Cleaning of the environment,</p> <ul style="list-style-type: none"> The school is cleaned with normal household disinfectant. All surfaces that the symptomatic person has come into contact with must be cleaned and disinfected, including: Objects which are visibly contaminated with body fluids. All potentially contaminated high-contact areas such as bathrooms, door handles, telephones, grab-rails in corridors and stairwells Use disposable cloths or paper roll and disposable mop heads, to clean all hard surfaces, floors, chairs, door handles and sanitary fittings. Monitor cleaning contracts and ensure cleaners are appropriately trained with access to PPE <p>Cleaning of blood and body fluid spillages.</p> <ul style="list-style-type: none"> All spillages of blood, faeces, saliva, vomit, nasal and eye discharges should be cleaned up immediately (always wear PPE). When spillages occur, clean using a product that combines both a detergent and a disinfectant. Use as per manufacturer's instructions and ensure it is effective against bacteria and viruses and suitable for use on the affected surface. Never use mops for cleaning up blood and body fluid spillages – use disposable paper towels and discard clinical waste as described below. A spillage kit should be available for blood spills. <p>Laundry</p> <ul style="list-style-type: none"> Should be dealt with in a separate dedicated facility. Soiled linen should be washed separately at the hottest wash the fabric will tolerate. Wear PPE when handling soiled linen. Children's soiled clothing should be bagged to go home, never rinsed by hand. <p>Clinical waste.</p> <ul style="list-style-type: none"> Always segregate domestic and clinical waste, in accordance with local policy. 	4	1	4

No	Hazard	Initial			Existing Control Measures	Residual			Additional Controls
		Severity	Probability	Risk		Severity	Probability	Risk	
					<ul style="list-style-type: none"> Used nappies/pads, gloves, aprons and soiled dressings should be stored in correct clinical waste bags in foot-operated bins. All clinical waste must be removed by a registered waste contractor. All clinical waste bags should be less than two-thirds full and stored in a dedicated area. 				
8	Failure to Deep Clean the school after a member of staff or child is suspected of having coronavirus COVID-19	4	3	12	<p>Deep Cleaning.</p> <ul style="list-style-type: none"> The school is cleaned with normal household disinfectant after someone with the suspected coronavirus COVID-19 has left to reduce the risk of others being infected. Where possible the area is closed and secure for 72 hours before the commencement of the deep cleaning. Suitable personal protective equipment is available Fluid resistant type IIR surgical mask Disposable gloves and apron Disposable eye protection (where there is a risk of splashing. Once used all PPE is disposed of Hands are washed before and after cleaning for at least 20 seconds. Handwashing facilities are available i.e. hot water, soap, hand sanitiser, paper towels etc. Pregnant staff or staff with a low immune system must take care and use the precautions available when dealing with bodily fluids. Third trimester (>28 weeks), expectant mothers should be self isolating 	4	1		

9	Stopping the virus from spreading Deep Cleaning	4	3	12	<p>Cleaning of the environment,</p> <ul style="list-style-type: none"> • Public areas where a symptomatic individual has passed through and spent minimal time, such as corridors, but which are not visibly contaminated with body fluids can be cleaned thoroughly as normal. • All surfaces that the symptomatic person has come into contact with must be cleaned and disinfected, including: • Objects which are visibly contaminated with body fluids • All potentially contaminated high-contact areas such as bathrooms, door handles, telephones, grab-rails in corridors and stairwells • Use disposable cloths or paper roll and disposable mop heads, to clean all hard surfaces, floors, chairs, door handles and sanitary fittings, following one of the options below: • Use either a combined detergent disinfectant solution at a dilution of 1,000 parts per million available chlorine • A household detergent followed by disinfection (1000 ppm av.cl.). Follow manufacturer's instructions for dilution, application and contact times for all detergents and disinfectants • If an alternative disinfectant is used within the school, this should be checked and ensure that it is effective against enveloped viruses • Avoid creating splashes and spray when cleaning. • Any cloths and mop heads used must be disposed of and should be put into waste bags as outlined below. • When items cannot be cleaned using detergents or laundered, for example, • Upholstered furniture and mattresses, steam cleaning should be used. Non cleanable fabric chairs should be place out of use or covered with a wipeable plastic seat cover • Any items that are heavily contaminated with body fluids and cannot be cleaned by washing should be disposed of. 	4	1	4
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					clinical waste bags for you to place your bags into so the waste can be sent for appropriate treatment.				
10	Use of COSHH chemicals and materials	4	3	12	<ul style="list-style-type: none"> All staff members who use COSHH materials have received training in the safe use. COSHH risk assessments/Material Data Sheets are available for all materials used and have been shared with the staff concerned. COSHH materials are never mixed together. When diluting a COSHH substance, the substance is always added to the water rather than the other way around. PPE is worn in accordance with COSHH risk assessments and MSDS. All COSHH materials are stored in cleaning cupboard which is locked. 	4	1	4	
11	Slip, trips and falls	4	2	12	<ul style="list-style-type: none"> All spillages are mopped up with immediately. Wet floor signs are placed appropriately to warn persons without causing a trip hazard. All floors are dry moped after cleaning. Appropriate footwear is worn Cleaners are instructed to use the electric sockets near to where they are cleaning to prevent trailing cables. 	4	1	4	

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12	Moving furniture and equipment	4	3	12	<ul style="list-style-type: none"> Resources that need to be moved on a regular basis are broken down into manageable sizes/loads. A trolley or other lifting aid is used to assist with the handling task. Cleaners have received Manual Handling Training. Dynamic manual handling risk assessments are carried for items that have to be moved (Pushed/pulled/lifted etc) where there is a significant risk of injury. Where needed more than one person will assist in the handling task Staff are instructed not to lift more than they can handle. 	4	1	4	
13	Electricity and electrical equipment	5	3	15	<ul style="list-style-type: none"> Fixed electrical installation inspected. PAT testing up to date A pre-use visual check of all electrical equipment is carried out by the user 110-volt or battery powered hand tools are used where possible. A Residual Current Device (RCD) is used when necessary. Extension reels are fully unwound before use. All equipment is maintained and subject to regular checks as instructed in the manufacture's guidelines. 	5	1	5	
14	Use of Electric handheld tools or cleaners.	4	3	12	<ul style="list-style-type: none"> Cleaners have received full training in how to use the machine safely. Electric machines are subject to a Portable Appliance Tested (PAT) on a regular basis and serviced/maintained annually as a minimum. All wires and cables are visually inspected before each use. Task is only carried out when the area is not in use (e.g. outside of the school day). Warning signs are erected where necessary. If symptoms of HAVS are noted (e.g. numbness of fingers /white fingers etc.), then medical attention is sought and reported to the school. 	4	1	4	

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15	Work related stress	3	3	9	<ul style="list-style-type: none"> All staff receive regular supervision/development reviews where workload, etc., can be discussed There is an open-door policy so that staff can approach their manager to discuss any potential stress factors Stress assessments and awareness training is available for those identified as at risk, or for staff members who feel it would be beneficial. 	3	1	3	

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ACTION ARISING FROM RISK ASSESSMENT					
No	Risk Rating	Action Required:	Person (s) Responsible	Target Date	Date Completed
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Acknowledgement

The following members of staff have read this risk assessment.
Their signatures are confirmation that they have read and understood all of that which is within its contents.

Name	Signature	Date	Name	Signature	Date

