

All Staff		Risk Assessment			Ref No	Vision 28
					Date	10 June 2020
Task Description	COVID 19 Cleaning Risk Assessment	Location	All Areas	Date of Review	Revised August 2020 2 nd Review 1 st April 2022	

Assessor	Print Name: Paul Bridge		Employee	Print Name:			Equipment or Plant No.	N/A			
	Signed:			Signed:							
Persons Affected Individuals or Groups			Caretaker and other associated staff								
				Original Risk Assessment				Revised Risk Assessment with Further Control Measures			
Hazards / Consequences	Existing Control Measures			L	S	R	Further Control Measures Required	Modified			
								L	S	R	
Risk of contamination where personal hygiene or social distancing not maintained. Increased risk of contamination / spread of virus, illness / fatality.	A suitable area where social distancing can be maintained, should be set aside for instructing staff at the beginning and end of each shift. Maintain social distancing whilst undertaking cleaning tasks. Wherever possible rooms should be vacated by other staff during the cleaning process. Maintain good personal hygiene:			3	4	M	Adults with a positive COVID-19 test result should stay at home and avoid contact with other people for 5 days, which is when they are most infectious.	2	3	L	

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	<ul style="list-style-type: none"> • Cover your mouth and nose with a tissue or your sleeve (not your hands) when you cough or sneeze • Put used tissues in the bin immediately • Wash your hands with soap and water often – use hand sanitiser gel if soap and water are not available. As a minimum this should include on arrival at the school, whenever you change your PPE, at the end of your shift just prior to leaving site. • Try to avoid close contact with people who are unwell • Don't touch your eyes, nose or mouth if your hands are not clean 				<p>Children and young people aged 18 and under with a positive COVID-19 test result, should stay at home for 3 days.</p> <p>Adults with the symptoms of a respiratory infection, and who have a high temperature or feel unwell, should try to stay at home and avoid contact with other people until they feel well enough to resume normal activities and they no longer have a high temperature.</p>			
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					Children and young people who are unwell and have a high temperature should stay at home and avoid contact with other people. They can go back to school, college or childcare when they no longer have a high temperature, and they are well enough to attend.			
Unsatisfactory cleaning procedures / practices. Increased risk of contamination / spread of virus, illness / fatality.	Thorough cleaning of surfaces which could be contaminated should be undertaken at least daily. This should be increased wherever practical and undertaken when the occupancy of an area changes. Communal spaces such as circulation areas, toilet / welfare facilities and dining / staffroom areas should be thoroughly cleaned at least daily and a rota for regular cleaning throughout	3	4	M		2	3	L

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	<p>the day should be implemented in proportion to the usage and risk.</p> <p>Pay particular attention to frequently touched surfaces e.g. tables, chairs, stools, desks, work surfaces, access & security controls, key pads, door handles / plates, grab / hand rails, lights switches, telephones. These are examples and should not be taken as an exhaustive list.</p> <p>Wherever possible remove items which do not need to be used on a regular basis e.g. unused tables, chairs, equipment.</p> <p>Bins should be emptied and floors cleaned, before cleaning furniture and fittings, to reduce any potential re-contamination of these higher risk surfaces.</p> <p>Disposable cloths, etc. should be used wherever there is a known or suspected COVID 19 contamination. (See separate section below.)</p>								
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	<p>All re-usable equipment such as static sweeps, mops, floor cleaning equipment, etc., should be cleaned after each use.</p> <p>Thoroughly clean cleaners cupboards at the end of each shift, inc taps, sinks, door handles, light switches.</p> <p>Wherever possible multi-purpose cleaner disinfectants, should be used. If these are not available, surfaces should be cleaned first with a detergent and then with a separate disinfectant or bleach.</p>							
Inadequate supply / incorrect use of PPE Increased risk of contamination / spread of virus, illness / fatality.	<p>Re-usable rubber gloves should be worn. These should be thoroughly cleaned with either a multi-purpose cleaner disinfectant or bleach, at the end of each shift.</p> <p>Alternatively disposable gloves can be worn if requested.</p> <p>Cleaning tabards or disposable aprons should be worn. Cleaning tabards should be cleaned daily after each shift. Disposable aprons</p>	2	4	M		2	3	L

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	should be carefully removed, double bagged and put in the school waste bins / skips. Employees should thoroughly wash their hands at the end of their shift once they have removed any PPE.							
COVID 19 contamination is known or suspected to have taken place. Increased risk of contamination / spread of virus, illness / fatality.	<p>Where a known or suspected COVID19 contamination could have taken place there is clearly an increased risk and the following additional steps should be implemented.</p> <p>The affected area should be closed until it has been thoroughly cleaned.</p> <p>Where available the “fogging” machine should be used to disinfect the whole room before cleaning is undertaken. Staff cleaning the affected area should wear disposable gloves, apron and liquid resistant face mask.</p> <p>Once cleaning is completed all PPE should be carefully removed, double bagged and kept in a secure bin for 72 hours / or until COVID 19 testing confirms the patient was not infected.</p>	3	4	M	<p>Following the cancellation of routine testing and the supply of free testing kits to schools, it is unlikely that we will have an accurate indication of where contamination / possible contamination has occurred.</p> <p>The undertaking of thorough routine cleaning is therefore essential to minimise the risk of COVID contamination.</p> <p>Where there are declared local COVID outbreaks, schools will continue to follow any advice / instructions issued by PH or Government or Local</p>	2	3	L

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	<p>On completion of their cleaning shift, employees should thoroughly wash their hands. Any contaminated clothing should be removed, double bagged and kept in a secure place until washed.</p> <p>This risk assessment should be read and implemented alongside existing relevant risk & COSHH assessments adopted by the Trust.</p>				<p>Government. This could include the reintroduction of higher levels of cleaning – including "Fogging" .</p>			
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Risk Assessment Notes:

The normal duties of consultation on health and safety matters still apply during the pandemic. Section 2(6) HSWA states:

“It shall be the duty of every employer to consult any such representatives with a view to the making and maintenance of arrangements which will enable him and his employees to co-operate effectively in promoting and developing measures to ensure the health and safety at work of the employees, and in checking the effectiveness of such measures.”

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Rating: Low = 1 – 6, Medium = 8 – 15, High = over 15

Risk Assessment Matrix (Probability and Likelihood Scales)							
		Likelihood Rating					
Severity Rating	Description	1	2	3	4	5	6
		Very Unlikely	Unlikely	May happen	Likely	Very likely	Certain or imminent
1	Delay only	LOW					
2	Minor injury, minor damage						
3	Lost time injury, illness, major damage	MEDIUM		HIGH			
4	Major injury, disabling illness, major damage						
5	Single fatality, or permanent total disability						
6	Multiple fatalities						