

Risk Assessment – Covid-19 – Cleaning Schools & Buildings – Adapted for Holy Spirit Primary School.

A	Name of Assessor	Colin Upton	Date	November 2020
B	Time		Work area	
C	Task being assessed	Cleaning Buildings were a case of Covid-19 is Suspected and/or Confirmed	Work equipment	
D	Review date	On Going	Assessment No	RA
Signature				

What is the hazard?	Who might be harmed?	How might people be harmed?	Existing risk control measures?	Existing risk rating			Additional controls required.	Target risk rating			Action/monitored by whom?	Action / Monitored by when?
				L	C	R		L	C	R		
The building to be cleaned may contain Covid-19	Cleaning Staff & Other People Using the Building	If Covid-19 is present, and areas are touched by cleaners, it is possible that the virus may be contracted. Also the possibility that the virus may be transmitted airborne via infected droplets	As the virus is new there are no existing control measures apart from those in place for deep cleans for other viruses	3	5	15	Follow guidelines from Public Health England document – COVID-19: cleaning in non-healthcare settings outside the home Updated 16 October 2020, advice from Sefton’s Public Health Section and The DfE Guidance for full opening: schools Updated 5 November 2020. The infection risk from a COVID-19 contaminated	3	2	6	Cleaning Supervisors	As further information is made available by the relevant agency

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							<p>environment decreases over time. It is not yet clear at what point there is no risk from the virus, however, studies suggest that, in non-healthcare settings, the risk of residual infectious virus is likely to be significantly reduced after 48 hours.</p> <p><u>PPE</u> <u>(It is mandatory to wear a face covering in Holy Spirit in communal areas – no matter what role the adult has in school.)</u> Face Coverings – Schools The government is not recommending universal use of face coverings in all schools. Schools that teach children in years 7 and above and which are not under specific local restriction measures will have the discretion to require face coverings for pupils, staff and visitors in areas</p>				Paul Radford (Caretaker) MOB/CR/D D	Daily

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							<p>outside the classroom where social distancing cannot easily be maintained, such as corridors and communal areas and it has been deemed appropriate in those circumstances. <u>School has a ready supply of PPE and will provide if required.</u>)</p> <p>In primary schools where social distancing is not possible in areas outside of classrooms between members of staff or visitors, for example in staffrooms, headteachers will have the discretion to decide whether to ask staff or visitors to wear, or agree to them wearing face coverings in these circumstances.</p> <p><u>Access to face coverings</u> It is reasonable to assume that staff and young people will now have access to face</p>					

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							<p>coverings due to their increasing use in wider society, and Public Health England has made available resources on how to make a simple face covering.</p> <p>The minimum PPE to be worn for cleaning an area after a person with symptoms of COVID-19, or confirmed COVID-19, has left the setting, is disposable gloves and an apron. Wash hands with soap and water for 20 seconds after all PPE has been removed.</p> <p>If a risk assessment of the setting indicates that a higher level of virus may be present (for example, where someone unwell has spent the night such as in a hotel room or boarding school dormitory) then</p>					

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							<p>additional PPE to protect the cleaner's eyes, mouth and nose may be necessary. <u>Holy Spirit School has both face shields and masks available for any adult who may require. However, contractors will be expected to arrive on site with their own as part of their own risk assessment.</u></p> <p><u>Cleaning & Disinfection</u> Public areas where a symptomatic person has passed through and spent minimal time but which are not visibly contaminated with body fluids, such as corridors, can be cleaned thoroughly as normal.</p> <p>All surfaces that the symptomatic person has come into contact with should be cleaned and disinfected, including all potentially contaminated and frequently touched</p>					

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							<p>areas such as bathrooms, door handles, telephones, grab rails in corridors and stairwells</p> <p>Use disposable cloths or paper roll and disposable mop heads, to clean all hard surfaces, floors, chairs, door handles and sanitary fittings – think one site, one wipe, in one direction.</p> <p>Use one of the options below:</p> <ul style="list-style-type: none"> •a combined detergent disinfectant solution at a dilution of 1,000 parts per million available chlorine (ppm av.cl.) <p>or</p> <ul style="list-style-type: none"> •a household detergent followed by disinfection (1000 ppm av.cl.). <p>Follow manufacturer's instructions for dilution, application and contact</p>					

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							<p>times for all detergents and disinfectants</p> <p>or</p> <ul style="list-style-type: none"> •if an alternative disinfectant is used within the organisation ensure that it is effective against enveloped viruses <p>Avoid mixing cleaning products together as this can create toxic fumes. Avoid creating splashes and spray when cleaning.</p> <p>Any cloths and mop heads used must be disposed of and should be put into waste bags as outlined below.</p> <p><u>Waste</u> Personal waste from individuals with symptoms of COVID-19 and waste from cleaning of areas where they have been (including</p>					

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							<p>PPE, disposable cloths and used tissues):</p> <ol style="list-style-type: none"> Should be put in a plastic rubbish bag and tied when full The plastic bag should then be placed in a second bin bag and tied This should be put in a suitable and secure place and marked for storage until the individual's test results are known <p>This waste should be stored safely and kept away from children. It should not be placed in communal waste areas until negative test results are known, or the waste has been stored for at least 72 hours.</p> <p>If the individual tests negative, this can be disposed of immediately with the normal waste.</p> <p>If COVID-19 is confirmed this waste should be</p>					

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			<p><u>Symptoms of COVID-19</u> If anyone becomes unwell with a new continuous cough, a change in taste or smell or a high temperature in the workplace, they will be sent home and advised to follow the stay at home guidance. Supervisors/CIC will stay in regular contact with staff members during this time</p> <p><u>Mental Health</u> Management will promote mental health and wellbeing awareness to staff during the COVID-19 outbreak and will offer whatever support they can to help</p>				<p>stored for at least 72 hours before disposal with normal waste.</p> <p><u>Social Distancing</u> In line with the Government guidance as stated in Staying alert and safe (social distancing) <u>This includes cleaning staff maintaining 2m distance from other cleaning staff and any other adults within the Holy Spirit building – e.g teachers or governors.</u></p> <p>Published 11 May 2020, updated 13 August 2020, workplaces should, where possible, ensure employees can maintain a two-metre distance from others.</p> <p>To meet this requirement,</p>					

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							<ul style="list-style-type: none"> • Cleaners are assigned individual work areas which means for the majority of the time they will not come into contact with colleagues – <u>e.g to minimise risk at Holy Spirit, one daily cleaner for the main building and a different cleaner for the EYFS unit.</u> • When speaking to colleagues or staff always keep at least 2m distance from them. • Where possible cleaners should work when the building is empty or has very few other occupants. For example, before and after the building is open for use. <u>If a deep clean is required, part closure of site or early closure to minimise risk.</u> 					

Likelihood that hazardous event will occur	
1	Very unlikely
2	Unlikely
3	Fairly likely
4	Likely
5	Very likely

Consequence of hazardous event	
1	Insignificant – no injury
2	Minor – minor injuries needing first aid
3	Moderate – up to three days absence
4	Major – more than seven days absence
5	Catastrophic - death

Likelihood	1	2	3	4	5	
Consequences	Very Unlikely	Unlikely	Fairly likely	likely	Very Likely	
5. Catastrophic	5	10	15	20	25	20-25 Stop – stop activity and take immediate action
4. Major	4	8	12	16	20	15-19 Urgent action – take immediate action and stop activity if necessary, maintain existing controls rigorously
3. Moderate	3	6	9	12	15	11-14 Action – improve within specified timescale
2. Minor	2	4	6	8	10	6-10 Monitor – look to improve at next review or if there is a significant change
1. Insignificant	1	2	3	4	5	1-5 No action – no further action but ensure controls are maintained and reviewed

Appendix 3
Caretaker and cleaners cleaning schedule.

Daily Task Sheet (Provided by P Meadows and adapted for Holy Spirit)

Toilets Full clean everyday replenish toilet roll and hand towels

Office Full Hoover wipe all surfaces every day (Paul Radford)

Glass and Doors All to be wiped daily

Waste Bins All emptied and wipe daily

Ledges/Pipe All wiped once a week

Skirting Boards All wiped once a week

Walls Stop Cleaned once a week or when there is a mark

Carpets Hoovered daily

Ball room full clean twice a week full buff three time a week

Main Entrance full clean twice a week buffed three time a week

Brass Cleaning Daily

Classrooms – Tables and chairs where children sit

Nursery area

Toys

Outdoor Provision areas and toys – e.g bikes, construction tools if they have been used

I also expect people to use their own initiative on their areas and do things that need doing when it needs doing.