

Premises Staff		<b>Risk Assessment</b>		Ref No	VALT 28
				Date	10/06/2020
Task Description	COVID 19 Revised Cleaning Risk Assessment	Location	All Areas	Date of Review	Revised 31/08/2020. Revised 11/11/2020. Revised 07/01/2021.

Assessor	Print Name: Paul Bridge	Employee	Print Name:			Equipment or Plant No.	N/A	
	Signed: P. Bridge		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
<p>Risk of contamination where personal hygiene or social distancing not maintained.</p> <p>Increased risk of contamination / spread of virus, illness / fatality.</p>	<p>Employees should not come to school if they are experiencing any of the symptoms of COVID 19.</p> <p>Anyone who becomes unwell at school with COVID 19 symptoms will be sent home and told to self-isolate for at least 10 days and arrange to have a test. They will not be allowed to return to school during this period (unless tested &amp; the results are negative).</p>	2	4	<b>M</b>	<p><b>Government / Medical advice is that the new strain of COVID 19 is more virulent / transmissible &amp; the risk of transmission is greater.</b></p> <p><b>At the start of Term all staff will be reminded of the risks of transmission and the steps which have been implemented to reduce and manage the risks as much as possible.</b></p>	2	4	<b>M</b>

Premises Staff	<b>Risk Assessment</b>		Ref No	VALT 28
			Date	10/06/2020

<b>Task Description</b>	COVID 19 Revised Cleaning Risk Assessment	<b>Location</b>	All Areas	<b>Date of Review</b>	Revised 31/08/2020. Revised 11/11/2020. Revised 07/01/2021.
-------------------------	---	-----------------	-----------	-----------------------	---

	<p>A suitable area where social distancing can be maintained, should be set aside for instructing staff at the beginning and end of each shift.</p> <p>Maintain social distancing whilst undertaking cleaning tasks. Wherever possible rooms should be vacated by other staff during the cleaning process.</p> <p>Maintain good personal hygiene:</p> <ul style="list-style-type: none"> <li>• Cover your mouth and nose with a tissue or your sleeve (not your hands) when you cough or sneeze</li> <li>• Put used tissues in the bin immediately</li> <li>• 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.</li> <li>• Try to avoid close contact with people who are unwell</li> <li>• Don't touch your eyes, nose or mouth if your hands are not clean</li> </ul>				<p><b>Cleaners must arrive and leave promptly at the beginning and end of shift to minimise any time spent together. Social distancing must be practiced at all times.</b></p> <p><b>Whilst cleaners can work within the same building they should not at any time work closely together, unless for reasons of H&amp;S this is required within a separate Risk Assessment.</b></p> <p><b>During the 3<sup>rd</sup> National Lockdown which came into effect 05/01/2021 where possible /appropriate, cleaners will operate in separate Teams.</b></p>			
--	---	--	--	--	---	--	--	--

Premises Staff		<b>Risk Assessment</b>		Ref No	VALT 28
				Date	10/06/2020
Task Description	COVID 19 Revised Cleaning Risk Assessment	Location	All Areas	Date of Review	Revised 31/08/2020. Revised 11/11/2020. Revised 07/01/2021.

Hazards / Consequences	Existing Control Measures	L	S	R	Further Control Measures Required			
<p>Unsatisfactory cleaning procedures / practices.</p> <p>Increased risk of contamination / spread of virus, illness / fatality.</p>	<p>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.</p> <p>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 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 &amp; 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>	2	4	<b>M</b>		2	4	<b>M</b>



Premises Staff		<b>Risk Assessment</b>		Ref No	VALT 28
				Date	10/06/2020
<b>Task Description</b>	COVID 19 Revised Cleaning Risk Assessment	<b>Location</b>	All Areas	<b>Date of Review</b>	Revised 31/08/2020. Revised 11/11/2020. Revised 07/01/2021.

Inadequate supply / incorrect use of PPE  Increased risk of contamination / spread of virus, illness / fatality.	<p><b>SECONDARY SCHOOLS / 6<sup>th</sup> FORM</b> In line with the current Government advice, face masks or visors should be worn at all times whilst working within the school site.</p> <p><b>PRIMARY SCHOOLS</b> In line with the current Government advice, face masks are not required as a routine measure during normal cleaning. Unless a specific risk is identified. E.g. a known or suspected COVID 19 contamination or exposure.</p> <p><b>IN ALL SETTINGS</b> Special care should be taken to fit and remove face masks &amp; visors in the correct manner / as instructed.</p> <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>	1	4	<b>L</b>	<p><b>PRIMARY SCHOOLS</b> Cleaners will wear face masks / shields whilst on the school site.</p>	2	4	<b>M</b>

Premises Staff		<b>Risk Assessment</b>		Ref No	VALT 28
				Date	10/06/2020
<b>Task Description</b>	COVID 19 Revised Cleaning Risk Assessment	<b>Location</b>	All Areas	<b>Date of Review</b>	Revised 31/08/2020. Revised 11/11/2020. Revised 07/01/2021.

	Cleaning tabards or disposable aprons should be worn. Cleaning tabards should be cleaned daily after each shift. Disposable aprons 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 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.</p> <p>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</p>	1	4	L		2	4	M

Premises Staff		<b>Risk Assessment</b>		Ref No	VALT 28
				Date	10/06/2020
<b>Task Description</b>	COVID 19 Revised Cleaning Risk Assessment	<b>Location</b>	All Areas	<b>Date of Review</b>	Revised 31/08/2020. Revised 11/11/2020. Revised 07/01/2021.

	<p>kept in a secure bin for 72 hours / or until COVID 19 testing confirms the patient was not infected.</p> <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 &amp; COSHH assessments adopted by the Trust.</p>							
<p>Lateral Flow Testing Area.</p> <p>Increased risk of contamination / spread of virus, illness / fatality.</p>					<p>The potential risks which arise from the introduction of the Lateral Flow Testing in Secondary Schools from January 2021 are specifically addressed in the Trust Testing Risk Assessment.</p>	2	4	<b>M</b>

Premises Staff		<b>Risk Assessment</b>		Ref No	VALT 28
				Date	10/06/2020
Task Description	COVID 19 Revised Cleaning Risk Assessment	Location	All Areas	Date of Review	Revised 31/08/2020. Revised 11/11/2020. Revised 07/01/2021.

**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.”



Premises Staff		<b>Risk Assessment</b>		Ref No	VALT 28
				Date	10/06/2020
Task Description	COVID 19 Revised Cleaning Risk Assessment	Location	All Areas	Date of Review	Revised 31/08/2020. Revised 11/11/2020. Revised 07/01/2021.

**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						
2	Minor injury, minor damage						
3	Lost time injury, illness, major damage						
4	Major injury, disabling illness, major damage						
5	Single fatality, or permanent total disability						
6	Multiple fatalities						