

## RISK ASSESSMENT

| <b>School:</b>   | <b>Area/Activity Assessed:</b> Cleaning Staff Activities including:<br>Wall washing, broom or mop sweeping, applying floor emulsion polish, carpet skimming, cleaning and de-scaling WCs and urinals, emptying waste bins, removal of sacks of rubbish, glass and mirror cleaning, machine buffing and spray cleaning, vacuuming of carpets and hard floors. Covers additional cleaning duties required by school reopening in June 2020 | <b>Date: June 2020</b>     |                             |                       |
|--|--|----------------------------|-----------------------------|-----------------------|
|  | <b>Undertaken by:</b>  | <b>Position:</b>           | <b>Signature:</b>           |                       |
| 1)   | M. Clark   | H&S advisor                | <i>M. Clark</i>             |                       |
| 2)   | David Riddick  | Business Manager           |                             |                       |
| Summary of significant risks where action required (or state none) | Summary of Additional Controls   | Who is action allocated to | Date action to be completed | Action completed date |
| Bodily fluids  | Spill kits – need to ensure we have them   | DRK                        | 05/06/2020                  | TBC                   |
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| <b>Reviewed/Approved by Head Teacher/Senior Leader</b> | Name: | Signature: | Date: |
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NOTE Cleaning is outsourced to Accuro who have their own RAMS – they have had this too,

| HAZARD<br>(What are the Hazards) | WHO WILL BE AFFECTED? | RISK<br>(Possible harm)   | CONTROL MEASURES  |  |
|----------------------------------|-----------------------|---------------------------|---|--|
|                                  |                       |                           | IN PLACE  | ACTION REQUIRED (to reduce risk)   |
| Covid-19 cross-contamination     | Cleaning staff, SSO   | Infection, illness, death | <p>Cleaning staff have been briefed on new arrangements for working and carrying out their duties, including social distancing, regular hand washing, and the use of PPE including gloves, aprons, and for higher risk areas such as isolation rooms, first aid rooms and soiled areas, masks and goggles.</p> <p>Classroom staff have been briefed on the need to spot clean within their classrooms to maintain their own, and pupils' safety if a cleaner is not immediately available and have been provided with sanitisers and paper towels. Spot cleaning would take place for example when the teacher needed to clean their desk area, or a hand-contact surface they suspected of being contaminated.</p> <p>Sufficient supplies of soap/handwash, paper towels, tissues and cleaning products are procured to ensure constant supplies are available in every teaching and washing space and for cleaning staff to use as required</p> <p>'Spill kits' are available in key areas of the school to enable any member of staff including teaching staff to promptly deal with spillages of bodily fluids to prevent transmission of any infectious organisms. Information is provided to staff by SBM/SSO on how these kits should be used.</p> | <p>In hand</p> <p>On induction day</p> <p>In hand</p> <p>Are these being supplied?</p> |
| Covid-19 cross-contamination     | Staff, pupils         | Infection, illness, death | <p>Regular deep cleaning rota of classrooms is in place using a 'fogger' to sanitise areas, either at the end of the week or during mid-week as pupil groups change over.</p> <p>Additional sanitising of rooms with the fogger is undertaken as required following suspected contamination of an area, or where a pupil or member of staff has shown symptoms of COVID-19.</p>   |  |

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| Covid-19 cross-contamination                           | Cleaning staff,       | Infection, illness, death  | <p>Enhanced cleaning regime is in place across the school:</p> <ol style="list-style-type: none"> <li>1. Spot-cleaning in classrooms during the day undertaken using disposable materials such as paper towels and disposable mops rather than regular equipment. Sanitiser spray is available for classroom staff to use for 'cleaning as they go' or spot cleaning. Spray has been CoSHH assessed and staff advised of any risks arising from its use.</li> <li>2. Full school cleaning undertaken using heavy duty colour coded items to prevent cross-contamination, which are washed in antibacterial laundry powder at high temperature (between 65C and 90C) to kill viruses and prevent cross-contamination</li> <li>3. Enhanced cleaning of high-risk surfaces such as door handles, stair rails, light switches and other hand contact surfaces</li> <li>4. Cleaning staff are working additional hours to ensure sufficient capacity to carry out enhanced cleaning regime and during the day where school requires it</li> </ol> | <p>Each space will have<br/>Sanitizer<br/>Lidded bin<br/>Paper towels</p> <p>Mops and cloths currently disposable</p> <p>Already in hand with day cleaner</p> <p>In hand</p> |
| Manual Handling  | Cleaning staff        | Musculoskeletal disorders (MSDs) and injuries                            | <p>Refer to moving and handling of inanimate objects risk assessment.</p> <p>Long handled brushes and mops, feather dusters provided to reduce the need to stretch and stoop</p> <p>Buckets not overfilled. Sufficient equipment provided to avoid excessive manual handling of equipment over long distances</p> <p>Lifting/moving chairs minimised; pupils put individual chairs on tables at end of day where possible supported by staff</p>   | Refer Accuro documentation   |
| Contact with sharp objects i.e. broken equipment/glass | Cleaning staff        | Cuts/infection   | Staff instructed that any broken glass/sharp objects etc must be well wrapped/secure before placing in waste container/ collection arranged.   | Refer Accuro documentation   |
| Use of cleaning equipment – improper use               | Cleaning staff        | Musculoskeletal disorders (MSDs), cuts, grazes, bruising, electric shock | <p>Suitable equipment for the job is provided and used</p> <p>Cleaners given H&amp;S induction and trained in the safe use of equipment, and how to move equipment safely where there is a risk of injury</p> <p>Cleaners visually check equipment prior to use and instructed not to use if they have any safety doubts</p> <p>Equipment regularly inspected and tested and regularly maintained by the SSO/Premises Manager</p>  | Refer Accuro documentation   |

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| Vibration from equipment i.e. floor buffer                 | Cleaning staff                | HAVS   | <p>Low vibration equipment purchasing policy in place</p> <p>Staff use equipment for short duration only</p> <p>Tasks rotated to minimise exposure</p> <p>Equipment not used on a daily basis</p> <p>Staff advised to report any ill health concerns immediately</p>   | Refer Accuro documentation       |
| Exposure to hazardous substances – chemical and biological | Cleaning staff                | Skin irritation, eye injury, breathing difficulties, illness from ingestion/inhalation | <p>COSHH assessments undertaken for hazardous products and cleaning staff are trained in the risks, use and storage of cleaning products. Manufacturers safety data sheets (MSDS) available for products used are kept by the Business or Premises Manager where more detail required.</p> <p>Minimum quantities of substances at point of use</p> <p>Decant and dilution procedures in place where needed</p> <p>Personal protective equipment (PPE) provided and staff instructed to use; gloves, protective eyewear available and used if splashes/dust likely</p> <p>Cuts and grazes must be covered</p> <p>Good hygiene measures in place – hand washing; no eating, drinking in area</p>   | Refer Accuro documentation       |
| Electrical   | Cleaning staff                | Electric shock, burn, electrocution  | <p>Electrical installation and equipment tested in line with statutory guidance</p> <p>Electrical equipment and sockets visually checked prior to use</p> <p>System in place for taking faulty equipment out of use</p> <p>Electrical equipment is only to be used as per the manufacturers' instructions and any corresponding risk assessment</p> <p>Water not used/splashed near sockets or electrical appliances</p> <p>Work on fixed electrical equipment such as plug sockets, light fittings and switches etc. must only be undertaken by a qualified person</p> <p>Work on portable electrical equipment only undertaken by competent person</p> <p>Staff are responsible for ensuring clothing/hair etc. cannot come into contact with electrical equipment.</p> <p>Cable position whilst working must be behind machine, away from rotating discs or brushes.</p> <p>Low voltage 110v equipment in use where possible</p> <p>Machines unplugged when not in use.</p> | Refer Accuro documentation       |
| Slips, trips and falls                                     | Cleaners, other staff in area | Fracture, bruising, strains, sprains   | <p>Good housekeeping maintained</p> <p>Flooring kept in good condition</p> <p>Safe systems of work in place - wet floor signs placed; staff instructed to keep off wet floors; clean from further point to exit; spillages cleared in a timely manner in accordance with COSHH assessments</p> <p>Infection control risk assessment in place for dealing with bodily fluids safely</p> <p>Cleaners use electrical sockets nearest to where they are working to reduce risk of tripping over leads</p> <p>Area is well lit</p> <p>Equipment layout allows good access and egress</p> <p>Staff to be responsible for wearing appropriate footwear and clothing</p>   | Refer Accuro documentation       |

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| Fire                             | All persons on site   | Burns, smoke inhalation                  | Refer to fire risk assessment and emergency plan  | Need to update after planning for 15 <sup>th</sup> June |
| Working at height                | Cleaning staff        | Major injury, bruising, strains, sprains | Cleaning staff not normally required to work at height, other than occasional, low-risk short duration tasks. Access equipment available if needed from the SSO<br>Long handled equipment provided. | Refer Accuro documentation                              |
| Lone working                     | Cleaning staff        | Injury from assaults, ill health         | Cleaning staff do not normally lone work. Procedures in place for SSO lone working  | Refer Accuro documentation                              |