

# ASHTON WEST END PRIMARY ACADEMY

## CLEANING RISK ASSESSMENT



**Risk Assessments for:** Cleaning Schools During Covid-19 Pandemic  
September school opening

**Date** Updated 10.01.21  
Reviewed: 12.03.21  
Reviewed: 25.04.21- No changes

**Assessor Name:** Kim Pizuti and David Watson

**Sources:** WHO, NHS, DfE and TU

*This risk assessment should be read in conjunction with the schools existing cleaning risk assessments which cover other hazards associated with carrying out this activity e.g. manual handling, , slips trips and falls , use of chemicals, electrical equipment etc.*

What are the hazards	Who might be harmed and how	Risk rating without controls in place	Current control measures	Risk Rating with control measures in place	Are risks adequately controlled for work task to go ahead, or will further control measures be required? (Detail any additional measures)	Action required by Whom	Date action required by
Inadequate cleaning resulting in the indirect transmission of the COVID-19 virus from contaminated surfaces	School employees parents, pupils and the general public  Ill health (e.g. Respiratory symptoms, fever, cough, shortness of breath In more severe cases, infection can cause pneumonia, severe acute respiratory syndrome, kidney failure and even death)	H	<p><b>General Measures</b> School Employees are advised to follow NHS guidance on coronavirus (COVID-19) <a href="https://www.gov.uk/coronavirus">Covid-19-guidance-for-employees</a></p> <p>School leaders are advised to follow the government guidance on managing school premises and decontamination in non-health care settings. <a href="#">Covid-19 Managing school premises during the coronavirus</a> <a href="#">Covid-19 Decontamination in non-health care settings</a></p> <p><b>Specific Measures</b>  <b>Reducing contamination</b></p>	M	<p>Managers should regularly refer to latest guidance <a href="https://www.gov.uk/coronavirus">https://www.gov.uk/coronavirus</a></p> <p>Management will regularly monitor new measures being introduced by government to reduce risk</p>	<p>Senior Managers and Dave Watson (Site Manager)</p> <p>Cleaning Team</p>	From 1 <sup>st</sup> September 2020

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			<p>Staff or pupils arriving at school that are unwell or become unwell whilst in school will be sent home and advised to follow the isolation guidance</p> <p>Hygiene stations are located at all entrances, with instructions to use it prior to entering the building. Where hand sanitizer is available in locations around the school it should be used in addition to hand washing</p> <p>Pupils and staff are advised to ensure they wash their hands for 20 seconds more often than usual with soap and water or hand sanitizer and to catch coughs and sneezes in tissues. Young pupils are supervised where appropriate.</p> <p>Posters are displayed in school to remind everyone of public health advice</p> <p>Unnecessary items are removed from classrooms and Soft furnishings, soft toys and toys that are hard to clean are removed and stored elsewhere</p> <p>Sufficient resources will be provided so pupils do not need to share pencils, books etc.</p> <p>Playground equipment is used only for the same year group bubble. Resources are not shared between bubbles.</p> <p>Doors are propped open, where safe to do so (bearing in mind fire safety and safeguarding), to limit use of door handles and aid ventilation</p> <p><b>Cleaning</b></p> <p>Cleaning will continue as normal with enhanced practices during the pandemic. Lunchtime cleaning takes place in all classrooms and children's toilets.</p> <p>The school now have a sanitising machine that is used to deep areas of the school. This machine is also used to clean the mini bus after use.</p>		<p>Additional cleaning during lunchtimes. All surfaces will be cleaned including door handles and toilets.</p>		
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			<p>Cleaning schedules are in place which include the additional practices for the corona virus outbreak After a known or suspected case of Covid-19 cleaning is carried out in accordance with guidance for non-healthcare settings. Classrooms are deep cleaned using the school's sanitiser machine.</p> <p><a href="#">Covid-19-decontamination-in-non-healthcare-settings</a></p> <p>Cleaning regimes and responsibilities are clarified in schools, which have external organizations providing their cleaning services</p> <p>Occupied parts of school are more frequently cleaned. Classrooms in use are thoroughly cleaned at the end of the day</p> <p>Particular attention is paid to frequently touched areas and surfaces, such as bathrooms, grab-rails in corridors and stairwells, window and door handles etc. Objects and surfaces that are touched regularly are disinfected using standard cleaning products and where there is visible contamination, before being used by anyone else.</p> <p>Rooms used to isolate pupils displaying symptoms of corona virus (whilst awaiting collection by parents) will be cleaned and disinfected before being used by anyone else <b>(The Meeting Room)</b></p> <p>Dedicated cleaning equipment is colour coded according to area of use.</p> <p>Cloths or mops used to clean and disinfect heavily contaminated areas, e.g. Visible bodily fluids will be double bagged and disposed of.</p> <p>The school will follow guidance on government disposal of contaminated waste.</p>				
Exposure to COVID-19 virus whilst cleaning contaminated surfaces	School cleaners and other employees if expected to spot clean	H	<p>Staff have been instructed on enhanced cleaning procedures and measures to stay safe including social distancing</p> <p>PPE is worn as normal in accordance with supplier guidance/ COSHH assessment findings.</p>	M	The school, will identify where PPE might be required and ensure sufficient stock is available	Senior Managers and Dave Watson	From 1st September 2020

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	<p>Ill health (E.g. Respiratory symptoms, fever, cough, shortness of breath In more severe cases, infection can cause pneumonia, severe acute respiratory syndrome, kidney failure and even death)</p>		<p>The minimum PPE to be worn for cleaning an area that has been occupied by a person with possible coronavirus (COVID-19) is disposable gloves and an apron Staff will be instructed to wash hands regularly with soap and water for 20 seconds, and after removing gloves, aprons and other protection used while cleaning</p> <p>Protection for the eyes, mouth and nose, as well as wearing gloves and an apron should be used for areas that have been heavily contaminated, such as with visible bodily fluids from a person displaying symptoms of coronavirus.</p> <p><b>Vulnerable persons</b> High risk/vulnerable cleaners that have an underlying health condition that puts them at greater risk, or one of the conditions identified by the government requiring strict social isolation, should not be expected to attend the workplace and work from home where possible. Completion of employee specific risk assessments</p>			<p>Site Manager) Cleaning Team</p>	
Cleaning products used specifically to reduce the risk of infection	<p>School cleaners and other employees if expected to spot clean Ill health dependent on the substance used</p>	M	<p>The school has selected suitable cleaning products to reduce the risk of infection. Manufacturer's instructions for dilution, application and contact times for all detergents and disinfectants will be followed. PPE is worn in accordance with COSHH assessment findings. Usual school cleaning products will be used for low traffic areas Combined detergent disinfectant solution or a household detergent followed by disinfection are used to further reduce the risk from objects/surfaces which</p>	L		<p>Senior Managers and Dave Watson  Cleaning Team</p>	<p>From September 1<sup>st</sup> 2020</p>

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			are either visibly contaminated with body fluids or are high-contact areas such as bathrooms, door handles, telephones, grab-rails in corridors and stairwells			
Stress and anxiety	School employees Stress related ill Health	M	All staff including cleaners are encouraged to discuss any issues/problems they may have with their line manager. Guidance for school managers can be sought from their HR provider or the Corporate Health and Safety team.	L		Senior Managers and Dave Watson From September 1 <sup>st</sup> 2020
Excessive hand washing	Employees and Pupils Irritant Contact Dermatitis	M	Employees are reminded to report signs of dermatitis to their manager i.e. itchy, dry or red skin. Advised to dry hands thoroughly after washing them and if necessary moisturise their hands to replenish the skin's natural oils.	L	Early detection can prevent more serious dermatitis from developing.  Ensure hands are dry after washing regime.	Senior Managers and Dave Watson September 1 <sup>st</sup> 2020
Ignition of alcohol based hand sanitizer	Employees Burns to the hands as a result of ignition of sanitizer vapour	L	Employees are asked to wash their hands with soap and water if possible. When using alcohol based hand sanitizers, make sure all liquid is evaporated before touching any surfaces.	L	Sanitiser stations are available around the school.	Senior Managers and Dave Watson  Cleaning Team September 1 <sup>st</sup> 2020

Review Date	Reviewed By	Amendment
04.10.20	Kim Pizuti	Page 2- Children play with equipment on the playground but only used for each bubble. They do not share. Page 2 - The school now have a sanitising machine that is used to deep areas of the school. This machine is also used to clean the mini bus after use. Page 3- Classrooms with known cases of Coronavirus are cleaned as normal and then deep cleaned using the school's sanitiser machine.

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Risk Ratings	Example impact (Including but not limited to)
High	Likely to happen and likely to result in the fatality of one or more individuals. Potential for a frequently occurring serious and life threatening injury
Medium	Unlikely to happen but if it did it would certainly result in at least minor illness, injury or equipment damage. Could occasionally result in a serious injury, illness or equipment damage. Although rarely, could result in death or serious and life threatening injuries.
Low	Unlikely to occur but if it does it is likely to result in minor illness, injury or equipment damage and could, but is unlikely to, result in a significant injury, illness or equipment damage with over 3 days absence

## Introduction

Ashton West End Primary Academy will ensure, so far as reasonably practicable, that all staff, pupils, contractors and visitors are protected from the risks of contracting Covid-19 whilst on the premises

## Objective

It is the objective of Ashton West End Primary School to prevent the potential spread of covid-19 by implementing the measures as outlined below.

## Personal Protective equipment

To help protect the cleaning staff from the possibility of contracting covid-19 it will be the schools policy that P.P.E will be worn at all times while cleaning duties are carried out within the school, this will include but will not be limited to disposable aprons and gloves. In addition to this each member of the cleaning team will have the optional use of eye protection and face mask.

## The use of P.P.E

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Each member of the cleaning staff will be expected to wear a new pair of gloves and apron for each of their duties i.e. change for a new set when completing one area before moving on to the next area so to help prevent the potential spread from one area to another. Each member of staff will sign to say they understand and will comply with this.

It will be recommended to all the cleaning team that they follow good practice by regularly washing their hands between duties where possible and where not by using hand sanitiser provided in each classroom. In addition, it will be expected that hands are washed prior to and post shift.

Disposable P.P.E, once used is to be double bagged in black bin bags tied and stored in the marked contaminated P.P.E container within the bin storage area for no less than 72 hours prior to it being disposed of in the general waste as per government guidelines.

### **Cleaning chemicals and cloths**

- All hard surfaces will be cleaned using D10 Sanitiser with the exception of washrooms, hard surface cleaner may be used in addition not as substitute should it be necessary
- All floors will be cleaned using bleach and hot water.
- Washroom hard surface areas will be cleaned using Germicidal washroom cleaner.
- The use of disposable cloths will be implemented forthwith, Green for general areas and red for washrooms these will be used for one area only and disposed of with soiled P.P.E as mentioned above. Should it be required then green scouring pads may be used on stubborn stains for individual areas and disposed of in the same way as other disposable cloths.
- Used mop water is to be disposed of at the nearest outside grid.

### **Cleaning and sanitising of cleaning equipment.**

It will be expected that any equipment used during cleaning duties will be cleaned and sanitised after each use. Mops are to be soaked in hot water and bleach between use and heads changed on a regular basis. Wet floor signs are to be sanitised daily.

### **Cleaning time**

Additional time will be allocated to some members of the cleaning staff as is deemed necessary in line with operational requirements to meet the needs as identified in certain areas i.e. early years.

Supplementary cleaning will be carried out during the lunch time period in heavy traffic areas and those areas deemed as high risk.

Donna Quinn, Noreen Akhtar, Yvonne Jackson and Stacey Pomfret will be on a rota to clean classrooms at lunchtimes.

### **Cleaning Routines**

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All cleaners will only enter their own designated areas before which they will be expected to be wearing full P.P.E provided. Once they have entered an allotted area they will not exit and re-enter thus to reduce the risk of spreading any potential contamination. Once an area is completed then disposables will be double bagged and inserted in the allotted container. Before moving from one area to another handles of mops and wrings and any other equipment must be sanitised using D10 sanitiser provided.

### **Classrooms and regularly used areas**

All staff will be encouraged to follow best practice advice and wash their hands regularly, however each classroom and regularly used area will be issued with a bottle of 70% Alcohol hand sanitising rub for use of staff when they are unable to wash their hands.

A trigger spray bottle of D10 sanitiser and disposable cloths will be issued to each area and staff encourage to regularly wipe down any commonly used surface such as keyboards, mouse and door handles to name but a few.

Those rooms that have sinks will be issued with soap and children encouraged to wash their hands on a regular basis, blue roll will be available to dry hands.

### **Washroom Areas**

In addition to liquid soap provided by the dispensers each washroom will be stocked with bars of soap.

### **Signage**

Signage will be displayed within school to encourage children and staff to wash their hands, together with signage and any other appropriate markings deemed necessary to implement social distancing.

### **Site Managers Office**

Only one member of staff will be allowed in the site managers office at any given time, before entering sanitising hand rub must be applied without exception. No soiled P.P.E is to be taken in and equipment cleaned and sanitised before it is returned.

### **Use of shared equipment**

Areas where equipment is shared such as photocopiers and computers, D10 sanitiser has been issued to these areas where it is expected that the equipment and surrounding area is wiped before and after use using the sprays and cloths provided.

### **Staff**

All staff will be encouraged to follow guidelines on best practice, follow any orders they are given and exercise common sense where possible.