SHS Covid Secure Risk Assessment: COVID-19 CLEANING RISK ASSESSMENT JAN 22

RA No:	Severity X Likelihood + Weighting WITHOUT control measures = Risk	S	L	W	R	(S) Severity (L) Likelihood	(W) Weighting (R) Risk	Severity X Likelihood + Weighting WITH control measures = Risk	S	L	W	R
15		4	3	0	12				2	2	0	4

Hazard: Transmission of infection via surfaces

Control measures to reduce the risk:

This Risk Assessment has been updated to reflect Plan B guidelines and Operational Guidance for Schools. Updates are in yellow.

General:
All staff must follow the health, hygiene, cleaning, PPE regulations as published by the DFE, the content of which is reflected in SHS risk assessments.
RG, MW and JS have completed training and handover from a Covid specialist cleaning company.
RG and MW oversee EasyClean cleaning compliance with govt regulations and ensure that correct areas are cleaned on a daily and weekly basis.

Deep Clean:
The site has a weekly Friday deep clean. Areas of the school where a positive case has been are deep cleaned at the time of notification. This may mean relocating classes to other areas or rooms.

Site Staff:
- Oversee EasyClean cleaning compliance with govt regulations and ensure that correct areas are cleaned on a daily and weekly basis
- Check hand sanitiser bottle/dispensers/sprays/cloths/wipes across site and refill as necessary
- Check sanitising hand soap dispensers across site and refill as necessary
- Check blue dispensers across site and refill as necessary
- Ensure key areas and classrooms being used have gloves and anti-bac wipes
- Wedge and un-wedge doors
- Open windows for rooms/areas in use each day and close at the end of the day
- Establish and maintain hand sanitising stations at green pedestrian gate and back gate by the fitness centre
- Complete the Covid-19 Questionnaire for contractors attending site.

Daily Cleaner 10am-2pm:
- Sanitise wipe down of toilets (inc staff toilets by staff room)
- Sanitise hand rails/banisters of stair wells
- Sanitise high use areas – reception key pad, bell, door handles etc
- Sanitise butler's pantry – fridge door, kettle handle, boiler tabs, microwave knobs etc
- Load/unload staff dishwasher

Contract Cleaners:
- Clean to the standard directed in govt guidelines and using correct sanitising products and household bleach and disinfectant
- Empty and dispose of green bin waste as per govt guidelines
- Sanitise light switches, computer screen edges, mice, keyboards and phones in classrooms, staff conservatory, study room and offices used each day (info logged on timetable and signing in sheet)

- Sanitise high use and high risk areas and surfaces daily – door handles, door plates, staff desk surfaces, butler's pantry, toilets (staff and students), student desks (inc legs), chairs (inc legs), classroom surfaces, areas that have been used that day.
- Implement twice weekly testing for staff.

Contract Cleaners – Friday Deep Clean:

- Deep clean of high use areas – corridors, classrooms and spaces (inc floors) used that week
- Gradual sanitising deep clean of classrooms and areas not used during the phased return eg changing rooms/smaller classrooms etc

IT staff:

- Have trained the contract cleaners in how to sanitise computer screen edges, mice, keyboards and phones

Reception Staff (wearing gloves):

- Sanitising walkie talkies, bus boards and pencils between users

Staff (ALL):

- Daily sanitising wipe clean of their own office desk area, key board, mouse and phone
- Put all dirty cutlery and cups in the staff dishwasher – do not leave on the draining board – if cycle is running – wash cup etc in hot soapy water for at least 20 seconds and leave on draining board – do not return a cup (even if hand washed) back to the cupboard
- Face covering - wash daily on a hot wash, wear it properly, change if it becomes damaged or moist, store and seal in a nappy bag (on signing in desk) when taken off.
- If wearing a face shield, sanitise it daily and dispose of anti-bac wipes into green bins
- Sanitise or wash hands after removing face coverings/shields
- Follow cleaning instructions in ALL risk assessments **inc**:
  General Health and Hygiene Risk Assessment
  Computer, Phones and general equipment Risk Assessment
  Offices and Staff Desks Risk Assessment
  The Staff Room, Butler's Pantry and Staff toilets Risk Assessment

First aiders dealing with a suspected case of COVID-19:

See Suspected Cases of Covid-19 Risk Assessment.

Test Staff and Volunteers:

Follow the operational manuals and training webinars for School Based LFD Testing.