

**SHS Covid Secure Risk Assessment: COVID-19 CLEANING RISK ASSESSMENT SEPT**

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

**Hazard: Transmission of infection via surfaces**

**Control measures to reduce the risk:**

**Deep Clean:**

The site was deep cleaned in T6. This will be repeated over the summer break. This included the screen frames, keyboards, mice and phones across the site.

**Site Staff:**

- Oversee JUST cleaning compliance with govt regulations and ensure that correct areas are cleaned on a daily and weekly basis
- Check hand sanitiser bottle/dispensers 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, nappy sacks, kitchen roll, antibacterial spray 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 fitness centre
- Complete the Covid-19 Questionnaire for contractors attending site.

**Daily Cleaner:**

- 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

**IT staff:**

- Have trained the contract cleaners in how to sanitise computer screen edges, mice, keyboards and phones and will monitor this on a regular basis

**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
- If wearing a face covering, wash it 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.