



Brunton First School Re-opening of school during COVID-19 Pandemic Tier 4 January 2021

Hazard		People at Risk		Location
Contracting COVID-19		Children and school staff		School premises
Risk Evaluation of cleaning staff on premises				
Hazards Identified	Risks	Rating	Preventative and protective measures to reduce risk to an acceptable level	Monitored by and frequency
Arriving/ leaving school premises	Touching contaminated surfaces Airborne contamination Contamination through person to person contact	M	<ol style="list-style-type: none"> Staff will not arrive at school more than 15 minutes before they are due to start. They should wash their hands on arrival and go straight to designated areas. There will be only one member of cleaning staff working in each classroom or area (see plan). Staff will leave the premises as soon as they have completed their shift. Staff to ensure they follow guidance on airborne contamination by maintaining social distancing, hand washing and the use and disposal of tissues when coughing or sneezing. Staff to adhere to <u>2m</u> social distancing as advised by the government when on school property. 	SLT and Richard – daily Cleaning staff - daily
Cleaning duty	Touching contaminated surfaces Airborne contamination Contamination through person to person contact	M	<ol style="list-style-type: none"> Staff should clean their hands when they enter the premises before their duty. Staff have designated areas they will be asked to work in. Staff will stay within their designated area until the end of their shift (see plan) and then leave the premises immediately. Staff will always wear protective gloves while cleaning. They have a box of products and equipment to use for each area they clean to prevent cross contamination between areas. Risk is minimised through the shift due to working alone and only being on the premises twice each day. There will be no socialising on the premises. Contact with any person must be minimised to only essential contact. All enquiries about the duty will be directed to Richard who will deal with it, discussion should not occur between cleaning staff to prevent contamination. A 1+m distance must be adhered to. 	SLT and Richard Cleaning staff daily
Cross contamination in the staff toilets	Touching contaminated surfaces Airborne contamination Contamination through person to person contact	H	<ol style="list-style-type: none"> Toilets are cleaned at the beginning of each day. Good hand hygiene is maintained, paper towels and a lidded bin are provided. Only two members of staff should use the toilets at once. 	SLT and Richard - daily Cleaning staff daily All staff daily
Cross contamination from items brought into school	Touching contaminated surfaces	M	<ol style="list-style-type: none"> Staff should limit the items they bring into school to essentials. Bags should be put away in cupboards or personal lockers. Cleaning staff should not bring any food into school. Staff may bring their own water bottle from home but keep it in their designated area. 	SLT – ongoing All lunchtime staff daily
ALL STAFF TO READ AND DISCUSS THIS RISK ASSESSMENT PRIOR TO SCHOOL REOPENING TO CHILDREN				

Completed by Senior Leadership Team Date: 12th 1st January 2021

Review date: 1st August 7th January 2021 or sooner should there be a change in circumstances

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**Brunton First School
Full Clean During the Coronavirus Outbreak**

Cleaning Schedule – Daily Tasks

Classrooms, offices, staffroom, corridors, Reception,	TASK
Walls	Remove marks & scuffs where able & sanitise
Skirtings & frames	Clean & sanitise
Doors (front, back & frames)	Clean & sanitise
Door handles, touch & kick plates	Clean & sanitise
Phones	Clean & sanitise
Shelves, Sills & Ledges	Clean & sanitise
Tables	Clean & sanitise
Chairs	Clean & sanitise
Bench Tops	Clean & sanitise
Desks	Clean & sanitise
Low level Windows	Clean, sanitise & polish smear free
Internal Glass	Clean, sanitise & polish smear free
Light switches	Clean & sanitise
Sinks & taps	Clean & sanitise
Carpets	Remove stains & gum. Shampoo only if necessary. Vacuum
Hard Floors	Machine Scrub
Toilets	
Walls including tiles	Clean & sanitise
Skirtings & frames	Clean & sanitise
Doors (front, back & frames)	Clean & sanitise
Door handles, touch & kick plates	Clean & sanitise
Cubicle doors	Clean & sanitise
Cubicle partitions	Clean & sanitise
Shelves, sills & ledges	Clean & sanitise
Toilet basins, cisterns & urinals	Clean & sanitise
Sinks & taps	Clean & sanitise
Mirrors	Clean, sanitise & polish smear free
Light switches	Clean & sanitise
Hand towel/toilet roll holders, soap dispensers & dryers	Clean & sanitise
Floors	Machine scrub

This schedule will be carried out daily.