

HEALTH & SAFETY RISK ASSESSMENT FOR: CARETAKING AND CLEANING CORONAVIRUS (COVID-19)
Used with Existing Risk Assessments & Government Guidance

PART 1 : ADMINISTRATIVE DETAILS

Section/Establishment Name: The Acorn Federation

This risk assessment is for both schools – LLPS and MMPS. Where necessary schools have been named individually in the risk assessment

Date of Assessment	27 th May 2020	Date of Issue	1 st June 2020
Assessment carried out by	Teresa Bosley and Karen Shepherd	Signature	

Reviews				
Review Date	Reviewed by	Date	Changes Made	
			Y	N

Affected persons: Young People/Clients Staff Visitors Contractor Others (specify)

Name of Manager confirming and agreeing Assessment:	Teresa Bosley
Signature:	

The following sections should be completed by all staff who need to be made aware of and abide by the findings of the Risk Assessment. NB: If, as a result of a review, changes are made to the Risk Assessment the relevant box on the attached page should be completed as appropriate by the staff concerned.

RISK ASSESSMENT

I confirm that I am aware of and understand the findings of the Risk Assessment and agree to ensure that I will work to the stated Control Measures and bring to the attention of Management any deficiencies in the findings of the Assessment.

Print Name	Signature	Date	Print Name	Signature	Date

RISK ASSESSMENT

This risk assessment is specific to Coronavirus (COVID-19) and should be followed in conjunction with the current caretaking/cleaning risk assessments and Government guidance.

Note; contracted caretaking and cleaning staff should follow their employer's guidance, which should be available on all sites.

What are the hazards?	Control Measures currently in place	✓ X N/A	Person to implement	Additional Control measures needed to reduce risk to an acceptable level	Person to implement	Date to be actioned
Exposure to Covid-19 from touching surfaces	Hands are washed regularly with soap and water for 20 seconds after removing Personal Protective Equipment (PPE) used while cleaning.	✓	KS	MMPS: Change gloves and apron between each area LLPS: Change gloves and apron between office and classroom	KS	On-going
	For routine cleaning, all caretaking/cleaning staff will wear disposable gloves throughout their cleaning shift on site.	✓	KS			
	All gloves used in a shift are disposed of after being used and placed into sealed bag for disposal.	✓	KS			
	If gloves are removed during a shift, then these are disposed of as above. Hands are washed thoroughly, and new gloves put back on before carrying on with duties.	✓	KS			
	Cleaning is undertaken in a methodical order i.e. cleaning all common surfaces such as door handles, push plates on doors, handles of equipment that are regularly used such as zip boilers, kettles and all surfaces where people place hands such as kitchen worktops, desks, meeting tables etc. Mopping and low level cleaning would follow after this.	✓	KS			
	Staff do not sit in the same workstation or share workstations with other staff.	n/a	n/a			
	Employees do make their own drinks and wash up their own mugs, plates and utensils etc.	✓	KS			

What are the hazards?	Control Measures currently in place	✓ X N/A	Person to implement	Additional Control measures needed to reduce risk to an acceptable level	Person to implement	Date to be actioned
<i>(Continued)</i> Exposure to Covid-19 from touching surfaces	Staff will liaise with the site Headteacher/Manager before; <ul style="list-style-type: none"> internal doors that are not designated fire doors fire doors with automatic closers doors that do not need to be kept closed for security reasons are left open during the day when building is in operation to reduce the risk of having to touch communal door handles and push plates. 	✓	KS	All internal doors in classrooms and corridors left open. All external doors opened.	KS KS	On-going
Exposure to Coronavirus (COVID-19) for staff working in close proximity to others	Social distancing is maintained from other people and staff maximise distance between colleagues (minimum 2m).	✓	KS	LLPS: staff arrive after 8am. MMPS: staff depart by 4pm.	All staff	Daily
	Where possible staff undertake cleaning duties in areas not occupied by other person(s).	✓	All			
	Only one person at a time uses toilet areas.	✓	KS			
	Only one person at a time uses kitchenette areas.	n/a	n/a			
Risk to employees who are classed as extremely vulnerable in close contact with someone with Coronavirus (COVID-19)	As per Government guidelines, staff will self-isolate for 3 months unless Government guidance changes.	n/a	n/a	>		
Employees with Coronavirus (COVID-19) working in close contact with others	If confirmed or suspected of having Coronavirus (COVID-19), staff will self-isolate for 7 days and others in household to self-isolate for 14 days. Derbyshire County Council advice is followed on self-isolation at Our Derbyshire website.	✓	KS	KS will contact TB if she has symptoms. The guidance will be followed and KS will request a test. In this situation TB will take over the KS's cleaning and caretaking duties. KS to train TB	KS	When appropriate
	Where employees or other workers have a suspected or confirmed case of Coronavirus (COVID-19) the Derbyshire County Council Enhanced Cleaning and Disinfecting Coronavirus (Covid-19) guidance is followed.	✓	KS			

What are the hazards?	Control Measures currently in place	✓ X N/A	Person to implement	Additional Control measures needed to reduce risk to an acceptable level	Person to implement	Date to be actioned
Cross contamination / infection	All employees wear the required and correct PPE, including disposable gloves and follow the Derbyshire County Council PPE requirements for staff guidance.	✓	KS	Mops & cloths soaked in Mediguard Sterilising Fluid overnight. Rubber gloves will be used with disposable gloves inside (to allow for water to be hot). Rubber gloves will be soaked in Mediguard Sterilising Fluid daily, separate gloves for each day of the week, marked with a permanent marker pen?	KS	On going
	Cloths and mop heads are cleaned after completion of the task.	✓	KS			
	All colour coding is followed, and cloths and mop heads are not mixed up.	✓	KS			
	When wearing aprons, they should be removed before removing gloves and placed in a plastic bag.	✓	KS			
	Gloved hands are washed before removing and then put into a plastic bag, which is sealed for disposal.	✓	KS			
	After gloves have been removed, hands are washed thoroughly for at least 20 seconds.	✓	KS			
	New sets of gloves are used at the start of each shift.	✓	KS			
Using new chemicals/products to mitigate Coronavirus (COVID-19) Control of Substances Hazardous to Health (COSHH)	Only approved cleaning chemicals are used as per COSHH.	✓	KS	Staff will ensure cleaning chemicals in their classrooms are stored safely.	All staff	On going
	A COSHH assessment is completed for any new products/chemicals.	✓	KS			
	Cleaning chemicals ARE NOT MIXED, and dilution rates are followed with correct techniques used e.g. number of plunges or caps needed.	✓	KS			
	Cleaning chemicals are kept in their original containers, labels are not removed, and lids are replaced following use.	✓	KS			
	Diluted chemicals can be stored in spray bottles, but the bottle will be clearly labelled giving the name of the chemical contained and its dilution rate.	✓	KS			
	Cleaning chemicals are not left out unattended and are securely stored.	✓	KS			

What are the hazards?	Control Measures currently in place	✓ X N/A	Person to implement	Additional Control measures needed to reduce risk to an acceptable level	Person to implement	Date to be actioned
<p><i>(Continued)</i></p> <p>Using new chemicals/products to mitigate Coronavirus (COVID-19)</p> <p>Control of Substances Hazardous to Health (COSHH)</p>	All required PPE is used when diluting chemicals as per the COSHH assessment.	✓	KS			
	Eye protection is worn if there is a risk of splashing chemicals e.g. when diluting any concentrate chemical (this will be identified in the full COSHH assessment or on the manufacturer's instructions).	✓	KS			
	Waste from dealing with a suspected or confirmed case needs to be isolated for at least 72 hours before being placed in the dustbins. It must be double bagged.	✓	All staff	<p>LLPS: Waste from suspected / confirmed case stored in Meadow Class cupboard.</p> <p>MMPS: Waste from suspected / confirmed case stored in PE shed.</p>	All staff	When appropriate