

COVID 19 SCHOOLS - SAFETY RISK ASSESSMENT

Directorate: **Neighbourhoods**

Section/Team: **Facilities Management**

Job role/s: **Site Managers / Caretakers / Cleaning staff - Schools**

Cleaning of all internal premises where Facilities Management has a Service Level Agreement. Tasks include: floor and wall cleaning, toilet cleaning, general cleaning to lessen the risk of COVID 19 in schools.

People who might be harmed i.e.pupils, teaching staff, cleaners, cleaners in charge, caretakers, site managers.

Assessment date: **18.05.20**

Are there any special considerations needed for new & expectant mothers or persons under 18, etc. **Yes . New and expectant mothers and any staff over 20 must self isolate.**

Review date: **18.08.20**
19.10.20

Names of all involved in assessment process: (e.g. Manager, Union rep, etc.):

Peter Gurney

Manager authentication: **Peter Gurney**

Hazard / risk identified <small>Task/ activity / process / stressor</small>	Current precautions in place	Improvement action needed <small>following incidents, changes, etc. Place these on an action plan.</small>
<p>Contact with colleagues/pupils/staff/contractors</p>	<ul style="list-style-type: none"> You must keep 2 meters distance from other team members, pupils and staff, and contractors. If this is not possible due to the nature of the work masks can be worn if agreed with headteacher. 	<ul style="list-style-type: none"> The appropriate signage to be displayed in the schools, cleaners and caretakers rooms. Discuss with Head Teacher the safest way to clean whilst keeping 2 meters distance.

PPE	<ul style="list-style-type: none">• You must wear and disposable gloves at all times. Please make sure you are still washing the gloves thoroughly and wash hands when gloves have been removed.• Uniform MUST not be taken home unless for washing..• Face masks DO NOT need to be worn at this stage, however if you wish to wear them, these will be supplied..	<ul style="list-style-type: none">• Additional PPE in particular disposable aprons and disposable gloves and face masks will be issued and should be worn if social distancing is not possible.• Ensure you have enough stock of PPE and materials at all times.
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<p>Cleaning</p>	<ul style="list-style-type: none"> • Safe working practice guidelines will accompany this risk assessment. • PPE, including gloves and aprons must be worn at all times. • The priority is cleaning all surfaces using a disinfectant as regularly as possible. These areas include door handles, surfaces, toilets, internal glass and all other hard surfaces. • Disposable cloths must be used when cleaning. These along with aprons must be double bagged at the end of each shift, and kept safe within the school. After 3 days these bags can go out following normal procedures. <p>All surfaces that the symptomatic person has come into contact with must be cleaned and disinfected, including:</p> <ul style="list-style-type: none"> • objects which are visibly contaminated with body fluids • all potentially contaminated high-contact areas such as bathrooms, door handles, telephones, grab-rails in corridors and stairwells <p>Use disposable cloths or paper roll and disposable mop heads, to clean all hard surfaces, floors, chairs, door handles and sanitary fittings, following one of the options below:</p> <ul style="list-style-type: none"> • use either a combined detergent disinfectant solution at a dilution of 1,000 parts per million available chlorine, OR • a household detergent followed by disinfection (1000 ppm av.cl.). Follow manufacturer's instructions for dilution, application and contact times for all detergents and disinfectants, OR • if an alternative disinfectant is used within the organisation, this should be checked and ensure that it is effective against enveloped viruses <p>Avoid creating splashes and spray when cleaning.</p> <p>Any cloths and mop heads used must be disposed of and should be put into waste bags as outlined above.</p> <p>Any items that are heavily contaminated with body fluids and cannot be cleaned by washing should be disposed of.</p>	<ul style="list-style-type: none"> • Ensure you have enough cleaning materials at all times <p>Ensure you follow the governments guidelines at all times following the link, https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings</p>
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<p>Personal Hygiene</p>	<ul style="list-style-type: none"> • Ensure hands are washed regularly and thoroughly with neutral detergent and water for 20 seconds or more using the 7 point approach • Step 1: Wet Hands. Wet your hands and apply enough liquid soap to create a good lather. ... • Step 2: Rub Palms Together. ... • Step 3: Rub the Back of Hands. ... • Step 4: Interlink Your Fingers. ... • Step 5: Cup Your Fingers. ... • Step 6: Clean the Thumbs. ... • Step 7: Rub Palms with Your Fingers. • This should be done as a matter of routine especially after blowing your nose, coughing or working in a school environment. • If you cough or sneeze please use a tissue and then discard this into the bin and wash hands as above. 	
<p>Work Times / Patterns of work.</p>	<ul style="list-style-type: none"> • It is highly likely that your shift pattern will be altered to meet public health guidelines in relation to Covid 19. The actual hours of work will be agree between the school, your manager, and the individual/s concerned. This pattern of work will be monitored regularly and altered as required. • You may be asked to work additional hours in your school. If so you will be paid the appropriate rate of pay. • Schools may need to appoint casual /temporary staff during this time. 	<ul style="list-style-type: none"> • As more children return to school discuss within the team and the headteacher the safest method of working whilst ensuring social distancing. • During any break times ensure social distancing is observed at all times.
<p>Deliveries</p>	<ul style="list-style-type: none"> • When accepting any deliveries ensure the appropriate PPE is being worn and keep 2 meters distance at all times. • If you must sign for deliveries wear disposable gloves. Place the paperwork in a plastic wallet and do not touch for 72 hours. • Once stock has been put away in the appropriate areas then proceed to wash hands thoroughly with neutral detergent for 20 seconds or more. 	

<p>Personal Health</p>	<ul style="list-style-type: none"> • If anyone shows signs of having a high temperature or ongoing cough you MUST immediately self-isolate and inform management. • You will be informed of any changes in relation to Covid. Latest updates can be found at https://www.gov.uk/coronavirus https://www.nhs.uk/conditions/coronavirus-covid-19/ 	<ul style="list-style-type: none"> • Once management have been informed this will be reported to the Covid19 team and you will be requested to attend testing at an agreed time and date. • Once management receive the test results if this is positive follow the appropriate guidelines if negative please speak to your area manager.
<p>Communication</p>	<ul style="list-style-type: none"> • . From 1st June the mail bag service will resume along with the FM News Letter ensure all staff are made aware of any correspondence which may appertain to them. 	

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This assessment should be reviewed following significant changes, the introduction of new machinery, equipment, substances or procedures & following incidents, or at least annually.