

Fire and Risk Management Services

Risk Assessment Form

Assessor: Nick O'Sullivan		Date: April 2020		Activity: COVID19 Cleaning School areas after potential infection			Location: Weobley Primary School					
Standard of dress for activity (if relevant): Disposable overall to cover arms & legs. Secured footwear with good grip.				PPE required: Disposable gloves, disposable apron. *See Exposure to Hazardous substances (COVID19) – Further Control Measures.			Other equipment used during activity: Cleaning equipment.					
Persons exposed (please tick):		Employees	<input checked="" type="checkbox"/>	Pupils	<input type="checkbox"/>	Public	<input type="checkbox"/>	Others	<input type="checkbox"/>	Expectant Mothers	<input type="checkbox"/>	
Hazards Identified – Guidance Note: Look at the activity and identify hazard(s), tick if present and significant . If unsure, class as significant. Remember, whenever possible assessments should be carried out as a GROUP activity. The assessment should ignore trivia and everyday hazards. Blank/empty boxes should be used when hazards not mentioned are present.												
Physical Injury Hazards				Physical Agents and Hazardous Substances				Miscellaneous				
Hit by moving vehicles				Hazardous substances				<input checked="" type="checkbox"/>	Display Screen Equipment			
Contact with moving part of a machine				Micro organisms					Hot work/fire hazards			
Hit by moving materials/substances i.e. water				Ionising radiation					Vibration			
Fall(s) from height				<input checked="" type="checkbox"/>	Noise				Restricted access			
Slips, trips and falls from the same level				<input checked="" type="checkbox"/>	Pressure systems				Manual handling			<input checked="" type="checkbox"/>
Contact with/ use of live electrical equipment				<input checked="" type="checkbox"/>	Ultraviolet light				Lone working			<input checked="" type="checkbox"/>
Contact with cold objects				Lasers					Confined spaces			
Contact with hot objects				Flammable liquid/solids					Waste produced by activity			<input checked="" type="checkbox"/>
Contact with sharp objects				Extremes of Temperature					Stress			
Impact with objects									Posture			
Physical attack												
Finger "nips"												

Fire and Risk Management Services

Activity/Task/ Risk From	Hazard	Persons at Risk	Existing Control Measures	S	L	R	Res	Further Control Measures required	Date further measures completed by
Caretaking & cleaning duties	Exposure to Hazardous substances (COVID19)	Staff	<ol style="list-style-type: none"> 1. Allow 72 hours to elapse after symptomatic person has vacated site; 2. Strict compliance with use of PPE. Hands must be washed with soap & hot water for 20 seconds minimum after PPE has been removed; 3. COSHH RA's in place for cleaning materials; 4. Public areas where a symptomatic individual has passed through and spent minimal time, such as corridors, but which are not visibly contaminated with body fluids can be cleaned thoroughly as normal; 5. All surfaces that the symptomatic person has come into contact with must be cleaned and disinfected, including: <ol style="list-style-type: none"> a) objects which are visibly contaminated with body fluids; b) all potentially contaminated high-contact areas such as bathrooms, door handles, 	4	2	8	M	<ol style="list-style-type: none"> 1. *If there is visible contamination with body fluids, then the need for additional PPE to protect the cleaner's eyes, mouth and nose might be necessary. The local Public Health England (PHE) Health Protection Team (HPT) can give guidance on required standards; 2. For Kitchen & Dining areas the cleaning products must comply & display either of these codes: BS EN 1276 or BS EN 13697 	31 st May 2020 where additional measures are required for re-opening of school to N, R, Y1, Y6

Fire and Risk Management Services

			<p>telephones, grab-rails in corridors and stairwells;</p> <p>6. 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> <p>a) use either a combined detergent disinfectant solution at a dilution of 1,000 parts per million available chlorine, OR;</p> <p>b) 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;</p> <p>c) if an alternative disinfectant is used within the organisation, this should be checked and ensure that it is effective against enveloped viruses;</p> <p>7. Avoid creating splashes and spray when cleaning;</p> <p>8. Any cloths and mop heads used must be disposed of and should be put into waste bags as outlined below;</p>					
--	--	--	--	--	--	--	--	--

Fire and Risk Management Services

			<p>9. When items cannot be cleaned using detergents or laundered, for example, upholstered furniture and mattresses, steam cleaning should be used;</p> <p>10. Any items that are heavily contaminated with body fluids and cannot be cleaned by washing should be disposed of;</p> <p>11. Laundry - Wash items in accordance with the manufacturer's instructions. Use the warmest water setting and dry items completely. Dirty laundry that has been in contact with an unwell person can be washed with other people's items. Do not shake dirty laundry, this minimises the possibility of dispersing virus through the air;</p> <p>12. Waste - Waste from possible cases and cleaning of areas where possible cases have been (including disposable cloths and tissues):</p> <ul style="list-style-type: none"> a) The waste should be put in a plastic rubbish bag and tied when full; b) The plastic bag should then be placed in a second bin bag and tied; 					
--	--	--	--	--	--	--	--	--

Fire and Risk Management Services

			<p>c) It should be put in a suitable and secure place and marked for storage until the individual's test results are known;</p> <p>13. Waste should be stored safely and kept away from children. The waste must not be placed in communal waste areas until negative test results are known or the waste has been stored for at least 72 hours:</p> <p>a) if the individual tests negative, this can be put in with the normal waste;</p> <p>b) if the individual tests positive, then store it for at least 72 hours and put in with the normal waste.</p>						
Caretaking & cleaning duties	Manual Handling of equipment & School supplies	Staff	<ol style="list-style-type: none"> 1. Manual Handling RAF 1 in place; 2. Physical abilities to lift/ carry and Manual Handle safely. 	3	3	9	M	1. Manual handling training	31 st May 2020 where additional measures are required for re-opening of school to N, R, Y1, Y6
Caretaking & cleaning duties	Slips, trip and falls	Staff	<ol style="list-style-type: none"> 1. Competent staff; 2. Physical abilities to lift/ carry and move around site safely; 3. Appropriate footwear; 4. Dynamic risk assessment of site; 	2	2	4	L	None	31 st May 2020 where additional measures are required for re-opening of school to N, R, Y1, Y6
Caretaking & cleaning duties	Falls from height	Staff	<ol style="list-style-type: none"> 1. Competent staff; 2. Pre-use Ladder equipment checks; 3. Dynamic risk assessment of task; 	3	3	9	M	Skills and awareness improved by Ladder and Caretaker bespoke training	31 st May 2020 where additional measures are required for re-opening of school to N, R, Y1, Y6

Fire and Risk Management Services

			4. Physical abilities to work at height safely.					
Caretaking & cleaning duties	Contact with Electricity	Staff	1. Competent staff; 2. Visual pre-use check of electrical equipment; 3. Equipment PAT tested; 4. Fixed equipment 5 yearly checks.	3	3	9	M	31 st May 2020 where additional measures are required for re-opening of school to N, R, Y1, Y6
Caretaking & cleaning duties	Lone Working – Category 2	Staff	This task is not suitable for Lone Working.	2	3	6	M	31 st May 2020 where additional measures are required for re-opening of school to N, R, Y1, Y6

Reference point: 26th March 2020 'COVID-19: cleaning in non-healthcare settings'.

Fire and Risk Management Services

S (Severity of accident/ exposure) x L (Likelihood of that accident/exposure happening) = R (Result). Res = Risk Rating Score - L, M or H

Assessment authorised by Head of School			
Print Name: Stephen Warrell		Signature:	
		Date: 21st May 2020	
<i>RISK RATING SCORE</i>	RESIDUAL RISK LEVEL	MANAGERIAL ACTION	RISK RESULT
1 - 5	L - LOW	Monitor, no action normally required	Acceptable = Risk Level & Controls Acceptable
6 - 10	M - MEDIUM	Attempt to improve controls so far as is reasonably practicable	
11 - 25	H - HIGH	Priority action to be taken to apply control measures	Not Acceptable = Risk Level & Controls Not Acceptable – Further Action Required
The Risk Assessment should be reviewed where circumstances change and/or at least annually. Significant changes will require a new risk assessment. For minor changes complete the boxes below. Attach additional Assessment Review Pages as necessary.			
Assessment Review			
Reviewed by:		Review date: After the cleaning event	Existing risk assessment valid? (Y/N):
Has the activity changed? (Y/N):	How:	New controls:	
Have new equipment or materials been introduced? (Y/N):	What:	New controls:	

Fire and Risk Management Services

