



## CLEANING OF ACADEMY PREMISES DURING COVID-19 PANDEMIC RISK ASSESSMENT

**Risk assessment completed by:** A Pinder/ D Kriens

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**Signed off by Responsible Person:** Trust Board

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**Review Date:** Live document (as per updates from Government)

The Prime Minister announced on Monday 4 January a new national lockdown to come into force on Wednesday 6 January. It was stated that *during the period of national lockdown, schools, alternative provision, special schools, and colleges will remain open to vulnerable children and young people and the children of critical workers only.*

This risk assessment accounts for the cleaning operations and arrangements in RMAT's academies and Southway.

Potential Hazard	Details of Risk	Who/What may be harmed?	Control Measures	Risk Rating
Transmission of COVID-19 in Academy <b>(Applicable to all risks)</b>	Social distancing measures.	All staff, students, visitors, Community <b>(Applicable to all risks)</b>	Social distancing of 2 metres should be maintained <b>so far as is reasonably practicable.</b> . Social distancing tape in place and one way systems in corridors where necessary. *Refer to individual academy Covid19 risk assessments for more information.	Likelihood 2 (Unlikely) Consequence 3 (Moderate) <b>= 6 (Low – Medium Risk)</b>
	Personal Protective Equipment (PPE)		Government guidance does not advise that extra PPE is needed for cleaning a non-healthcare setting. The guidance advises that Schools and Academies follow steps on social distancing, handwashing and other hygiene measures, and cleaning of surfaces; as a means of controlling the virus.	

		<p>Disposable aprons and latex gloves are available for cleaning teams to use, but this does not remove the need for thorough hand washing. Wash hands regularly with soap and water for 20 seconds, and after removing gloves, aprons and other protection used while cleaning</p> <p>The minimum PPE to be worn for cleaning an area where a person with possible or confirmed COVID-19 is a face mask, disposable gloves and an apron. Hands should be washed with soap and water for 20 seconds after all PPE has been removed.</p> <p>The minimum PPE to be worn to administer the COVID Tests, in the Testing Area during testing and cleaning in accordance with the Rapid Flow Testing Risk Assessments and the Government and NHS Guidance.</p> <p>*Refer to individual academy Covid19 risk assessments for more information.</p>	
	<p>Cleaning and disinfection products</p>	<p>Cleaning should be carried out using standard cleaning chemicals/disinfectant and / or anti-viral wipes and sprays.</p> <p>Using a disposable cloth, first clean hard surfaces with warm soapy water. Then disinfect these surfaces with the cleaning products you normally use. Pay particular attention to frequently touched areas and surfaces, such as bathrooms, grab-rails in corridors and stairwells and door handles – more detail specified below this risk assessment.</p> <p>Disinfectants used in the Academies should be checked to ensure that it is effective against enveloped viruses.</p> <p>Avoid creating splashes and spray when cleaning.</p> <p>Any cloths used must be disposed of and should be put into waste bags as outlined below. (See waste disposal)</p> <p>Any items that are heavily contaminated with body fluids and cannot be cleaned by washing should be disposed of.</p>	

			COSHH Assessments and safety data sheets should be available for all products being used.	
	Regular touch points		<p>Cleaning should be prioritised to cover regularly touched surfaces e.g. door handles, tables, chairs, toilets, wash basins etc. and should be done with hot soapy water and disinfectant.</p> <p>See Schedule checklist below this risk assessment for identified touch points which require cleaning on a daily basis.</p>	
	Clothing/attire		There is no need for anything other than normal personal hygiene and washing of clothes. To allow for cleaning staff to wear clean clothes every day, academies may wish to consider relaxing or removing the need to wear uniform (if applicable)	
	Laundry		<p>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. There is no additional washing requirement above what would normally be carried out.</p> <p>Do not shake dirty laundry, this minimises the possibility of dispersing virus through the air.</p> <p>Clean and disinfect anything used for transporting laundry with your usual products, in line with the cleaning guidance above.</p>	
	Kitchens		<p>It is very unlikely that COVID-19 is transmitted through food. However, as a matter of good hygiene practice, anyone handling food should wash their hands often with soap and water for at least 20 seconds before doing so. Crockery and eating utensils should not be shared. Clean frequently touched surfaces regularly.</p> <p>Food business operators should continue to follow the Food Standard Agency's (FSA) guidance on good hygiene practices in food preparation, Hazard Analysis and Critical Control Point (HACCP) processes, and preventative practices (pre-requisite programmes (PRPs)).</p>	
	Waste Disposal		Any waste products used by staff or students that start to show symptoms whilst in school should be double bagged and kept (securely) for 72 hours before being disposed of via the usual waste route. NB the virus cannot survive on a surface for more than 72 hours according to current guidance	
	Training		Cleaning staff should be inducted / become familiar with new working practices in their academy/setting. Any staff and volunteers assisting with	

			the Covid Testing will be trained in accordance with the Government and NHS Guidance in the cleaning methods during this process.	
	Mini bus use		<p>Ensure the interiors of all academy vehicles are kept clean after use. Academies should consider increasing the frequency of the mini bus cleaning regime and take any additional measures.</p> <p>Focus especially on areas of the vehicle which receive the most regular contact with and including:</p> <p>Door handles Handrails Head rests Seat grab handles Seat backs Seat belts (tongue/buckle/webbing.)</p> <p>When cleaning the vehicle, please bear in mind:</p> <p>Using too much water/liquid can make interior fabrics damp, which will increase the likelihood that germs will collect and thrive. This can be overcome by being careful with the amount of water/disinfectant being used and maintaining adequate ventilation both during cleaning and vehicle operation. The quickest and most efficient way of cleaning fabrics is achieved through the use of aerosol disinfectants.</p> <p>Make sure wet floors and surfaces are dried before passengers board.</p>	
	PE Changing rooms		<p>Changing areas are perceived to be areas of increased risk of virus transmission and have been unused since reopening in June 2020. From Monday 7 December 2020, academies re-opening changing areas for use.</p> <p>Changing rooms, and other classrooms where required, will be cleaned after each use, using a chemical fogging machine if available or normal cleaning methods as outlined in this risk assessment.</p> <p>If a Fogging machine is used it is a quick and effective for cleaning the PE changing rooms during lesson changeovers. The fogging machine uses a disinfectant chemical that is microbiologically tested effective against enveloped Flu viruses, including COVID19.</p>	

			A COSHH assessment has been undertaken to account for the V2 disinfectant chemical and staff who use the machine will receive training and instructions.	
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### Schedule Checklist (Touch points in RED)

Location	Task
Toilet and toilet cubicles	Clean toilets and door handles.
	Wipe down sink units, basins and taps.
	Mop up any spillages.
	Wipe down toilet flushers.
	Wipe down soap dispensers, hand dryers, hand sanitiser units.
	Wipe down mirrors.
Corridors and circulation areas	Wipe down fob access readers.
	Wipe all door handles, glass panels, door plates and light switches.
	Wipe down push plates.
	Clean glass windows around atrium and circulation areas.
Stairwells	Wipe down all banister rails.
	Mop/hover all floors.
	Wipe staircase bannister and glass.
Classrooms	Wipe all pupil desks and chairs.
	Empty bins and clear rubbish.
	Wipe shared keyboards.
	Wipe down areas and benches in PE changing room.
	Wipe teacher boards and surfaces.
Staff room	Wipe all appliances and sinks.
	Empty bins and clear rubbish.
	Wipe furniture down and work surfaces.
Reception/offices	Wipe signing in system.
	Wipe IT equipment and telephone handsets where possible.

	Empty bins and clear rubbish.
	Wipe down printers and office machinery.
	Wipe desks.
Dining hall	Assist in cleaning surfaces before and after breaks.
	Clear up any spillages following breaks.
	Empty bins and clear rubbish.
Waste disposal	Avoid cross-contamination when addressing body fluids spillage.
	Double-bag any cleaning waste and used PPE and store securely for 72 hours before disposal. Where possible, establish separate bins for PPE disposal in medical rooms; kitchens; early years area; areas where pupils with SEND are taught/cared for (if their needs are such that PPE is required); site supervisors'/cleaners' base rooms. Any PPE and Testing equipment will be disposed of in the appropriate medical bags in accordance with the Government and NHS Guidance.
PE, Science, D&T and other specialist subjects	Wipe any equipment used.
Lifts/stairlifts	Wipe interior and exterior of lift doors and key touchpoints.

#### OTHER CONSIDERATIONS:

##### Sources:

##### Government guidance:

<https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools>

<https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings>

**Trust Documents:** Individual academy COVID19 Risk Assessments and Rapid Test Risk Assessments

# RISK ASSESSMENT GUIDANCE



## RISK ASSESSMENT

A Risk Assessment is a means of making sure that risks are managed with suitable and cost effective control measures. Assessing risks allows you to prioritise the action you take to control them.

## HAZARD

A Hazard is anything that has the potential to cause harm.

## HAZARDOUS EVENT

A hazardous event takes place when someone or something interacts with the hazard and harm results.

## LIKELIHOOD

Likelihood is a measure of the chance that a hazardous event will occur.

## CONSEQUENCE

Consequence is the possible outcome of the hazardous event. E.g. Damage or harm

## RISK

The risk is a combination of the likelihood of a hazardous event occurring and the possible consequence of the event

***RISK = Likelihood x Consequence***

## RISK MATRIX

By measuring the likelihood and consequence of a hazardous event, each hazard can be given a risk rating. See table below:

## Likelihood

1. **Very Unlikely** chance of hazardous event happening
2. **Unlikely** chance of hazardous event happening
3. **Fairly Likely** chance of hazardous event happening
4. **Likely** chance of hazardous event happening
5. **Very Likely** chance of hazardous event happening

## Consequence

1. **Insignificant** – No Injury
2. **Minor** – Minor injuries possibly needing first aid
3. **Moderate** – Moderate injuries possibly needing further medical attention
4. **Major** – Major injuries resulting in hospital care
5. **Catastrophic** – Threat to life

## Risk Matrix Guidance

### **1 – 4 Accept**

No further action, but ensure that controls are maintained

### **5 – 9 Improve**

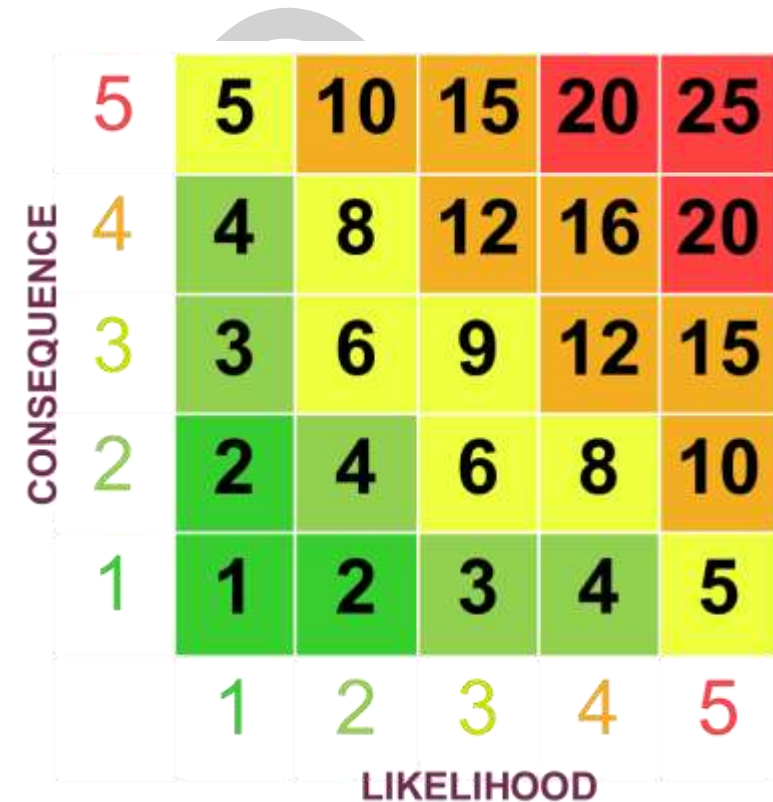
Look to improve at next review

### **10 – 16 Mitigate**

Look to improve within specified timescale

### **17-25 Remove**

Stop activity and make immediate improvements



A risk matrix table with 'CONSEQUENCE' on the vertical axis (1 to 5) and 'LIKELIHOOD' on the horizontal axis (1 to 5). The cells contain risk scores from 1 to 25, with colors ranging from green (low risk) to red (high risk). A large 'APPROX' watermark is overlaid diagonally across the page.

	1	2	3	4	5
5	5	10	15	20	25
4	4	8	12	16	20
3	3	6	9	12	15
2	2	4	6	8	10
1	1	2	3	4	5
	1	2	3	4	5