

Model - Health and Safety Risk Assessment

Academy / School	Leigh Academies Trust			Assessment No.	
Site	Marden Primary Academy	Location	Goudhurst Road, Marden TN12 9JX		
Subject of Assessment	COVID - 19 Cleaning Activities				
Assessed by	Tracy Thomas	Date	13.7.2020	Review date	On regular basis and when changes occur
Details of workplace/activity	General cleaning activities and cleaning of medical room			Persons Affected <i>(Who may be harmed)</i>	
				Academy employees, students and pupils	
Hazards and Risks		Control Measures		Risk Level <i>(Very High, High, Medium, Low)</i>	Further Actions <input checked="" type="checkbox"/> <i>(If <input type="checkbox"/> See Actions)</i>
1.	National guidelines are updated daily and school lapses in following advice	<p>The Trust has the most recent information from Government guidance, and this is distributed each day via an email from the SLT.</p> <p>This risk assessment is for Cleaning staff but can also be followed by any employee carrying out cleaning duties. All are to comply with LAT policy, procedures and risk assessment with all cleaning activities</p>		Low	Continue to comply with LAT policy and procedure and Government guidance

2.	No control measures for social distancing, employees not complying with 2M distancing	<p>Students / pupils are to follow UK Government guidelines for 1- 2 metre social distancing where possible.</p> <p>Ideally staff should remain at 2 metres distance in all circumstances since it lowers the risk of transmission.</p> <p>Any Employees carrying out cleaning duties are to ensure they are practicing social distancing in line with current government guidance of 2 metres where this can be achieved.</p> <p>The risk of infection can be lowered by standing side to side rather than facing people</p> <p>Tape and one way arrows will be in place around the academy at 2M distance where appropriate, and cleaning employees should abide by the markers when other people are in the area</p>	Medium	Monitor 2M distancing ensure tape and arrows are in good repair, where used.
3.	Hygiene and infection control measures not adhered to	<p>Open windows in areas being cleaned where you can to ensure good ventilation and flow of air.</p> <p>Wash hands with soap and water on a regular basis and use sanitiser to compliment this as necessary.</p> <p>Monitor to ensure soap and sanitizer units and bottles of sanitizer are available in all areas of the academy at all times and that stocks are replenished regularly to ensure they do not run empty</p> <p>Cleaning employees should wash their hands with soap and water when entering the premises and then wash hands when they leave the academy. Sanitiser can be used to compliment this</p> <p>Keep hands and face as clean as possible during the working day, regular washing and use of sanitizer to compliment this as best practice.</p>	Medium	Continue to monitor on a regular basis and comply with LAT policy and procedures and government guidance

		<p>PPE is to be worn in accordance with task and individual risk assessments.</p> <p>Protective rubber gloves are suitable and they can be washed with soap and water and disinfected if need be after use.</p> <p>Gloves worn for tasks should be for personal issue only and not be shared between employees</p> <p>There is no need for anything other than normal personal hygiene and washing of clothes, following a day working in an educational, or childcare setting</p>		
4.	Employees feeling unwell with symptoms of COVID -19 stay at home procedures not followed	<p>People who feel unwell should stay at home and should not attend work and follow the Government’s guidance on Self-isolating and testing.</p> <p>Line Management will:</p> <p>communicate to their staff the importance of following LAT policy procedures and risk assessment at staff briefings</p> <p>remind staff of the LAT sickness policy</p>	Medium	Continue to monitor any case of COVID – 19 and in line with Government policy and procedures and track and trace
5.	Contaminated Waste from a suspected COVID-19 person not disposed of appropriately	<p>Contaminated waste from possible cases and cleaning of areas where possible cases have been identified (including disposable cloths, disposable gloves, and aprons and tissues) should be double bagged i.e. placed in a plastic rubbish bag and tied and then put into another plastic bag.</p> <p>Waste should not be placed in communal waste areas until negative test results are known, or the waste has been stored securely for at least 72 hours.</p>	Medium	Continue to ensure Government guidelines and LAT policy and procedures and risk assessment

		If storage for at least 72 hours is not appropriate, arrange for collection as a Category B infectious waste either by your local waste collection authority, or otherwise by a specialist clinical waste contractor.		
6.	Medical room/ room used for isolation of a symptomatic individual and all high contact areas that have not been cleaned appropriately	<p>Follow a safe system of work:</p> <p>Ensure disposable or washing up gloves and aprons are used.</p> <p>If an area has been heavily contaminated e.g.with visible bodily fluids, also use disposable personal protection for eyes, mouth and nose.</p> <p>Using a disposable cloth first clean all hard surfaces that a symptomatic person has come into contact with using warm soapy water.</p> <p>Then disinfect these surfaces paying particular attention to all potentially contaminated high-contact areas such as toilets, desks, door handles, telephones, grab rails in corridors and on stairwells</p> <p>Disposable cloths, or paper roll and disposable mop heads must be used to clean all hard surfaces, floors, chairs, door handles and sanitary fittings, one of the following options must be used below:</p> <ul style="list-style-type: none"> ● Use a combined detergent disinfectant solution as 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 <p>If an alternative disinfectant is used, this should be checked and ensure it is effective against COVID-19</p>	Low	Continue to ensure Government guidelines and LAT policy and procedures and risk assessment are reviewed and followed

		<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 detailed in section 5 of this risk assessment.</p> <p>Wash hands regularly with soap and water for 20 seconds and after removing gloves, aprons and other protection used while cleaning</p>		
7.	PPE not supplied and worn by employees as appropriate when carrying out cleaning duties	<p>PPE to be worn for cleaning an area of someone with suspected COVID-19 is:</p> <ul style="list-style-type: none"> • Disposable, or washing-up gloves and apron <p>PPE to be worn for cleaning an area of someone that has heavily contaminated an area such as visible body fluids from a person with COVID-19 is:</p> <ul style="list-style-type: none"> • Protection for eyes, mouth and nose as well as wearing gloves and an apron <p>Follow section 5 of Risk Assessment for disposal of PPE as contaminated waste</p> <p>If an employee has become within 2M of an individual then the mask would need to be the equivalent to the type used in healthcare environments and employees would need to be trained in the correct use of the surgical mask</p>	Low	Monitor to ensure PPE is worn by employees as appropriate and cleaning materials and PPE stocks are replenished on a regular basis
8.	No COSHH risk assessment and safety data sheets in place	Ensure COSHH risk assessments and data sheets are in place for all cleaning chemicals used and stored	Low	Complete and review COSHH

		Ensure risk control measures are implemented and significant findings communicated to the staff that use them		risk assessments on a regular basis
9.	Not following compliance for Accident / incident reporting and RIDDOR	<p>Follow the HSE guidance on RIDDOR reporting and COVID - 19, contact Health and Safety Manager, Line Manager for further advice</p> <p>Record accident and incidents as normal on Handsam, investigate and report under RIDDOR as necessary for other accidents / incidents</p>	Low	Continue to follow accident and incident procedures
10	Lack of equipment, cleaning materials and PPE	<p>Each academy site will have the following equipment and materials and PPE on site:</p> <ul style="list-style-type: none"> ● Adequate cleaning chemicals ● Supply of cloths, disposable mops ● Paper towels ● Hand gel with a minimum of 60% alcohol in line with Public health England ● Soap ● Disinfectant Spray ● Protective gloves ● Masks ● Eye protection 	Low	Ensure stocks are replenished
11.	Lack of communication and understanding of control measure with employees	Line Management to communicate regular briefings and updates on a daily basis to Employees or as necessary	Low	Keep up to date with any changes to policy and procedures

Please note:

This risk assessment is written with reference to information and guidance from Public Health England (PHE), Department for Education (DfE), Health and Safety Executive (HSE) and where relevant other Industry guidance.

This risk assessment should be reviewed regularly and updated if there changes in the matters to which it relates and in accordance with the LAT change control procedure.