

CLEANERS RISK ASSESSMENT (Includes Site Manager / Caretaker)

Cavendish Close Infant and Nursery School – March 2021

HAZARD	RISK GROUP	RISK	<div style="background-color: yellow; text-align: center;">CONTROL MEASURES</div> (Describe the existing workplace precautions and Risk)	Residual Risk Rating HIGH MED LOW	Are Existing Controls Adequate?	
					Yes	No*
Awareness of policies and procedures	Cleaners	Inadequate information	<ul style="list-style-type: none"> • All cleaners to be made aware of all relevant policies and procedures. • Cleaning staff receive any necessary training that helps minimise the spread of infection, e.g. infection control training. • The school keeps up-to-date with advice issued by, but not limited to, the following: <ul style="list-style-type: none"> ➤ DfE (Department for Education) ➤ NHS (National Health Service) ➤ Department for Health and Social Care ➤ PHE (Public Health England) • Cleaning Staff are made aware of the school's infection control procedures in relation to coronavirus via email or meetings and must contact the school as soon as possible if they believe they may have been exposed to coronavirus. 	MED	✓	
Poor hygiene practice	Cleaners	Ill Health	<ul style="list-style-type: none"> • Posters are displayed throughout the school reminding Cleaners to wash their hands, e.g. before entering and leaving the school. • Cleaners are encouraged to wash their hands with soap or alcohol-based sanitiser (that contains no less than 60% alcohol) and follow infection control procedures in accordance with the DfE and PHE's guidance. 	MED	✓	

			<ul style="list-style-type: none"> • Sufficient amounts of soap (or hand sanitiser where applicable), clean water and paper towels/hand dryers are supplied in all toilets and kitchen areas. • Cleaners to carry out daily, thorough cleaning that follows national guidance and is compliant with current guidelines. 			
Spread of infection	Cleaners	Lack of infection control	<ul style="list-style-type: none"> • Spillages of bodily fluids, e.g. respiratory and nasal discharges, are cleaned up immediately in line with guidance, using PPE at all times. • Cleaning Staff do not return to school before the minimum recommended exclusion period (or the 'self-isolation' period) has passed, in line with national guidance. 	MED	✓	
Poor management of infectious diseases	Cleaners	Lack of infection control	<ul style="list-style-type: none"> • Everyone is instructed to monitor themselves and others and look out for similar symptoms if a staff member has been sent home with suspected coronavirus. • Staff are vigilant and report concerns about their own, a colleague's or other's symptoms to the Headteacher or SLT as soon as possible. • The school is consistent in its approach to the management of suspected and confirmed cases of coronavirus. • Cleaning Staff inform the headteacher when they plan to return to work after having coronavirus. • The Site Manager/Caretaker and School Business Manager monitor the cleaning standards of school cleaning and discuss any additional measures required with regards to managing the spread of coronavirus. 	MED	✓	
Social Distancing	Cleaners	Infection Control	<ul style="list-style-type: none"> • Cleaning Staff under no circumstances must work in close proximity to each other. • They must ensure they keep to social distancing guidelines of at least 2 metres at all times. The 	MED	✓	

			<p>Cleaning Team need to be particularly aware of this when arriving at school and when finishing at 6:30pm and exiting the school building.</p> <ul style="list-style-type: none"> • The updated cleaning schedules allow for all Cleaners to be in separate areas of the school or in separate classrooms for the duration of their shift. • Use of the staff room should be limited and only when absolutely necessary. The Cleaning Team are not to meet in the staff room ahead of their afternoon shift starting. Staff should only be on site for their required working hours. Updated 18.1.21. 			
Use of face masks	Cleaners	Infection Control	<ul style="list-style-type: none"> • Cleaners to wear face masks when in the building carrying out their cleaning duties. This decision is based upon cleaners having access to all areas of the school. Updated 25.2.21. • All staff must wear a face covering when arriving and leaving school. Updated 10.11.20 • All staff must wear a face covering in all communal areas AND when they are outside of their usual class bubble/work space/office, including the staffroom unless eating. Updated 10.11.20 • When face coverings are worn, they must be removed correctly without touching the front of the mask. Hands are to be washed / sanitised thoroughly following removal. • If disposable face masks are worn, they must be disposed of in a closed bin. • If material re-usable face masks are worn, they should be placed inside a disposable bag and taken home to re-wash before reusing. 	MED	✓	
Lone Working	Cleaners	Incidents	<ul style="list-style-type: none"> • The Site Manager/Caretaker to ensure staff are safe and well and check on them on a regular basis to confirm. This ideally to be carried out via walking to 			

			<p>their area of work and not by mobile phone as this could spread any contact of the virus to the mouth and face area.</p> <ul style="list-style-type: none"> • Site Manager/Caretaker to abide by the 2 metre rule at all times. • If there is only 1 cleaner in the school then it is advised they contact a member of school staff or a family member on a regular basis while on the school site. 	LOW	✓	
Cleaning and Disinfection of areas where there has been no suspected cases of COVID - 19	Cleaners	Infection Control	<ul style="list-style-type: none"> • Cleaning Staff are ideally on a rota system where cleaning is carried out throughout the school day. • Cleaning Staff must ensure they have received the appropriate training in using the cleaning chemicals prior to starting cleaning regime. • All staff must have sufficient PPE available and know how to use it correctly. • Disposable or rubber gloves to be worn while cleaning (disposable MUST be worn for cleaning toilets. Avoid touching the face and mouth when wearing gloves). • If using rubber gloves you must wash these thoroughly in between areas. A new set of disposable gloves should be worn for EACH toilet area throughout the school and used gloves should be correctly disposed of. In addition, safe hand hygiene should also be adhered to and hands should continue to be washed regularly. Updated 25.2.21. • Continue to use standard cleaning products (these usually are anti-bacterial). • All hard surfaces to be cleaned on a regular basis, this will include <ul style="list-style-type: none"> ➢ All door handles. ➢ All tables and chairs used by staff and pupils. ➢ Toilet flushes and regular cleaning of toilets. ➢ Staff room areas. 	MED	✓	

			<ul style="list-style-type: none"> • Regular cleaning of surfaces will reduce the risk of spreading the virus. • All used disposable cloths thrown away to be double bagged and then placed in normal waste. • Ensure Cleaning Staff wash hands with hot soapy water for at least 20 seconds or a hand sanitiser if not available (must be at least 60% alcohol based). • Cleaners are responsible for thoroughly wiping down trolleys and any relevant equipment used such as spray bottles, mop handles etc. when cleaning has been completed, BOTH during the day and in the evening. Updated 10/11/2020. 			
Cleaning and Disinfection of areas where there has been a suspected cases of COVID -19	Cleaners	Infection Control	<ul style="list-style-type: none"> • The minimum PPE to be worn if there is a known case or someone with symptoms is disposable gloves and an apron. If there is visible containment with bodily fluids then additional PPE may be required to protect the cleaners nose, eyes and mouth (Public Health England can advise on this). • 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. • All surfaces that the symptomatic person has come into contact with must be cleaned and disinfected, including: <ul style="list-style-type: none"> ➢ Objects which are visibly contaminated with body fluids ➢ All potentially contaminated high-contact areas such as toilets, door handles, telephones and stair rails. • 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: 	MED	✓	

			<ul style="list-style-type: none"> ➤ Use either a combined detergent disinfectant solution at a dilution of 1,000 parts per million available chlorine <li style="text-align: center;">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 <li style="text-align: center;">or ➤ If an alternative disinfectant is used within the organisation, this should be checked and ensure that it is effective against enveloped viruses • Avoid creating splashes and spray when cleaning. • Any cloths and mop heads used must be disposed of and should be put into waste bags as outlined below. • When items cannot be cleaned using detergents or laundered, for example, upholstered furniture, steam cleaning should be used. • Any items that are heavily contaminated with body fluids and cannot be cleaned by washing should be disposed of. 			
Laundry	Cleaners	Infection Control	<ul style="list-style-type: none"> • 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. • Clean and disinfect anything used for transporting laundry with your usual products, in line with the cleaning guidance above. 	MED	✓	
Waste	Cleaners	Infection Control	<ul style="list-style-type: none"> • In order to limit interaction across the school, bins should be emptied as and when EACH individual area 			

			<p>on site is cleaned, meaning you will only visit EACH individual area once during the nightly cleaning regime. Updated 10/11/20.</p> <ul style="list-style-type: none"> • Recycling should not be split out from the rubbish bags at this time. Allocated recycling bins are located around the school for this purpose. Updated 17/11/20. • Waste from possible cases and cleaning of areas where possible cases have been (including disposable cloths and tissues): • Should be put in a plastic rubbish bag and tied when full. • The plastic bag should then be placed in a second bin bag and tied. • It should be put in a suitable and secure place and marked for storage until the individual's test results are known. • Waste should be stored safely and kept away from children. You should not put your waste in communal waste areas until negative test results are known or the waste has been stored for at least 72 hours. <ul style="list-style-type: none"> ➤ If the individual tests negative, this can be put in with the normal waste. ➤ If the individual tests positive, then store it for at least 72 hours and put in with the normal waste. • 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 if they currently collect your waste or otherwise by a specialist clinical waste contractor. They will supply you with orange clinical waste bags for you to place your bags into so the waste can be sent for appropriate treatment. 	MED	✓	
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