



**OUR LADY OF GRACE CATHOLIC ACADEMY**  
**CLEANING RISK ASSESSMENT**



<b>EMPLOYER</b>	Our Lady of Grace Catholic Academy Trust
<b>LOCATION</b>	St Francis' Catholic Primary School
<b>ACTIVITY</b>	Cleaning COVID 19
<b>DATE</b>	January 2021
<b>COMPLETED BY</b>	Natasha Scott/Hariet Kempster
<b>SIGNATURE</b>	
<b>ROLE</b>	Head Teacher/SBM/Health & Safety Lead

**Likelihood**

<b>5</b>	<b>M</b>	<b>M</b>	<b>H</b>	<b>H</b>	<b>H</b>
<b>4</b>	<b>M</b>	<b>M</b>	<b>M</b>	<b>H</b>	<b>H</b>
<b>3</b>	<b>L</b>	<b>M</b>	<b>M</b>	<b>M</b>	<b>H</b>
<b>2</b>	<b>L</b>	<b>L</b>	<b>M</b>	<b>M</b>	<b>M</b>
<b>1</b>	<b>L</b>	<b>L</b>	<b>L</b>	<b>M</b>	<b>M</b>
<b>0</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>

**Severity**

**Long term controls for generic risk assessments**

Risk assessments reviewed annually by all staff
All staff to sign /email to acknowledge that they have read risk assessments
Risk assessments overview included as part of staff induction
Staff to report any health and safety issues to the office
Staff to highlight new equipment/activities that require assessment
Individual risk assessments reviewed following accident/incident
All accidents to be reported and accident forms completed
18 qualified First Aiders
18 qualified Paediatric First Aiders

**Key to Matrix**

<b>Severity</b>	<b>Likelihood of harm</b>
1. Negligible	1. Very low/improbable
2. Minor Injury	2. Low/possible/remote
3. Major Injury	3. Medium/occasional
4. Single Death	4. High/frequent/probable
5. Multiple Death	5. Very high/certainty

## GENERIC RISK ASSESSMENT – CLEANING COVID 19

Hazard Description	Persons Affected/ Who is at risk	Risk Consequence (resulting harm)	Risk Rating Severity x Likelihood	Control Measures	Reduced risk rating Severity x Likelihood	Risk Rating L,M,H
<p><b>1. Exposure to COVID 19</b></p>	<p>Cleaning staff, Colleagues, Children, Visitors</p>	<p>Infection/respiratory issues/death</p>	<p><b>5 x 4 = 20</b></p>	<p>Enhanced cleaning protocols are in place using certified COVID effective materials</p> <p>Thorough cleaning of classrooms and communal area at the end of the day</p> <p>Enhanced cleaning of frequently contact points. Especially photocopy rooms, PPA and empty Year 1 class:</p> <ul style="list-style-type: none"> <li>• door handles</li> <li>• light switches</li> <li>• stairs banister</li> <li>• taps</li> <li>• door push pads</li> <li>• tables and chairs</li> </ul> <p>Tissues in all classrooms</p> <p>Foot operated pedal bins for tissues emptied regularly during the day</p> <p>Cleaning of play/outdoor equipment between bubble use. Cleaning of tables and chairs between bubble use. SS to clean fixed equipment. Staff to clean toys and other play equipment.</p> <p>Lunch tables cleaned after each class has finished lunch. Due to bubbles sharing equipment.</p> <p>Removal of unnecessary items from learning environments</p> <p>Removal of soft furnishings*, soft toys and toys that are hard to clean.</p> <p>*soft furnishings are items made of cloth such as curtains</p> <p>Protocols including provision of PPE (gloves, apron, face mask), will be followed for cleaning any area where a</p>	<p><b>4 x 2= 8</b></p>	<p><b>M</b></p>

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				<p>suspected infected person with possible or confirmed coronavirus person has spent time</p> <p>Regular checks on cleaning and on cleaning sheets are carried out by identified persons on site each day.</p>		
<b>2. Spread of COVID 19</b>	Cleaning staff, Colleagues, Children, Visitors	Infection/respiratory issues/death	<b>5 x 4 = 20</b>	<p>Disposable gloves &amp; aprons must be used for all activities that may result in contamination of clothing with blood, bodily fluids or faeces.</p> <p>Additional PPE including face masks, aprons &amp; gloves available if there is a suspected case in school.</p> <p>The gloves &amp; aprons are 'double bagged' &amp; disposed of after a single use in designated bins.</p> <p>Regular collections are scheduled for clinical waste.</p> <p>Adequate provision for hand washing (soap, hot water) is readily available.</p>	<b>4 x 2 = 8</b>	<b>M</b>
<b>3. Waste disposal</b>	Cleaning staff, Colleagues, Children, Visitors	Infection/respiratory issues/death	<b>3 x 3 = 9</b>	<p>Potential hazardous waste, such as vomit &amp; bodily fluids, must be disposed of correctly &amp; contaminated surfaces properly disinfected.</p> <p>Place bagged waste in a suitable and secure place and mark them for storage.</p> <p>Wait until the person's coronavirus test results are known before taking waste out of storage</p> <p>If the individual tests negative, put the bags in with the normal waste</p> <p>If the individual tests positive store waste in a secure area for at least 72 hours before putting in with the normal waste.</p>	<b>3 x 1 = 3</b>	<b>L</b>

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4. Use of cleaning chemicals/detergents	Cleaning staff, Colleagues, Children, Visitors	Irritation / harm to eyes, nose and upperrespiratory tract Skin sensitisation / disorders	3 x 3 = 9	<p>Less hazardous chemicals used wherever possible.</p> <p>Suitable storage and management of flammable hand sanitizer is in place.</p> <p>All cleaning chemicals are stored safely and securely in accordance with requirements;</p> <p>COSHH safety briefing completed by all those using chemicals for cleaning.</p> <p>Material Safety Data Sheet for substances obtained from supplier and guidance followed.</p> <p>COSHH Assessment completed for all hazardous chemicals and control measures implemented.</p> <p>Appropriate Personal Protective Equipment (e.g. gloves, goggles etc.) provided and worn where identified in a COSHHassessment.</p> <p>Chemicals stored appropriately and access restricted when in use.</p> <p>Cleaning activities undertaken outside of school hours where possible.</p> <p>All spillages are cleaned</p>	3 x 1 = 3	<b>L</b>

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				<p>immediately.</p> <p>All containers are clearly labelled.</p> <p>Labels must be read before using potentially harmful substances.</p> <p>Gloves to be worn for all cleans activities.</p> <p>COSHH training for premises staff</p>		
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<b>Hazard Description</b>	<b>Persons Affected/ Who is at risk</b>	<b>Risk Consequence (resulting harm)</b>	<b>Risk Rating Severity x Likelihood</b>	<b>Control Measures</b>	<b>Reduced risk rating Severity x Likelihood</b>	<b>Risk Rating L,M,H</b>
<p><b>5 Risk of inadequate preparations for re-opening parts of schools leads to infection or other risks e.g. cleaning</b></p>	<p>Cleaning staff, Colleagues, Children, Visitors</p>	<p>Infection/respiratory issues/death</p>	<p><b>5 x 4 = 20</b></p>	<p>Robust cleaning regimes in place using specialist cleaning materials</p> <p>Cleaning schedules displayed and monitored</p> <p>Supplies monitored to ensure no shortages</p> <p>Staff aware of all procedures and risk assessments</p> <p>Premises and utilities have been health and safety checked and building is compliant. The following aspects of the maintenance schedule is complete.</p> <ul style="list-style-type: none"> <li>● Water testing</li> <li>● Fire alarm testing</li> <li>● Repairs</li> <li>● PAT testing</li> <li>● Any other statutory inspections</li> <li>● Insurance covers reopening</li> </ul>	<p><b>3 x 1 = 3</b></p>	<p><b>L</b></p>

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				arrangements  A formal pre-opening premises inspection has been undertaken by site supervisor		
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<b>This document should be reviewed in line with the following school policies/risk assessments</b>	
Health and Safety	Safeguarding, Early Help and Child Protection
Staff Handbook	Staff Code of Conduct including confidentiality
First Aid and Supporting Pupils with Medical Conditions	
COVID School routine	