

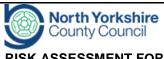
## **RISK ASSESSMENT FORM**

		RISK ASSESSMENT DETAILS			RISK MATRIX & RATING					
	Contrar Services			POTENTIAL OUTCOME			LIKELIHOOD Highly More likely			
	The state of the s		ing Covid 10	Catastrophic		atal injury/permanent disability  IDDOR reportable Specified Injury/		Highly likely	to occur	
Title of risk assessment  Contracted Cleaning during Covid Partial Reonen/Full Reonen  Details of activity: Various activity related to cleaning sites Covid 19 Pandemic		_	Major Moderate		oortable Over 7 Day Injury (requiring first aid)		Likely Possible			
		ing sites during	Minor				Unlikely			
Location of activ	vity	Various Cross and out (	County	Insignificant	Minor injury	or injury		Remote	Less likely to occur	
Risk assessmen	nt log ref			POTENTIAL	OUTCOME					
Other risk asses		NA		Catastro Majo	r					
Method statemer reference	nt	NA		Modera Mino Insignifia	r					
Date of assessm	nent	11/12/2020		3 3		Remote	Unlikely	Possibl	le Likely	Highly Likel
Name of person out assessment		Cam Adamson			LIKELIHOOD					
Person carrying assessment's sign				Risk	Risk rating Action					
Name of employee(s) consulted on activity  Kay Oxley, Kayte Sex		Kay Oxley, Kayte Sexto	n				ontrols & monitor (if Likely or Highly Likely – stop competent advice, notify H&S Team)			
		1			MEDIUM	Revi	iew/add controls	(as far as rea	asonably practical	ole) & monitor
Manager's signature Date C M Adamson 04/06/2020				LOW	Monitor control measures					



REF: NYCC/HS/F03 September 2019 V2

Hazard and related condition / activity Eg slip – wet floor from cleaning	Persons at risk Eg employees, pupils, customers, contractors, members of public (include out of hours use)	Existing control measures Eg method statements, training, authorised users, competent person, PPE – give specific details	Are any additional control measures required? What are they?  Eg documented observational monitoring	Risk rating after existing & additional control measures Potential Outcome x Likelihood = Risk Rating (eg Minor x Unlikely = Low)  If High (Likely or Highly Likely) - notify H&S Team
Social Distancing Measures Not Followed	All building users	At work staff must maintain a distance of 2 meters from any other person. This includes work colleagues within the cleaning service, school staff, pupils and visitors including onsite contractors	none	low
		Cleaning must be carried out when the building has been vacated by all or majority of the pupils/staff/visitors. If pupils/staff/visitors are still present, cleaning staff will work using the 2 meter distancing rule.	None	low
		Staff must not congregate at shared locations such as cleaning cupboards, staff rest areas or toilets. A designated member of cleaning team should prepare 'cleaning kits' for all the team if the cleaning cupboards/stores are used by more than one person	none	low
		Staff to keep apart as they move through the setting where spaces are accessed by corridors.  The wearing of "face coverings" should be compliant with local site guidance. In Corporate Buildings Face coverings should be worn in line with NYCC guidance ( to be found on the "intranet"	none	low
Flexibility of Cleaning schedule	All building users	D10 Sanitiser should be used for all areas which require disinfection and cleaning.  Different Locations may require additional WC cleaning using a chemical with odorising properties ( Screen, Premisan) as D10 is odour neutral and some older WC's require odour masking.	COSHH to be available on site. Dilution chart to be available on site.	low



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		Wooden Hall floors will require a continued but intermittent clean using floor maintenance product (clean & buff) as longer-term use with D10 only will flatten the appearance of floor finish.		
		All 'contact' points should be disinfected daily to include: cleaning of doors, door furniture, banisters, desks, horizontal surfaces, entry screens/touchpads and other points of contact likely to be frequently touched by building users.  To adhere to Covid 19 guidance emphasis will be placed on the daily clean of 'contact points'. Other contracted cleaning tasks will continue to be carried out but some which are less critical may need to be carried out on a rotational basis due to limits on contracted staff hours, potential staff absences due to	none	low
		'shielding/ill health or vacant positions. Reviews of cleaning schedule to be carried out with individual sites/locations on an ongoing basis.  Stocks of cleaning chemicals regularly checked and additional supplies requested as necessary	none	low
		To assist schools with cleaning throughout the day, a cleaning kit can be provided where possible for a designated member of school staff to include prediluted spray bottles of D10, disposable gloves and disposable cloths (dependant on continued supply). It is school's responsibility to keep these items secured at all times, in areas that cannot be accessed by pupils. School must inform cleaning staff if they require the spray bottles to be re-filled. D10 Sanitiser diluted solution must be changed/replaced every 5 days May incur additional charge to school at later date.	none	low
Shared Resource	All building users	Staff are encouraged not to bring or reduce, personal items from home, to reduce possible virus spread.	none	low

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Cross infection – spread of infection across different schools	All Building Users	Employees must not work across multiple sites (schools) or deployed to a different school because the one they are working in has been closed because of Covid-19.	Should employees need to continue working, provided they are not considered as close contacts of a positive case, they should get tested before they can work in a different school. This is to help reduce the risk of transmission.	Low
		Employees who are identified as close contacts of a case in school should self-isolate and must not return to work or move on to work in another school until they complete self-isolation. Employees must get tested if they develop symptoms during this period.		

	ACTION PLAN (insert additional rows if required)	To	Action completed:			
Additional control measures to reduce risks so far as is reasonably practicable		Name	Position	Date	Signature	Date
1						
2						
3						
4						

## **COMMENTS AND INFORMATION**

Use this section to record how the risk assessment & control measures have been communicated to relevant people, and any other comments and information

Further information is available relating to Coronavirus, on subjects such as:

Travel to and from work

Staff on site becoming unwell

Site user developing symptoms

Full information can be found at <u>WWW.gov.uk/coronavirus</u>

Scheduled date of next review	Are there any changes to the activity since the last review?		Data of	
Minimum annually, or if there are any significant changes, or following an incident or near miss	Clarify that all the controls are still in place and how monitored on a regular basis	Signature of manager	Date of review	
26/6/2021	Review of Government guidance and industry best practise used to update this since the last review and frequent monitoring of it ongoing.	C M Adamson	22/11/2020	
26/6/2021	Infection across different sites added	C M Adamson	10/12/2020	