

RISK ASSESSMENT FORM

RISK ASSESSMENT DETAILS		RISK MATRIX & RATING																																																			
Directorate	<i>Central Services</i>	<p>POTENTIAL OUTCOME</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td>Catastrophic</td> <td>Fatal injury/permanent disability</td> <td colspan="4" rowspan="5" style="text-align: center; vertical-align: middle;"> <p>LIKELIHOOD</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td>Highly likely</td> <td>More likely to occur</td> </tr> <tr> <td>Likely</td> <td style="text-align: center;">↓</td> </tr> <tr> <td>Possible</td> <td></td> </tr> <tr> <td>Unlikely</td> <td></td> </tr> <tr> <td>Remote</td> <td>Less likely to occur</td> </tr> </table> </td> </tr> <tr> <td>Major</td> <td>RIDDOR reportable Specified Injury/Disease/Dangerous Occurrence</td> </tr> <tr> <td>Moderate</td> <td>RIDDOR reportable Over 7 Day Injury</td> </tr> <tr> <td>Minor</td> <td>Minor injury (requiring first aid)</td> </tr> <tr> <td>Insignificant</td> <td>Minor injury</td> </tr> </table>						Catastrophic	Fatal injury/permanent disability	<p>LIKELIHOOD</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td>Highly likely</td> <td>More likely to occur</td> </tr> <tr> <td>Likely</td> <td style="text-align: center;">↓</td> </tr> <tr> <td>Possible</td> <td></td> </tr> <tr> <td>Unlikely</td> <td></td> </tr> <tr> <td>Remote</td> <td>Less likely to occur</td> </tr> </table>				Highly likely	More likely to occur	Likely	↓	Possible		Unlikely		Remote	Less likely to occur	Major	RIDDOR reportable Specified Injury/Disease/Dangerous Occurrence	Moderate	RIDDOR reportable Over 7 Day Injury	Minor	Minor injury (requiring first aid)	Insignificant	Minor injury																						
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Team	<i>Facilities Management</i>																																																				
Title of risk assessment	<i>Contracted Cleaning - Prevent cross infection of Covid 19 Guidance</i>																																																				
Details of activity: Various activity related to cleaning sites during Covid 19 Pandemic																																																					
Location of activity	<i>Various Schools & Buildings Across and out of County</i>																																																				
Risk assessment log ref	<i>002</i>																																																				
Other risk assessments cross-referenced	<i>NA</i>																																																				
Method statement reference	<i>NA</i>																																																				
Date of assessment	<i>04.06.2020</i>																																																				
Name of person carrying out assessment	<i>Cam Adamson</i>																																																				
Person carrying out assessment's signature																																																					
Name of employee(s) consulted on activity	<i>Kay Oxley, Facilities Manager & Kayte Sexton, Technical Support Manager</i>																																																				
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Hazard and related condition / activity	Persons at risk	Existing control measures	Are any additional control measures required? What are they?	Risk rating after existing & additional control measures
Cross infection - 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 and building staff, pupils and visitors including onsite contractors	none	medium
		Cleaning must be carried out when the building has been vacated by all or majority of pupils/staff/visitors. If pupils/staff/visitors are still present, cleaning staff will work using the 2 metre distancing rule.	None	medium
		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	medium
		Staff to keep apart as they move through the setting where spaces are accessed by corridors	none	medium
		Mobile relief employees & area managers must travel alone. Where this is not possible they must sit as far apart as possible, wear a mask and open windows. Hand sanitiser gel must be in all vehicles used by employees who move from site to site.	none	medium
Cross infection - due to inadequate cleaning	All building users	D10 Sanitiser should be used for all areas which require disinfection and cleaning.	COSHH to be available on site. Dilution chart to be available on site.	medium
		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	none	medium

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		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 '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	medium
		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 pre-diluted 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.	none	medium
Cross infection - not following personal hygiene procedures	Employees	<p>Employees to wash their hands; before leaving home, on arrival at the premises, before and after wearing gloves, handling cleaning chemicals, using the toilet, after coughing or sneezing, eating and drinking and not to touch face (eyes, mouth, nose) with hands that are not clean.</p> <p>Wash hands with liquid soap and water for minimum of 20 seconds. Hands must be dried properly to prevent infection and drying out.</p> <p>Employees to wear uniform provided. Clean uniform to be worn each day. If washed at home, take to work in a clean, washable bag. Bag to be washed with uniform. Appropriate level of PPE to be worn commensurate to the task. Face masks should be worn by all employees, the 2m distance cannot be</p>	none	medium

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		maintained.		
Cross infection – sharing of resources	Employees	Staff are instructed not to bring or reduce, personal items from home, to reduce possible virus spread	none	low

ACTION PLAN		To be actioned by:			Action completed:	
Additional control measures to reduce risks <i>so far as is reasonably practicable</i>		Name	Position	Date	Signature	Date
1	<i>Updated D10 dilution chart being printed for all cleaning cupboards</i>	<i>Kayte Sexton</i>	<i>Technical Support Manager</i>	<i>11-09-2020</i>		
2	<i>Dilution chart to be distributed with updated COSHH information & this risk assessment to all staff via Area Managers</i>	<i>Kayte Sexton</i>	<i>Technical Support Manager</i>	<i>10-09-2020</i>		
	<i>Where Area Managers do not have this availability to be distributed via schools</i>	<i>Simon King</i>	<i>NYES Manager</i>	<i>10-09-2020</i>		

COMMENTS AND INFORMATION

Further information is available relating to Coronavirus, at www.gov.uk/coronavirus on subjects such as:

- Travel to and from work*
- Staff on site becoming unwell*
- Site user or employee developing symptoms – procedures for that person and cleaning the area they have been in*

Information has already been issued to employees on an on-going basis throughout the pandemic via Area Managers, schools and text messages and letters. This risk assessment to be issued to schools or corporate building colleagues on request.

Scheduled date of next review	Are there any changes to the activity since the last review?	Signature of manager	Date of review
<i>Minimum annually, or if there are any significant changes, or following an incident or near miss</i>	<i>Clarify that all the controls are still in place and how monitored on a regular basis</i>		
<i>04/10/2020</i>		<i>C M Adamson</i>	