




RISK ASSESSMENT FORM

REF: NYCC/HS/F03 September 2019 V2

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RISK ASSESSMENT DETAILS		RISK MATRIX & RATING																																																															
Directorate	Central Services																																																																
Team	Facilities Management																																																																
Title of risk assessment	Contracted Cleaning during Covid 19 Partial Reopen/Full Reopen																																																																
Details of activity: Various activity related to cleaning sites during Covid 19 Pandemic																																																																	
Location of activity	Various Cross and out County																																																																
Risk assessment log ref																																																																	
Other risk assessments cross-referenced	NA																																																																
Method statement reference	NA																																																																
Date of assessment	11/12/2020																																																																
Name of person carrying out assessment	Cam Adamson																																																																
Person carrying out assessment's signature																																																																	
Name of employee(s) consulted on activity	Kay Oxley, Kayte Sexton																																																																
Manager's signature C M Adamson	Date 04/06/2020																																																																
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Hazard and related condition / activity <i>Eg slip – wet floor from cleaning</i>	Persons at risk <i>Eg employees, pupils, customers, contractors, members of public (include out of hours use)</i>	Existing control measures <i>Eg method statements, training, authorised users, competent person, PPE – give specific details</i>	Are any additional control measures required? What are they? <i>Eg documented observational monitoring</i>	Risk rating after existing & additional control measures <i>Potential Outcome x Likelihood = Risk Rating (eg Minor x Unlikely = Low)</i> 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 odouring 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 'shielding/ill health or vacant positions. Reviews of cleaning schedule to be carried out with individual sites/locations on an ongoing basis.	none	low
		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 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 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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<p>Cross infection – spread of infection across different schools</p>	<p>All Building Users</p>	<p>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.</p> <p>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.</p>	<p>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.</p>	<p>Low</p>
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ACTION PLAN (insert additional rows if required)		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						
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 WWW.gov.uk/coronavirus

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