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| **RA FCAT RISK MANAGEMENT HEALTH AND SAFETY ASSESSMENT CONSIDERATIONS COVID-19**  **Operational staffing and conditions CLEANING** | | | |
| **Name of Academy** | **ASPIRE ACADEMY** | **Date of RA:** | **22/05/2020**  **reviewed 3rd june 2020**  **reviewed 18th june 2020**  **reviewed 29th June 2020**  **reviewed Aug 10th 2020** |
| **Risk assessment carried out by:**  **(Responsible Person)** | **Jeff Challenger**  **Debbie Hanlon Catlow** | | |

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| **INFORMATION** | **The following areas within your academy that will require regular and enhanced frequency of cleaning:**    Windows, window-sills, light fittings and covers, light switches, doors, door handles, toilets, wash hand basins, floors cupboards, shelving, radiator and radiator covers, refrigerator, food storage facilities, sinks, tables, including underside and legs, work and play surfaces, chairs, plates, cups, cutlery, toys, PE equipment, photocopiers, entry system points, kitchens and equipment, countertops, computers mouse / keyboard, light switches, grab rails, bannisters, telephones, equipment for SEND pupils, and other areas touched regularly. |

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| **Issue** | **How to manage it (Controls)** | **Notes and review points** |
| Cleaning  (Maintaining High Standards / Staffing) | *e.g.* All students and staff will return to work Wednesday 2nd September  The cleaner`s have been appointed specific areas in which to clean.  The cleaners have been given specific instruction of the standard of cleaning required and the regularity of cleaning.  The cleaners have been issued with a detailed list of specific areas/items to be cleaned. | Staffing capacity to be maintained for additional cleaning.  Staffing levels have been reviewed  Additional staff have been recruited and are awaiting DBS checks |  |  |
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| Products used | To clean the vinyl Flooring we are using Evans Clean fast as recommended by our supplier  To clean Hard surfaces such as tables, chairs, door handles etc we are using Evans Safe Zone Plus as recommended by our supplier  To clean keyboards, photocopiers, light switches etc we are using Sanisafe Antibac virus wipes as recommended by our supplier.  Tec-care concentrate now being applied to corridor & stairways walls are recommended by our supplier, Mr John Topping and Mr Gary Fletcher,  Substance data sheets in place.  T | To be reviewed accordingly with government Covid 19 guidelines |  |  |
| PPE | Cleaning staff to sanitise their hands on entering the premises  Cleaners to wear disposable gloves and aprons for cleaning.  Eye protection is available if required  Face masks are available if required.  Cleaning staff to wash their hands when exiting the building | Wash hands regularly with soap and water for 20 seconds, and after removing gloves, aprons and other protection used while cleaning |  |  |
| Method of cleaning | Cleaning to take place when the students have vacated the area  wash all hard surfaces with soap and water and then Wipe with Evans Safezone plus.  Areas of school to be cleaned mentioned here and specific procedures ie toilets / classroom / corridor / office |  |  |  |
| Waste / Bins | Waste to be put in a plastic rubbish bag and tied when full.The plastic bag to be placed in a second bin bag and tied. Bins to be lidded…..preferably pedal bins.  When empty bins should be cleaned with soap and warm water and then a disinfectant based products | Pedal bins have been provided for the rooms in use.. |  |  |
| Stock control | Sufficient supplies of sanitiser / soap / tissues / PPE / cleaning products / equipment etc. | Daily stock checks are carried out |  |  |
| Storage/storage in classrooms of cleaning products and PPE | All cleaning products are stored safely and securely in the cleaners cupboards.  All cleaning staff have access to the required PPE and know where it is stored  All cleaning staff have received COSHH training. | All cleaning staff have been instructed in the use of any new substances or equipment introduced. |  |  |
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DETAILS AND COMMENTS FOLLOWING REVIEW ON 03.06/20

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|  | Issues arising | |
| 1 | The cleaners are finding it hard to clean the premises to the required standards in the hours available. | |
| 2 | Members of Teaching Staff are using non allocated rooms. | |
| 3 | PPE equipment shortages due to excessive demand our normal cleaning suppliers are struggling to supply our needs. | |

ACTIONS

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|  | Actions Agreed | Person Responsible | Time schedule | Signature |
| 1 | Recruit additional staff  Limit the number of rooms in use | J Challenger  D Hanlon- Catlow | ASAP  Regular review |  |
| 2 | Staff to be informed which rooms are available  Rooms not in use to be sealed off | J Challenger  D Hanlon- Catlow | Immediately |  |
| 3 | Source alternative suppliers  Order in bulk  Regular stock checks | J Challenger  D Hanlon- Catlow | Immediately |  |
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ACTIONS Taken following review on 03/06/20

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|  | ACTION | Person Responsible | Completed |  |
| 1 | Recruiting 2 fixed term cleaners and 1 permanent cleaners, Interviews to be on 24/06/20.  Reduced number of offices in use. offices to be available for cleaning at 1.pm allowing more time for cleaning.  Students will exit the building via 1 stairwell (Blackpool Stairs) allowing the cleaners to access the stairs from 2pm | J Challenger  D Hanlon- Catlow | 18/06/20 |  |
| 2 | Staff have been made aware of which rooms are in use.  All rooms and toilets not in use have been sealed off, | J Challenger  D Hanlon- Catlow | 18/06/20 |  |
| 3 | Alternative suppliers have been added to FCAT suppliers list  Stocks are checked on a regular basis. | J Challenger  D Hanlon- Catlow | 18/06/20 |  |
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AGREED ACTIONS

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|  | Agreed Actions | Person Responsible | Time Schedule |  |
| 1 | Investigate alternative cleaning equipment to assist with cleaning operations, | J Challenger  D Hanlon- Catlow | ASAP |  |

ACTIONS taken following review June 18th

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|  | ACTION | Person Responsible | Completed |  |
| 1 | To alleviate the pressure on the cleaning team a new longer lasting sanitising spray procedure has been introduced. Spray to be used on corridor and stairway walls.  Staff to be trained in usage of new equipment.  Substance data sheets in place. | J Challenger  D Hanlon- Catlow | 29/06/18 |  |

Further Actions required following review 10/08/2020

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|  | Issues Arising | Person Responsible | Completed |  |
| 1 | All students and staff returning to school from September 2nd will greatly increase the workload on the cleaning team. Although additional staff have been recruited there could still be a need to further increase the cleaning staff | J Challenger  D Hanlon- Catlow |  |  |

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|  | Actions | Person Responsible | Completed |  |
| 1 | To further alleviate the pressure on the cleaning team we need to Access and monitor the cleaning process and look into ways of reducing the workload. | J Challenger  D Hanlon- Catlow |  |  |
| 2 | investigate ways to improve the efficiency of the cleaning staff by adopting better cleaning practices and procedures. |  |  |  |
| 3 | Investigate further on equipment and substances to assist the cleaners |  |  |  |
| 4 | Look into the possibility of sharing some of the workload |  |  |  |

Actions Taken

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|  | Action | Person responsible | Completed |  |
| 1 | To reduce the amount of time needed to clean the classrooms we are using Evans Safe Zone Plus on the hard surfaces, Tables & chairs etc. This is both a virucidal and detergent substance so there is no need to wash down the hard surfaces with soap and water prior to sanitising | J Challenger  D Hanlon- Catlow | 13/08/20 |  |
| 2 | To further reduce the cleaning time we have purchased a backpack spraying unit to speed up the sanitising process | J Challenger  D Hanlon- Catlow | 13/08/20 |  |
| 3 | In order to reduce the workload on the cleaners we will have a trial period where the staff sanitise their own office. | J Challenger  D Hanlon- Catlow | 13/08/20 |  |