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| **COVID 19 SCOOLS - SAFETY RISK ASSESSMENT** |
| Directorate: **Schools** | Section/Team:  **Meanwood Primary School** |
| Job role/s**: Caretakers / Cleaning staff – Schools & Public Buildings****Cleaning of all internal premises when a positive Covid test has been identified**..  |
| People who might be harmed i.e.pupils, teaching staff, members of the public, officers, cleaners, cleaners in charge, caretakers, site managers. | Assessment date: **26-8-20** |
| Are there any special considerations needed for new & expectant mothers or persons under 18, etc**. Yes . New and expectant mothers and any staff over 70 must self isolate.** | Review date: **30-10-20** |
| Names of all involved in assessment process: (e.g. Manager, Union rep, etc.):**Helen Vyse** | Manager authentication: **Helen Vyse** |
| **Hazard / risk identified** Task/ activity / process / stressor | **Current precautions in place** | **Improvement action needed**following incidents, changes, etc. Place these on an action plan. |
| **Contact with colleagues/pupils/staff/contractors/officers/public.** | * The area or areas that have been contaminated MUST be sealed off immediately.
* Your line manager, headteacher MUST be informed immediately.
* You must aim to keep 1 meters distance from other team members, pupils, teaching staff, members of the public, officers, cleaners, cleaners in charge, caretakers, site managers.
* Should you need additional trained staff to support you must speak to your line manager.
 | * The appropriate signage to be displayed cordoning off the area if required.
* Use tape to cordon off if required.
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| **PPE** | * You must wear and disposable gloves, aprons and face masks at all times. This PPE MUST be disposed of following the procedure detailed below.
* Uniform **MUST** not be taken home unless for washing..
 | * Additional PPE in particular disposable aprons and disposable gloves and face masks will be issued and must be worn
* Ensure you have enough stock of PPE and materials at all times.
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| **Cleaning** | **.*** PPE, including gloves, aprons and face masks must be worn at all times.
* The priority is cleaning all surfaces using a disinfectant. These areas include door handles, surfaces, toilets, internal glass and all other hard surfaces including floors
* Disposable cloths must be used when cleaning. These along with aprons, face masks and disposable gloves must be double bagged at the end of the clean, and kept safe.After 3 days these bags can go out following normal procedures.
* Any soft furnishings or carpets can be cleaned by either using a carpet extraction machine, steam cleaner OR spray the affected area with disinfectant.

All surfaces that the symptomatic person has come into contact with must be cleaned and disinfected, including:* objects which are visibly contaminated with body fluids
* all potentially contaminated high-contact areas such as bathrooms, door handles, telephones, grab-rails in corridors and stairwells

Use disposable cloths or paper roll and disposable mop heads, to clean all hard surfaces, floors, chairs, door handles and sanitary fittings, following one of the options below:* use either a combined detergent disinfectant solution at a dilution of 1,000 parts per million available chlorine, OR
* a household detergent followed by disinfection (1000 ppm av.cl.). Follow manufacturer’s instructions for dilution, application and contact times for all detergents and disinfectants, OR
* if an alternative disinfectant is used within the organisation, this should be checked and ensure that it is effective against enveloped viruses

Avoid creating splashes and spray when cleaning.Any cloths and mop heads used must be disposed of and should be put into waste bags as outlined above.Any items that are heavily contaminated with body fluids and cannot be cleaned by washing should be disposed of. | Ensure you have enough cleaning materials at all timesEnsure you follow the governments guidelines at all times following the link, <https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings> |
| **Waste** | Waste from possible cases and cleaning of areas where possible cases have been (including disposable cloths and tissues):1. Should be put in a plastic rubbish bag and tied when full.
2. The plastic bag should then be placed in a second bin bag and tied.
3. It should be put in a suitable and secure place and marked for storage until the individual’s test results are known.

Waste should be stored safely and kept away from children. You should not put your waste in communal waste areas until negative test results are known or the waste has been stored for at least 72 hours.* if the individual tests negative, this can be put in with the normal waste
* if the individual tests positive, then store it for at least 72 hours and put in with the normal waste

If storage for at least 72 hours is not appropriate, arrange for collection as a Category B infectious waste either by your local waste collection authority if they currently collect your waste or otherwise by a specialist clinical waste contractor. They will supply you with orange clinical waste bags for you to place your bags into so the waste can be sent for appropriate treatment. |  |
| **Personal Hygiene** | * Ensure hands are washed regularly and thoroughly with neutral detergent and water for 20 seconds or more using the 7 point approach
* Step 1: Wet Hands. Wet your hands and apply enough liquid soap to create a good lather. ...
* Step 2: Rub Palms Together. ...
* Step 3: Rub the Back of Hands. ...
* Step 4: Interlink Your Fingers. ...
* Step 5: Cup Your Fingers. ...
* Step 6: Clean the Thumbs. ...
* Step 7: Rub Palms with Your Fingers.
* Use a hand sanitizer after washing your hands.
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| **Personal Health** | * If anyone shows signs of having a high temperature or ongoing cough you **MUST** immediately self-isolate and inform management.
* Staff have be tested for Covid at any time at local walk in centres.
* You will be informed of any changes in relation to Covid. Latest updates can be found at <https://www.gov.uk/coronavirus> <https://www.nhs.uk/conditions/coronavirus-covid-19/>
 | * Once management have been informed this will be reported to the Covid19 team and you will be requested to attend testing at an agreed time and date.
* Once management receive the test results if this is positive follow the appropriate guidelines if negative please speak to your area manager.
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| **Communication** | Any updates to this RA will be forwarded to yourselves ASAP. |  |

This assessment should be reviewed following significant changes, the introduction of new machinery, equipment, substances or procedures & following incidents, or at least annually.