

Company Details:

Company Name:
 Address: ___ Westholme School – Cleaning Department (All Sites) _____

 _____ Post Code: _____

Date of Assessment:

__31 / __08 / __2021__

Review Date:

__31__ / __10 / __2021__

Reason for Assessment:

- Initial Assessment
- New Substances/ Processes (COVID-19 Preparedness)
- After A New Incident
- After An Incident
- As A Regular Review

Location of Assessment:

All Sites

Individuals Conducting the Assessment:

Name	Job Title	Signature
Lionilde Laverman	Cleaning Manager	

***Attach picture of floor-plan to Completed Assessment if available**

Please read the Information Guide on the back cover of your Assessment Pack before starting your assessment.

Risk Assessment – Assessment Questionnaire

This section covers key questions critical to a successful workplace safety risk assessment. If “No” is answered to any questions, determine if there are controls in place to eliminate or minimise any risks.

A. Work Environment:		Tick either (✓)	Actions in place adequate, if not detail below
1	Have areas clearly been identified that will be used during returns?	<input checked="" type="checkbox"/> Yes/ <input type="checkbox"/> No	Updates being given regularly about movements, areas being used.
2	Have cleaning staff been allocated areas of work that promote social distancing?	<input checked="" type="checkbox"/> Yes/ <input type="checkbox"/> No	Cleaning shifts have been split between AM/PM so that cross-over is limited between team members.
3	Have employees received adequate training in the wearing, use and purpose of their PPE?	<input checked="" type="checkbox"/> Yes/ <input type="checkbox"/> No	Additional training will be undertaken re: donning/ doffing of RRE and signage will be provided in all cleaning stores.
4	Are there appropriate and ample facilities for personal and special work clothing?	<input checked="" type="checkbox"/> Yes/ <input type="checkbox"/> No	Disposable aprons, disposable gloves, safety glasses and masks if needed. (Disposable overalls – fogging)

B. COSHH		Tick either (✓)	Actions in place adequate, if not detail below
1	Have all hazardous substances on the premises been in a COSHH risk assessment? If not, carry out this risk assessment at the earliest date.	<input checked="" type="checkbox"/> Yes/ <input type="checkbox"/> No	
2	Have all cleaners been trained in the use of cleaning chemicals to be used during COVID-19 response?	<input checked="" type="checkbox"/> Yes/ <input type="checkbox"/> No	See above – all COSHH Risk Assessments completed and full review of all chemicals has been completed 01/21.

C. Work Equipment		Tick either (✓)	Actions in place adequate, if not detail below
1	Is the equipment suitable for the function for which it is provided?	<input checked="" type="checkbox"/> Yes/ <input type="checkbox"/> No	All cleaning stores are checked to ensure correct equipment is available.
2	Is the location satisfactory in which the work equipment is to be used?	<input checked="" type="checkbox"/> Yes/ <input type="checkbox"/> No	Cleaner's on site will have their own cupboards where possible to avoid unnecessary contact. All equipment will be labelled for individual use.
3	Is the equipment efficiently maintained with a current maintenance record?	<input checked="" type="checkbox"/> Yes/ <input type="checkbox"/> No	All electrical equipment is PATested. All other equipment is inspected regularly to ensure preparedness and functionality.
4	Where a specific risk is attached to the use of work equipment is the use of that equipment restricted to personnel given adequate training and information?	<input checked="" type="checkbox"/> Yes/ <input type="checkbox"/> No	All staff have undergone suitable H&S training. Risk Assessment also undertaken for the use of various types of equipment.
5	Are the guard or protective devices suitable for the purpose provided, of good construction and maintained in an efficient state?	<input checked="" type="checkbox"/> Yes/ <input type="checkbox"/> No	N/A no dangerous equipment other than electrical equipment. E.g. vacuum cleaners. New fogging equipment. Training has been conducted.

D. Waste		Tick either (✓)	Actions in place adequate, if not detail below
1	Is waste kept in suitable receptacles and waste cleared regularly from the workplace?	<input checked="" type="checkbox"/> Yes/ <input type="checkbox"/> No	Pedal bins provided in all classrooms. Additional metal pedal bins to be placed in licensed areas/ those with significant risk of fire. Waste is removed daily or more frequently as stipulated in the cleaning schedule.
2	If any waste is contaminated or hazardous, are special arrangements made for its disposal?	<input checked="" type="checkbox"/> Yes/ <input type="checkbox"/> No	Hygiene services in place for biohazardous waste.
3	Where suspected cases of COVID-19 are present, are there specific arrangements in place for the removal of waste?	<input checked="" type="checkbox"/> Yes/ <input type="checkbox"/> No	<ul style="list-style-type: none"> - Additional bins are provided for the disposal of face masks, tissues, wipes and cloths/ paper towels. - Bins are emptied frequently to avoid overflowing. - Where positive cases have been identified waste is double-bagged during the deep cleaning process. - Operatives will take special care to ensure the use of gloves and other RRE when disposing of waste.
4	Is all waste stored in securely protected safe areas?	<input checked="" type="checkbox"/> Yes/ <input type="checkbox"/> No	- New Bin Storage Area
5	Are all waste/ disposal/ storage areas frequently cleaned?	<input checked="" type="checkbox"/> Yes/ <input type="checkbox"/> No	See Estates Department

E. PPE:		Tick either (✓)	Actions in place adequate, if not detail below
1	Have cleaners been provided with correct and sufficient RRE/ PPE to undertake their duties?	<input checked="" type="checkbox"/> Yes/ <input type="checkbox"/> No	Disposable gloves, disposable aprons, face masks, safety glasses, visors, disposable overalls. All cleaners will be provided with a separate supply of PPE to ensure reduced risk of cross infection.
2	Have all cleaners had training to ensure they understand the need to wear PPE while undertaking their duties? - See notes re: use of eye, mouth and face protection when cleaning heavily contaminated areas.	<input checked="" type="checkbox"/> Yes/ <input type="checkbox"/> No	All cleaners have completed H&S training. Training reminders are reviewed regularly, to ensure all cleaners fully understand the need to comply with wearing of RRE/PPE to protect themselves and prevent the further spread of the virus.
3	Do all cleaners know where to access additional PPE or report faulty PPE?	<input checked="" type="checkbox"/> Yes/ <input type="checkbox"/> No	Line Manager

F. Cleaning & Disinfection:		Tick either (✓)	Actions in place adequate, if not detail below
1	Have arrangements been made to clean all communal/ low risk areas daily with disinfectants?	<input checked="" type="checkbox"/> Yes/ <input type="checkbox"/> No	Enhanced cleaning to be undertaken throughout the day. Cleaning Stations continue to be available.
2	Have arrangements been made to disinfect high risk areas such as bathrooms, door handles, telephones and hand rails more frequently or following contact with a suspected case of COVID19?	<input checked="" type="checkbox"/> Yes/ <input type="checkbox"/> No	Enhanced cleaning to be undertaken throughout the day.
3	Are suitable disinfecting agents available? Has it been checked for effectiveness in destruction of viruses?	<input checked="" type="checkbox"/> Yes/ <input type="checkbox"/> No	Virucidal Cleaner – See COSHH data sheets. Hypochlorous Acid – Recommended product
4	Are sufficient disposable cleaning supplies available?	<input checked="" type="checkbox"/> Yes/ <input type="checkbox"/> No	Will ensure continual stock checks to ensure sufficient supplies are available.
5	Are sufficient supplies of Hand Sanitiser available?	<input checked="" type="checkbox"/> Yes/ <input type="checkbox"/> No	We have a good supply of hand sanitiser available and have access to additional stock if needed.
6	Have additional supplies been made available for usage at times when cleaners are not present? E.g. during lesson times etc.	<input checked="" type="checkbox"/> Yes/ <input type="checkbox"/> No	All classrooms have a “Sanitising Station” this will contain: Hand Sanitiser, Virucidal Cleaner, Disposable Cloths, Disposable Aprons, Disposable Gloves, Paper Roll. – Additional supplies are available upon request.

G. First Aid:		Tick either (✓)	Actions in place adequate, if not detail below
1	Have all employees been informed of the procedures and the identity of the person responsible for dealing with suspected cases of COVID-19 or other first aid related accidents or injuries?	<input checked="" type="checkbox"/> Yes/ <input type="checkbox"/> No	COVID-19 School Operations Risk Assessment – update 27/08/2021 School H&S Policy
2	Have the first aid boxes been checked and the contents restocked? e.g. Bio-Hazard Cleaning Supplies?	<input checked="" type="checkbox"/> Yes/ <input type="checkbox"/> No	Yes – Regular Checks – School Nurse
3	Are there adequate qualified first aiders in the workplace?	<input checked="" type="checkbox"/> Yes/ <input type="checkbox"/> No	See H&S policy

H. Laundry:		Tick either (✓)	Actions in place adequate, if not detail below
1	Are facilities available to ensure all contaminated items including clothing, cloths and towels are washed in the hottest water available and with wash detergents?	<input checked="" type="checkbox"/> Yes/ <input type="checkbox"/> No	
2	Have cleaners been trained to minimise risk of spreading viruses by implementing safe laundry practice? E.g. Do not shake laundry that may be contaminated – could spread viruses through the air	<input checked="" type="checkbox"/> Yes/ <input type="checkbox"/> No	All reusable cloths will only be used once and then washed at 90 degrees or above. Washers located in Theatre Cleaner’s Store (WL) and Basement Cleaner’s Store (BH)
3	Are disinfectants available in laundry areas to ensure all equipment is sanitised after use?	<input checked="" type="checkbox"/> Yes/ <input type="checkbox"/> No	

I. Communication:		Tick either (✓)	Actions in place adequate, if not detail below
1	Is there an effective health & safety/ COVID-19 policy?	<input checked="" type="checkbox"/> Yes/ <input type="checkbox"/> No	Yes, H&S policy – all cleaners have a copy. COVID-19 School Operations Risk Assessment – update 27/08/2021 – reviewed with staff.
2	Is there a formal review process of the policy?	<input checked="" type="checkbox"/> Yes/ <input type="checkbox"/> No	
3	Does the signage in place meet statutory requirements i.e. Health and Safety (Safety Signs and Signals) Regulations?	<input checked="" type="checkbox"/> Yes/ <input type="checkbox"/> No	Signage continues to be available throughout school as a reminder to be conscious of personal hygiene.
4	Have all cleaning staff been made aware of measures put in place to assist with social distancing and control of contact?	<input checked="" type="checkbox"/> Yes/ <input type="checkbox"/> No	COVID-19 School Operations Risk Assessment – update 27/08/2021
5	Has training been undertaken to ensure all cleaning staff are fully aware of all policies and control measures?	<input checked="" type="checkbox"/> Yes/ <input type="checkbox"/> No	Face to Face review of updates from RA.

J. Communication Cont.:		Tick either (✓)	Actions in place adequate, if not detail below
6	Is training ongoing?	<input checked="" type="checkbox"/> Yes/ <input type="checkbox"/> No	As guidance changes and updates are received, cleaners will receive additional training. COVID-19 School Operations Risk Assessment – update 27/08/2021 Contents reviewed with staff.
7	Have all cleaners been issued with a copy of COVID-19: Cleaning in non-healthcare settings?	<input checked="" type="checkbox"/> Yes/ <input type="checkbox"/> No	

K. Manual Handling:		Tick either (✓)	Actions in place adequate, if not detail below
1	Can operations that pose a significant risk related to manual handling operations reasonably be avoided?	<input checked="" type="checkbox"/> Yes/ <input type="checkbox"/> No	No significant manual handling risks.
2	Can operations be practically mechanised or automated at reasonable cost?	<input checked="" type="checkbox"/> Yes/ <input type="checkbox"/> No	Use of trolleys to transport items from storage areas to allocated spaces.
3	Have all employees received instruction and training on health and safety matters relating to manual handling tasks and also the use of all manual handling equipment?	<input checked="" type="checkbox"/> Yes/ <input type="checkbox"/> No	All cleaning staff have undertaken Manual Handling Training.

L. Personal Responsibility:		Tick either (✓)	Actions in place adequate, if not detail below
1	Have all cleaners been made aware of their PERSONAL RESPONSIBILITY to ensure their own safety and that of others?	<input checked="" type="checkbox"/> Yes/ <input type="checkbox"/> No	Regular and proper hand washing, use of hand sanitiser. Personal hygiene.
2	Have all cleaners been made aware of their responsibility to follow all instructions provided by government, through school policies and line management implicitly. To ensure the safety of employees and students?	<input checked="" type="checkbox"/> Yes/ <input type="checkbox"/> No	COVID-19 School Operations Risk Assessment – update 27/08/2021 – Guidance reviewed with cleaning staff. All new instructions will be fed down to cleaners as received.

What are the hazards?	Who might be harmed and how?	What are you already doing?	What further action is necessary?	Action by whom	Action by when	Completion Date
<p>Contact with COVID-19 Positive Individuals</p>	<p>ALL Cleaning Operatives, Supervisor, Manager (ALL other individuals who may come into contact with COVID-19 Positive Individual)</p>	<p>Reviewed all staff Vaccination status. Identified those who are fully, partially or non-vaccinated</p>	<p>Follow national and school guidelines re: contact, PCR testing and isolation where required.</p>	<p>ALL Cleaning Operatives, Supervisor, Manager</p>	<p>Ongoing – Updated per national guidelines</p>	<p>TBC</p>