

13 - Additional - DEEP CLEAN PRIOR TO STUDENT AND STAFF ACCESS TO SITE

Description of the risk / Hazard / Challenge	Who is at risk of harm	How would these groups be harmed?	What <u>EXISTING</u> controls or mitigations are in place today?	Considering existing controls / mitigations, please assess <u>CURRENT</u> Risk Level (1 - 5)		OVERALL CURRENT RISK level 1 - 25 (fills automatically)	What <u>FURTHER</u> actions will you take to control / mitigate the risk?	Following completion of further actions, please estimate <u>EXPECTED</u> risk level (1 - 5)		OVERALL FUTURE RISK level 1 - 25 (fills automatically)	Assigned person to complete further actions	Planned / Actual Completion date	RAG Status of Further Actions
				Likelihood / prevalence of risk occurring	Severity of Risk if it occurs			Likelihood / prevalence of risk occurring	Severity of Risk if it occurs				
Health / Wellbeing													
Pre-Existing health issues	All Staff	Further decline to existing illness, increased risk if they were to catch Covid-19	Staff to be advised not to come to work if they have been advised by NHS to Shield. All staff who have underlying health issues that we are aware of or a home situation which makes them more at risk have their own individual Risk Assessments and measures have been put in place to support these members of staff.	2 - Low	5 - Very high	MEDIUM	Regularly communicate with staff and update all individual risk assessments after any prolonged period away from the school site, eg national lockdown or illness.	2 - Low	5 - Very high	MEDIUM	JG, PC to monitor individual Ras	Ongoing	Green
Becoming ill at work	All Staff	Dependent on illness	Normal practice. Staff are advised not to come to work if they are ill.	1 - Very low	3 - Medium	LOW	None	1 - Very low	3 - Medium	LOW			Green
Development of health issues related to increased screen usage, or increased movement around the school between classrooms	All Staff	Eye strain, impaired vision, back/ muscle problems	Staff have been issued with wheeled bags to transport laptops and resources around the school site, staff working for long periods on screen in school and remotely, with inadequate sized devices have been offered PC, keyboard and mouse to use at home. Staff encouraged to take regular breaks and to only carry necessary equipment. Marking should be digital or work submitted on paper so that staff are not carrying sets of books around school.	3 - Medium	5 - Very high	HIGH	Continued offer of these to mitigate impact of moving around the school, working for long periods on screen.	2 - Low	5 - Very high	MEDIUM			Green
Development of mental health issues as a result of the pandemic and lockdown	All Staff	Range of mental health concerns such as anxiety and depression	School has signed up to the Employee Assistance Scheme, a free service to all staff working in school, to access support with any emotional, mental health, financial or relationship concern. Staff well-being group has been set up in school to enable staff to share their concerns about workload and other school related issues which impact on well-being.	3 - Medium	4 - High	MEDIUM	Continue to recommend staff use the Employee Assistance Scheme, and to share well-being concerns as appropriate with the wellbeing group. SLT to meet regularly with representative of well-being group to hear staff concerns	2 - Low	4 - High	MEDIUM	YG to lead from SLT	Ongoing	Green
Virus Transmission													
Close proximity of colleagues, and students	All Staff	Potential transfer of virus	Staff are instructed to abide by Social Distancing requirements at all times. Staff will NOT be asked to work together. They will be assigned a task or area and monitored by supervisor regularly. Staff keep a distance of 2m from students at all times	3 - Medium	3 - Medium	MEDIUM	Meeting at Break and Lunch times: Staff must obey strict social distancing. Masks may be removed whilst eating/drinking.	2 - Low	3 - Medium	MEDIUM	GW to check work schedules	Ongoing	Green
Touching previously contaminated surfaces	All Staff	Potential transfer of virus	Staff wear appropriate PPE when cleaning previously used surface and regularly wash/ sanitise hands. Classrooms used by students or staff who have tested positive are deep cleaned/ fogged	2 - Low	4 - High	MEDIUM	Continue to refer to national guidance on cleaning procedures	1 - Very low	4 - High	LOW	JB to oversee	Ongoing	Green
Cleaning Practice													
Cleaning Chemical harm	All Staff	Inhaling gases / swallowing cleaning fluids	All cleaning materials are SAFE for use on a school site. They present a low risk to those who come in contact with them. The school follows all advice offered by COSHH regulations.	2 - Low	4 - High	MEDIUM	Cleaning Supervisor will give a "Toolbox Talk" on working with cleaning chemicals, including direct instruction for staff NOT to bring cleaning materials or chemicals from home.	1 - Very low	3 - Medium	LOW	JB to give TB Talk on safe use of chemicals	Ongoing	Green
Skin Irritation	All Staff	Exposing bare skin to cleaing fluids	All cleaning materials are SAFE for use on a school site. They present a low risk to those who come in contact with them. The school follows all advice offered by COSHH regulations. Staff are advised to wear gloves when handling chemicals.	2 - Low	3 - Medium	MEDIUM	Cleaning Supervisor will give a "Toolbox Talk" on working with cleaning chemicals.						
Extra Hot water	All Staff	Scalding from hot water	We may have to raise the temperature of the hot water for a period to address Legionella possibilities. Staff are generally aware that water temperatue in non-regulated taps in cleaning cupboards can	2 - Low	3 - Medium	MEDIUM	Cleaning supervisor to include hot water danger in "toolbox Talk".	1 - Very low	3 - Medium	LOW	JB to give TB Talk on dangers of hot water	ongoing	Green
Slips/Trips	All Staff	Wet floors / loose tiles etc	The deep clean will result in wetter floors and more of them. Normal practice is use of Wet floor signage.	2 - Low	4 - High	MEDIUM	Cleaning supervisor to include water based hazards in "toolbox Talk"	2 - Low	4 - High	MEDIUM	JB to give TB Talk on water/slip hazzards	Ongoing	Green
Use of Ladders	Staff working at height	Fall from ladder, Trip, hit by something falling from ladder	High level cleaning is required as part of deep clean. Only trained staff are permitted to use ladders.	2 - Low	5 - Very high	MEDIUM	Cleaning supervisor to include working at height in "toolbox Talk" - for those that have already been trained properly. Other staff will not be permitted to use ladders or step ladders.	1 - Very low	5 - Very high	MEDIUM	JB or GW to give TB Talk on working at height.	Ongoing	Green
Leaning/Reaching/ High level dusting	All Staff	Stretched ligaments / Back pain	Staff are supplied with suitable long reach feather dusters / vacuum cleaner extensions. Staff advised not to lean in a manner which could cause a fall if balance was not maintained.	3 - Medium	4 - High	MEDIUM	Staff reminded of general safe working practices during "toolbox talk" prior to deep cleaning commencing.	2 - Low	4 - High	MEDIUM	JB or GW to give Safe working practice guidance in TB Talk.	Ongoing	Green
Lone Working	All Staff	Injury/Fall/Collapse/Heart Attack etc whilst alone	Staff regularly loan work in their assigned work area. Normally other adults are still on site to identify a cleaner in difficulty, plus cleaning supervisor oversees and has duty of care for his team.	2 - Low	5 - Very high	MEDIUM	Supervisors will make more regular checks on staff. Maximum time between visits of one hour. Colleagues working in the near vacinity will be reminded to "listen" out for co workers.	1 - Very low	5 - Very high	MEDIUM	JB or GW to give Safe working practice guidance in TB Talk.	Ongoing	Green

13 - Additional - DEEP CLEAN PRIOR TO STUDENT AND STAFF ACCESS TO SITE

Description of the risk / Hazard / Challenge	Who is at risk of harm	How would these groups be harmed?	What <u>EXISTING</u> controls or mitigations are in place today?	Considering existing controls / mitigations, please assess <u>CURRENT</u> Risk Level (1 - 5)		OVERALL CURRENT RISK level 1 - 25 (fills automatically)	What <u>FURTHER</u> actions will you take to control / mitigate the risk?	Following completion of further actions, please estimate <u>EXPECTED</u> risk level (1 - 5)		OVERALL FUTURE RISK level 1 - 25 (fills automatically)	Assigned person to complete further actions	Planned / Actual Completion date	RAG Status of Further Actions
				Likelihood / prevalence of risk occurring	Severity of Risk if it occurs			Likelihood / prevalence of risk occurring	Severity of Risk if it occurs				
Travelling to Work													
Public Transport	Staff using public transport	Virus transmission from unknown persons in close proximity	Staff should be adopting social distancing when they use public transport.	3 - Medium	3 - Medium	MEDIUM	Staff will be encouraged to walk to work or get a member of their household to transport them to work. They will be strongly advised to abide by social distancing at all times during their journey.	2 - Low	3 - Medium	MEDIUM	JB & LC to remind staff	02/03/2021	Green
Personal Hygiene													
Water contamination	Staff running hot water and breathing in droplets of contaminated water	Possibility to contract Legionnaires' disease	Cold water storage tanks are frequently tested for Legionella. Our testing is currently up to date and clear. Hot water supply "dead ends" have been eradicated from the site to minimise storage of contaminated water in pipes.	2 - Low	3 - Medium	MEDIUM	All hot water taps can be run to flush out stale (possibly contaminated) water. This will be completed by Caretaking Staff ahead of deep cleaning process.	1 - Very low	3 - Medium	LOW	Caretaker	07/03/2021	Green
Soap Availability	All Staff	Inability to keep clean and stop the transmission of germs/virus	Foam hand soap is provided adjacent to all hand wash basins. Cleaning staff check each dispenser every day and refill as necessary.	2 - Low	3 - Medium	MEDIUM	Increase the frequency of checking dispensers to 2 times per day.	1 - Very low	3 - Medium	LOW	JB to add to cleaners schedules. And add midday check.	02/06/2020	Green
Toilets - unclean	All Staff	Possibility of disease transfer	Toilets are cleaned once per day.	2 - Low	3 - Medium	MEDIUM	Increase frequency of checking and cleaning to 2 times per day.	1 - Very low	3 - Medium	LOW	JB to add to cleaners schedules. And add midday check.	02/06/2020	Green
Kitchen													
Rotting food waste	All staff	Potential food poisoning	Food is stored and ultimately disposed of in line with manufactures recommendations and food hygiene controls. Food waste is collected from nominated bin by LA every week.	1 - Very low	4 - High	LOW	Current controls are adequate and meet food hygiene standards. No additional measures are planned.	1 - Very low	4 - High	LOW	None		Green
Rodent infestation	All staff	Potential food poisoning	Pest control is managed by third party professionals - using approved traps.	1 - Very low	4 - High	LOW	Current controls are adequate and meet food hygiene standards. No additional measures are planned.	1 - Very low	4 - High	LOW	None		Green
Fire Safety													
Faulty Alarm / Sensors	All Staff	Possibility of being affected by all Fire Related hazards	Regular Testing of the Alarm System and Planned Escape Practice	2 - Low	4 - High	MEDIUM	Alarm to be tested prior to staff entering the site for Cleaning duties.	1 - Very low	4 - High	LOW	GW to test fire alarms, auto fire doors etc.	07/03/2021	Amber
Fire Escape Practice	All Staff	Staff unused to fire exit procedures because they are rarely on site when practised	Termly fire exit practice with all staff and students	3 - Medium	4 - High	MEDIUM	Staff to be reminded of the correct procedure to leave the site in the case of an alarm. There is NO CHANGE to the process for leaving the site in the event of a fire alarm. Staff and Students to use the nearest fire exit, easiest route out of the buildings and assemble on the field. (When on the field Student and Staff should be social distanced).	1 - Very low	4 - High	LOW	JB & LC to confirm the safe exit procedure as part of TB Talk.	31/03/2021	Amber
Accessing the site													
Personal Hygiene	All Staff & Visitors	Transfer of germs/virus from home, journey to school to the work place	No control for cleaning staff	4 - High	3 - Medium	MEDIUM	All staff will be directed to wash their hands as soon as they enter the site and BEFORE they go to work stations/areas. They will be required to wash their hands before leaving the building too.	2 - Low	3 - Medium	MEDIUM	PC to create Signage to instruct hand washing on Entrance and Exit.	02/03/2021	Green