

**SCHOOLS AND SETTINGS - Reset and Recovery**  
Risk Assessment



**6 - Hygiene / Cleanliness and Health & Safety**

**NOTES**

- All pre-populated risks / solutions are suggestions only. Please amend / add to for your setting
- All identified risks must have Current and Future risk scores completed
- Do not delete data in columns I or M as these are formulas
- Do not add rows as the formulas will not be included
- Do not enter any information below the bottom of the table
- There are blank rows added at the bottom to add additional risks in
- The Overall Risk analysis provides a count of all overall risk levels currently and following mitigating actions
- The Risk breakdown analysis provides a count of all individual risk likelihood / severity scores currently and following mitigating actions

**RISK OVERALL**

CURRENT:			
LOW (1-4)	MEDIUM (5-12)	HIGH (13-25)	OVERALL
0	7	0	12.00 MEDIUM

  

FUTURE:			
LOW (1-4)	MEDIUM (5-12)	HIGH (13-25)	OVERALL
0	7	0	12.00 MEDIUM

**RISK BREAKDOWN**

CURRENT:					
	1 - Very low	2 - Low	3 - Medium	4 - High	5 - Very high
Likelihood	0	0	7	0	0
Severity	0	0	0	7	0

  

FUTURE:					
	1 - Very low	2 - Low	3 - Medium	4 - High	5 - Very high
Likelihood	0	0	7	0	0
Severity	0	0	0	7	0

Description of the risk / Hazard / Challenge	Who is at risk of harm	How would these groups be harmed?	What EXISTING controls or mitigations are in place today?	Considering existing controls / mitigations, please assess CURRENT Risk Level (1 - 5)		OVERALL CURRENT RISK level 1 - 25 (fills automatically)	What FURTHER actions will you take to control / mitigate the risk?	Following completion of further actions, please estimate EXPECTED 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	Comments / Notes	Links to relevant guidance / documents / sources of support
				Likelihood / prevalence of risk occurring	Severity of Risk if it occurs			Likelihood / prevalence of risk occurring	Severity of Risk if it occurs						
Maintaining regular levels of hand washing/hygiene	Children and staff	Contract or spread COVID-19	a range of toilet facilities for all ages.Limited number of facilities per the number of children in KS1 and KS2. Use of alcohol handgel has always been a feature in school.Before lock down assemblies and teaching of the need for handwashing was prioritised. The school follows the DfE and government recommendations for schools. • Pupils to apply anti-bacterial hand gel as they enter the building at the start of the day and exit the building at the end of the day and posters in school. Teaching before lock down on the guidance with pupils.Clear expectations. Availability of tissues. Good routine of bin emptying and cleaning. Hand gel in classrooms. • Continue to educate children and pupils about the need to cough/sneeze into a tissue or their elbow – dispose of tissue in a bin and wash hands for 20 seconds. Good supervision at all times. Hand gel available in	3 - Medium	4 - High	MEDIUM	•Continue to support pupils to apply anti-bacterial hand gel as they enter the building at the start of the day and exit the building at the end of the day and regular hand washing opportunities (20 seconds) to be timetable into daily routines – ensure there are adequate supplies of anti-bacterial hand gel and soap. Mobile Handwashing sinks relocated to support the logistics of the school day.	3 - Medium	4 - High	MEDIUM	DE and class teachers	Mar-21	Green	Continue to review product use and ensure that there is always a constant supply/stock.	National guidance Local – supplies of hand gel
When pupils sneeze or cough they will spread germs/bacteria, especially younger pupils/children	Children and staff	Contract or spread COVID-19	New cleaners recruited and trained before this crisis. School reviewed products in line with national guidance. Robust cleaning rota and routine in place during Key Worker opening. Staff made aware of the need to use anti bac after use of an area. Deep clean of school undertaken. Kitchens deep cleaned. Fabric blinds and toys etc removed and cleaned as appropriate. Cleaners to act upon guidance normally linked to 'deep cleans' as part of their daily procedures (ie a focus on door handles, toilets, computers and offices. Friday pm allocated for a deeper clean each week. • Pupils to clean IT equipment (esp keyboards, mice) with anti-bacterial wipes before and after use. Limiting the use of nite school to only where is necessary to reduce work load.	3 - Medium	4 - High	MEDIUM	Continue to, educate children and pupils about the need to cough/sneeze into a tissue or their elbow – dispose of tissue in a bin and wash hands for 20 seconds. White bins with clear labels to ensure the cleaners are aware of contaminated waste, and contaminated waste is not mixed with routine class refuse.	3 - Medium	4 - High	MEDIUM	DE and class teachers	Mar-21	Green		National guidance Local – consistent messages, frequent reminders through social media
Keeping the school clean to a higher level of cleanliness	Children and staff	Contract or spread COVID-19	brief staff and identify how staff absence will be managed and covered. Some cleaners have agreed to work overtime where necessary. S/T to identify if this is the case before re-opening. Liaise with governors where issues arise. Meet again with cleaners to firm cover arrangements.Utilise Lunchtime staff to support with cleaning over the lunch period.	3 - Medium	4 - High	MEDIUM	Continue enhanced cleaning, including cleaning frequently touched surfaces often using standard products, such as detergents and bleach Points to consider and implement: - putting in place a cleaning schedule that ensures cleaning is generally enhanced and includes: - more frequent cleaning of rooms / shared areas that are used by different groups - frequently touched surfaces being cleaned more often than normal. Teachers and TAs to wipe desks when children are moving from workstations in corridor/break out spaces areas. All desks to be Milton cleaned before and after eating. Different groups don't need to be allocated their own toilet block, but at Whitnash there is a clear designation of specific toilets for year groups and classes. Toilets will need to be cleaned regularly and pupils must be encouraged to clean their hands thoroughly after using the toilet. The toilets at Whitnash will have a daily additional clean at lunchtimes. By the end of the summer term, Public Health England will publish revised guidance for cleaning non-healthcare settings to advise on general cleaning required in addition to the current advice on COVID-19: cleaning of non-healthcare settings guidance. Classrooms to be kept well ventilated throughout the school day e.g. windows open as much as possible, heating to a minimum to allow comfort but not the over warming of the environment.	3 - Medium	4 - High	MEDIUM	DE and class teachers and Site Services staff	Mar-21	Green	Continue to review product use and ensure that there is always a constant supply/stock.School to consider the purchase of a fogging machine.	National guidance Local – supplies of wipes, consistent messages to cleaners and caretakers.
What if there are a shortage of cleaners due to self-isolation or illness?	Children and staff	Contract or spread COVID-19	allocated toilet blocks.New toilet facilities planned for Easter. A good system for home learning established through the website. • All correspondence out of school to be uploaded to the website and correspondence into school to come via a phone call or a mail	3 - Medium	4 - High	MEDIUM	• Leaders to identify if this is the case in advance of re-opening so they are pre-warned • Individual cleaners may be able to extend their hours or work more flexibly if other cleaners are absent (eg working before and after school operating hours) • If cleaners are provided by a traded service, does the company have capacity to recruit additional staff/cover for absences? • Check terms of the contract, if appropriate. 4 COSHH cupboard areas have been created from January 2021 to reduce the congregation of cleaners in one specific area. This is intended to reduce any likely spread of the virus between cleaning staff. Staff provided with PPE and reminded regularly of the need to use masks, visors, gloves and aprons whilst cleaning to reduce any likely infections from undertaking cleaning duties.	3 - Medium	4 - High	MEDIUM	DE and Site Services Staff	Mar-21	Green		National guidance Local H&S guidance
How can schools limit the 'surfaces' that are shared between home and school to reduce the spread of any infection?	Children and staff	Contract or spread COVID-19	• All monetary transactions to be done via bank transfer whenever possible - BACS established during lockdown Encourage pupils to bring only essential items into school. Communicate this to parents well in advance.	3 - Medium	4 - High	MEDIUM	• Continue existing measures. Minimise the passing of letters, and items to and from Home e.g. children use paperbags for lunches only, water bottles are wiped on arrival and when leaving school with Milton, children do not bring sweets, bags or other items to school. Home reading books quarantined in a strict way for 5 days. Teachers to ensure children do not touch books other than the one they are taking home.	3 - Medium	4 - High	MEDIUM	DE and Site Services Staff	Mar-21	Green		
Face coverings	Children and staff	Contract or spread COVID-19	Staff in close proximity for first aid wear PPE. PPE and masks provided to cleaning staff.	3 - Medium	4 - High	MEDIUM	Schools should also have a process for removing face coverings when pupils and staff who use them arrive at school and communicate it clearly to them. Parents and staff informed on the need for a fresh covering each day. Paper bags available where it is suspected a mask is not fresh. Pupils must be instructed not to touch the front of their face covering during use or when removing them. They must wash their hands immediately on arrival (as is the case for all pupils), dispose of temporary face coverings in a covered bin (white bin in class) or place reusable face coverings in a paper bag they can take home with them, and then wash their hands again before heading to their classroom. Staff to wear masks at all times when in communal areas and in classrooms when over 2 metres cannot be maintained. All visitors to wear masks.	3 - Medium	4 - High	MEDIUM	DE, teachers, DRAs, Site Services and PE teacher	Mar-21	Green		



