

**HEALTH & SAFETY RISK ASSESSMENT FOR
AIM HIGH COACHING**

**CARETAKING AND CLEANING CORONAVIRUS (COVID-19)
Used with Existing Risk Assessments & Government Guidance**

PART 1 : ADMINISTRATIVE DETAILS

Aim High Coaching at Fairfield Endowed Junior School			
Date of Assessment	06/07/2020	Date of Issue	
Assessment carried out by	Nathan Neequaye ✓	Signature	

Reviews				
Review Date	Reviewed by	Date	Changes Made	
			Y	N

Affected persons: Young People/Clients Staff Visitors Contractor Others (specify)

Name of Manager confirming and agreeing Assessment:	
Signature:	

The following sections should be completed by all staff who need to be made aware of and abide by the findings of the Risk Assessment. NB: If, as a result of a review, changes are made to the Risk Assessment the relevant box on the attached page should be completed as appropriate by the staff concerned.

RISK ASSESSMENT

I confirm that I am aware of and understand the findings of the Risk Assessment and agree to ensure that I will work to the stated Control Measures and bring to the attention of Management any deficiencies in the findings of the Assessment.

Print Name	Signature	Date	Print Name	Signature	Date

RISK ASSESSMENT

This risk assessment is specific to Coronavirus (COVID-19) and should be followed in conjunction with the current caretaking/cleaning risk assessments and Government guidance.

What are the hazards?	Control Measures currently in place	✓ X N/A	Person to implement	Additional Control measures needed to reduce risk to an acceptable level	Person to implement	Date to be actioned
Exposure to Covid-19 from touching surfaces	Hands are washed regularly with soap and water for 20 seconds after removing Personal Protective Equipment (PPE) used while cleaning.	√		<ul style="list-style-type: none"> Staff to bring own cups, crockery, cutlery if required during their time in school. Staff to wash up only their own items. As advised by DCC and checked on COSHH for solutions in use – cold water is effective and this removes the need to wear the green gauntlets which are not disposable. So staff will just wear latex gloves. Used gloves will be placed in a white bin liner which can be tied to seal. Established that IWB and the remote will be cleaned as part of touch surfaces, 		
	For routine cleaning, all caretaking/cleaning staff will wear disposable gloves throughout their cleaning shift on site.	√				
	All gloves used in a shift are disposed of after being used and placed into sealed bag for disposal.	√				
	If gloves are removed during a shift, then these are disposed of as above. Hands are washed thoroughly, and new gloves put back on before carrying on with duties.	√				
	Cleaning is undertaken in a methodical order i.e. cleaning all common surfaces such as door handles, push plates on doors, handles of equipment that are regularly used such as zip boilers, kettles and all surfaces where people place hands.	√				
	Employees do not make their own drinks and wash up their own mugs, plates and utensils etc.	√				

What are the hazards?	Control Measures currently in place	✓ X N/A	Person to implement	Additional Control measures needed to reduce risk to an acceptable level	Person to implement	Date to be actioned
<p><i>(Continued)</i></p> <p>Exposure to Covid-19 from touching surfaces</p>	<p>Staff will liaise with the head coach before;</p> <ul style="list-style-type: none"> • internal doors that are not designated fire doors • fire doors with automatic closers • doors that do not need to be kept closed for security reasons are left open during the day when building is in operation to reduce the risk of having to touch communal door handles and push plates. 	√		<ul style="list-style-type: none"> • All doors will be either wedged open or hooked open where possible. • Wedges purchases. 		
	<p>Staff will clean throughout the day</p>					
<p>Exposure to Coronavirus (COVID-19) for staff working in close proximity to others</p>	<p>Social distancing is maintained from other people and staff maximise distance between colleagues (minimum 1+m).</p>	√		<ul style="list-style-type: none"> • Staff to only clean rooms where there is nobody else present. 		
	<p>Where possible staff undertake cleaning duties in areas not occupied by other person(s).</p>	√				
	<p>Only one person at a time uses toilet areas.</p>	√				
	<p>Only one person at a time uses kitchenette areas.</p>	√				
<p>Employees with Coronavirus (COVID-19) working in close contact with others</p>	<p>If confirmed or suspected of having Coronavirus (COVID-19), staff will self-isolate for 7 days and others in household to self-isolate for 14 days.</p>	√		<p>➤</p>		
	<p>Where employees or other workers have a suspected or confirmed case of Coronavirus (COVID-19) the Disinfecting Coronavirus (Covid-19) guidance is followed.</p>	√				

What are the hazards?	Control Measures currently in place	✓ X N/A	Person to implement	Additional Control measures needed to reduce risk to an acceptable level	Person to implement	Date to be actioned
Cross contamination / infection	All employees wear the required and correct PPE, including disposable gloves and follow the government PPE requirements for staff guidance.	√		<ul style="list-style-type: none"> Mops and cloths will be soaked in dilute bleach solution to clean. There will be one bucket for those used for pods and one bucket for those used for toilets. A new cloth will be used for each pod. A new cloth will be used for each set of toilets 		
	Cloths and mop heads are cleaned after completion of the task.	√				
	All colour coding is followed, and cloths and mop heads are not mixed up.	√				
	When wearing aprons, they should be removed before removing gloves and placed in a plastic bag.	√				
	Gloved hands are washed before removing and then put into a plastic bag, which is sealed for disposal.	√				
	After gloves have been removed, hands are washed thoroughly for at least 20 seconds.	√				
	New sets of gloves are used at the start of each shift.	√				

