

HOPS Hazard Assessment

Cleaning in response to Covid 19

Updated for New Academic Year August 2020 to July 2021

This hazard assessment reviews the advice provided to the education sector from the government on cleaning. The following is the latest advice from government. Other stakeholder's advice has also been reviewed, to include unions and the LA.

<https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools>

Guidance for full opening – schools

Published 2 July 2020

Under

Section 1: Public health advice to minimise coronavirus (COVID-19) risks

Essential measures include:

- enhanced cleaning arrangements

System of controls

Prevention:

Point 4) Introduce enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents and bleach

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

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](#)

5. Minimise contact between individuals and maintain social distancing wherever possible

Schools should also consider staggered break times and lunch times (and time for cleaning surfaces in the dining hall between groups).

Other considerations

Equipment and resources are integral to education in schools. During the summer term, their use was minimised, many were moved out of classrooms, and there was significant extra cleaning. That position has now changed for the autumn term, because prevalence of coronavirus (COVID-19) has decreased and because they are so important for the delivery of education. For individual and very frequently used equipment, such as pencils and pens, it is recommended that staff and pupils have their own items that are not shared. Classroom based resources, such as books and games, can be used and shared within the bubble; these should be cleaned regularly, along with all frequently touched surfaces. Resources that are shared between classes or bubbles, such as sports, art and science equipment should be cleaned frequently and meticulously and always between bubbles, or rotated to allow them to be left unused and out of reach for a period of 48 hours (72 hours for plastics) between use by different bubbles.

Outdoor playground equipment should be more frequently cleaned. This would also apply to resources used inside and outside by wraparound care providers. It is still recommended that pupils limit the amount of equipment they bring into school each day, to essentials such as lunch boxes, hats, coats, books, stationery and mobile phones. Bags are allowed. Pupils and teachers can take books and other shared resources home, although unnecessary sharing should be avoided, especially where this does not contribute to pupil education and development. Similar rules on hand cleaning, cleaning of the resources and rotation should apply to these resources.

Notes:

- See Resources Assessment
- There is significant information on cleaning if a child or adult is sent home See separate assessment

Assessment of Risk and Factors Considered

By applying common sense to our setting we have produced an assessment of how we will manage 'Cleaning'. This is set out below. This is being adopted to help to reduce risks from Covid-19 transmission.

It is clear that effective cleaning is central to managing the hazards associated with Covid 19 and reducing transmission. All staff will need to contribute to ensure we continue to manage cleaning at a high level. See assessments for 'classrooms and resources', 'toilets', 'staff room', 'library and intervention rooms'.

The need to clean following an ongoing daily pattern will be part of the 'new normal'. These measures will allow each of us to protect ourselves, colleagues, the children, and the wider community.

HOPS
Safe Systems of Work – Cleaning
Updated for New Academic Year August 2020 to July 2021

Work Activity – Cleaning

Area – Whole School

Ref – Covid-19 July 2020 - Cleaning

The following will be the method to manage Cleaning

General

- Correct and sufficient cleaning of the school site is fundamental to managing the risks of Covid -19.
- All staff will be involved in ensuring that cleaning takes place as required by this assessment and related references in other assessments
- Teaching and Office Support staff will not be cleaning children's toilets or sick
- Training on cleaning will be provided to all staff during inset
- By attending and receiving training, subsequent to any questions, it is expected that staff will understand their responsibilities and carry them out
- The outcomes of Covid assessments will help to manage cleaning and reduce the time required to clean across the school day
 - For example – internal and external doors being kept open
- The more resources are moved around school the more cleaning will **be required by all staff**
- Where teaching staff increase the resources they make available to their class they will be responsible for
 - cleaning the resources
 - ensuring they remain in their classroom and are not used by children from other classrooms

School Teams

The Cleaning Team

- The cleaning team is relatively small
- Working alone they will not be able to clean the school in the required way in the current circumstances

The Premises Team

- Wherever possible the John, Gary and Kelly will provide additional cleaning

All Teaching Staff

- Will all need to contribute to cleaning – see detail below

Support Staff

- Will all need to contribute to cleaning – see detail below

Cleaning Stations

- There will be a number of stations around school
- These will contain surface spray, and one use paper towels, and where applicable, gloves – it is your responsibility to ensure you use the correct gloves
- The cleaning stations need to be located out of the reach of children, and kept out of reach of children particularly younger children in reception, years 1 and 2
- **All staff are responsible** for ensuring the cleaning product is returned to the stations
- If the spray is running out please make sure this is returned to the Premises Team to be refilled – you will not be asked to refill the containers

Areas

Classrooms

- The need for cleaning in classrooms will be reduced if other assessments are followed
- If you eat with other colleagues in a classrooms you must clean all the contact surfaces and resources you have touched to include, seats, tables/desks, doors, and counter tops – See Lunch Assessment
- Classrooms will be cleaned each night to include
 - Tables

- Chairs
- Floors
- Sinks
- Doors and door frames

Notes:

1. The cleaning staff and PO's will not be responsible for ensuring that resources in classes are kept clean
2. At the end of the day please keep the resources in your classrooms off the tables or centred to help with cleaning
 - External and internal doors will be kept open for as long as the weather allows – to reduce contact surfaces and cleaning required
 - This includes the doors to the library from classrooms
 - External windows will be kept open after the external doors have been closed

Community Spaces

- Corridors and the Hall will be cleaned each day to include floors, high contact surfaces such as doors, and glass, taps and other high contact areas

Staff Room

- Will be cleaned every day by cleaning and premises staff
- All Teaching staff (to include Teachers, Cover Supervisors, LSA's and TA's) need to assist with cleaning the staff room following use by using the spray provided in the Cleaning Station and
 - Wiping down the fridge door and handle
 - Wiping down the microwave
 - Wiping down the Zip drive (hot water)
 - Wiping down the surfaces
 - Wiping down draw and door handles
 - Wiping down the water fountain cold water

First Aid Room

- The first aid room will be cleaned very day
- If the first aid room is used for a suspected case it will be cleaned – see First Aid Room Assessment
- If you use the first aid room to assist a child with a graze or similar then please clean the touched contact surfaces with the spray provided in the cleaning station

Note: When on the rota for First Aid you must wear gloves

School Office

- The school office is too small for multiple persons to enter
- Only office staff will be allowed in unless there is an emergency
- If you need something then please ask from outside of the office
- The school office will be cleaned daily at the end of the day and during the day by the office staff

Meeting Room

- This is now a second school office and is not available for other staff
- The meeting room will be cleaned daily at the end of the day and during the day by the office staff

Children's Kitchen

- This will not be in use
- Do not walk through or let children walk through

PE Mats and Gym Mats

- These will be cleaned after use by the staff using them

Intervention Rooms Victorian School

- The left hand side and centre rooms will be for breakfast and after school clubs
- They will not be used by other groups
- They will be cleaned every day and by club staff during use

Intervention Room Library

- This needs to be cleaned by the staff who use it for breaks or use it to complete work there will be a cleaning station in the room

Lunch Time – Hall

- The tables and benches will be cleaned down between classes
- The counter top will be cleaned between classes
- Water jugs will be changed between classes

Toilets – Staff

- All toilets will be cleaned regularly throughout the day. However, it is not possible to clean the toilet after each user
- Staff will need to spray and wipe down the toilet, the cubicle door contact surfaces after use with the spray and paper towel provided in each toilet.
 - Surfaces include, toilet seat, toilet handle, sink taps, soap dispenser, door handles
- Dispose of the paper towels in the red coloured bin
- Gloves will be available
- All toilets will be cleaned at the end of the day

Toilets – Children

- Groups will be assigned a toilet block to use – children will need to only use the toilet block for their group
- All toilets will be cleaned often throughout the day
- All toilets will be cleaned at the end of the day

Reception

- Will be cleaned throughout the day
- Will be cleaned at the end of the day

Library

- The library will only have very limited access for children
- The library will be cleaned during the day

Music Room

- The music room will not be in use for children
- The music room can be used as break room for a maximum of 3 staff
- If you use the music room you must clean it after use, a cleaning station will be provided

Photocopiers

- Copiers will be assigned to staff DO NOT use other copiers
- You **must** clean the copier contact surfaces (key pad, pieces handled) after using it, a cleaning station will be provided

