RISK ASSESSMENT FOR:		COVID 19 – Workplace risk a	assessment	:	17			
Establishment: Amblecote Primary School		Assessment by: Kate Price / Mike Morton		Date: 21 April 2020	- AMBLECOTE PRIMARY SCHOOL		OTE	
1 st Review Date Due: Annual review or before as needed		Manager Approval: K V Price		Date: 21 April 2020	<u> TI</u>			
What ar the hazards?	harmed	Cont	rols Required	Additional	Controls	Action by who?	Action by when?	Don e
Spread of Covid-19 Coronavirus	• Staff Visitors to your premises Cleaners Contractors Drivers Vulnerable groups – Elderly, Pregnant workers, those with existing underlying health conditions Anyone else who physically comes in contact with you in relation to your business.	Hand water Stringe Paper hands See ha https:/ body/k Alcoho washin Cleani Freque and su particu door h	and washing guidance. /www.nhs.uk/live-well/healthy- best-way-to-wash-your-hands/ of Gel sanitisers in any area where ng facilities not readily available ing ently cleaning and disinfecting objects urfaces that are touched regularly ularly in areas of high use such as handles, light switches, reception area appropriate cleaning products and	basis to wash seconds with the important reminded to d in tissues – F and to avoid or mouth with will be made workplace. To help reduc coronavirus (everyone of t https://www.g s-covid-19-in Posters, leaft available for	b be reminded on a regular in their hands for 20 warm water and soap and ce of proper drying. Also catch coughs and sneezes Follow Catch it, Bin it, Kill it touching face, eyes, nose in unclean hands. Tissues available throughout the ce the spread of COVID-19) reminding the public health advice - gov.uk/guidance/coronaviru formation-for-the-public lets and other materials are display. gov.uk/government/publicat	All staff	Continuous and ongoing	April 2020

 Social Distancing Social Distancing -Reducing the number of persons in any work area to comply with the 2-metre (6.5 foot) {or as re-advised as knowledge is obtained by World Health Organisation} gap recommended by the Public Health Agency https://www.gov.uk/government/publication s/covid-19-guidance-on-social-distancing-and-for-vulnerable-people Taking steps to review work schedules including start & finish times/shift patterns, working from home etc. to reduce number of workers on site at any one time. Also relocating workers to other tasks. Redesigning processes to ensure social distancing in place. Conference calls to be used instead of face to face meetings. Ensuring sufficient rest breaks for staff. Social distancing also to be adhered to in staffroom. 	ions/guidance-to-employers-and- businesses-about-covid-19 Rigorous checks will be carried out by line managers to ensure that the necessary procedures are being followed. Staff to be reminded on a daily basis of the importance of social distancing both in the workplace and outside of it. Management checks to ensure this is adhered to.	
Wearing of Gloves Where Risk Assessment identifies wearing of gloves as a requirement of the job, an adequate supply of these will be provided. Staff will be instructed on how to remove gloves carefully to reduce contamination and how to dispose of them safely. RPE Public Health guidance on the use of PPE (personal protective equipment) to protect against COVID-19 relates to health care settings. In all other settings individuals are asked to observe social distancing measures and practice good hand hygiene behaviours	Staff to be reminded that wearing of gloves is not a substitute for good hand washing. Also not to rub their face or uncovered skin with the glove. To minimise the risk of transmission of COVID-19 during face-fit testing the following additional measures should be carried out – Both the fit tester and those being fit tested should wash their hands before and after the test. Those being fit tested with non-	

Where RPE is a requirement or risks associated with the work undertaken the following measures will be followed- disposable masks should clean the mimediately after the test using a suitable claimfectant cleaning wipe (check with manufacturer to avoid damaging the mask). Tight-fitting respirators (such as disposable FFP3 masks and reusable half masks) on having a good seal with the wearer's face. A face fit test will be carried out the ensure the respiratory protective equipment (RPE) can protect the wearer. Test face pices that cannot be adequately disinfected (e.g. disposable half masks) should not be used by more than one individual. Waarers musb de clean shaven. Symptoms of Covid-19 If anyone becomes unwell with a new continuous cough or a high temperature in the workplace they will be sent home and advised to follow the say at home guidance. Fit testers should wear disposable dioves when undertaking cleaning of the tubes, hoods etc. and ensure they procodure (PDF) If advised that a member of staff as viside other work place premises luncing this time. Internal communication channels and cascading of messages through line managers will be caried out requilarly to reassure and support employees in a fast changing situation. Drivers Procedures in place for Drivers to ensure adequate welfare facilities available during ther work. Reference https://www.hse.gov.uk/news/drivers- transport-delivery-coronavirus.htm Drivers Procedures in place for Drivers to ensure adequate welfare facilities available during ther work. Reference https://www.hse.gov.uk/news/drivers- transport-delivery-coronavirus.htm	 	· · · · · · · · · · · · · · · · · · ·	I	
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Procedures in place for Drivers to ensure adequate welfare facilities available during their work - Reference https://www.hse.gov.uk/news/drivers-		deliver to/from to ensure welfare		
adequate welfare facilities available during their work - Reference breaks to avail of proper welfare facilities. https://www.hse.gov.uk/news/drivers- facilities.	Drivers	facilities will be available to drivers.		
adequate welfare facilities available during their work - Reference breaks to avail of proper welfare facilities. https://www.hse.gov.uk/news/drivers- facilities.	Procedures in place for Drivers to ensure	Allowing delivery drivers adequate		
their work - Reference facilities. https://www.hse.gov.uk/news/drivers-				
https://www.hse.gov.uk/news/drivers-				
Persons should not share vehicles or cabs,	Persons should not share vehicles or cabs			
where suitable distancing cannot be				
achieved.				

Risk of Coronavirus infection spreading within school and other school areas	All persons on school premises	Mental Health Management will promote mental health & wellbeing awareness to staff during the Coronavirus outbreak and will offer whatever support they can to help Reference - https://www.mind.org.uk/information- support/coronavirus-and-your-wellbeing/ Access to a mental Health first aider is available through Dudley Council. SLT to regularly check the latest government advice for schools and to ensure the advice is shared and followed, see links below. Teachers to share key information about good hygiene practices daily and to remind children in assemblies. https://www.nhs.uk/live-well/healthy- body/best-way-to-wash-your-hands/ https://www.who.int/gpsc/5may/How_To_Ha ndWash_Poster.pdf?ua=1 https://www.who.int/gpsc/5may/How_To_Ha ndRub_Poster.pdf?ua=1 Pupils, staff and visitors should wash their hands: Before leaving home On arrival at the school After using the toilet After breaks and sporting activities Before food preparation Before eating any food, including snacking Before leaving school Soap and hot water is more effective than using sanitisers	Regular communication of mental health information and open door policy for those who need additional support.	SLT All Staff	Continuous and ongoing	April 2020
		Children and adults are advised to cover their mouth and nose with a disposable tissue when they cough or sneeze and put the tissue in the bin. If no bin is available they should put the tissue into their pocket	Regularly remind children of coughing protocol and remind them to attend school with sufficient tissues.			

	or up their sleeve for disposing of later. If you don't have any tissues available, they should cough and sneeze into the crook of their elbow. Instillation of more hand sanitisers around the entrances and exits for continued use Order more sanitising gels and boxes of tissues as required			
Child/Adult is unwell and it is believed that they have been exposed to COVID-19.	Call NHS 111 and parent (if child) or relative (if adult) and explain reasons for suspicions of exposure and ask for the parent to come to school. Call 999 if they are seriously ill or injured or their life is at risk. Child/ Adult is sent to main school office and will be seated in a suitable vacant Room. Explain to them that they are safe and that you will close the door – make sure the blinds are up, so that they can be monitored and the window is open for ventilation. They should avoid touching people, surfaces and objects and be advised to cover their mouth and nose with a disposable tissue when they cough or sneeze and put the tissue in the bin. If no bin is available they should put the tissue into their pocket or up their sleeve for disposing of later. If you don't have any tissues available, they should cough and sneeze into the crook of their elbow. If they need to go to the bathroom whilst waiting for medical assistance, they should use the public toilet by the main school office. The Room and the public toilet will need to be cleaned once they have left.	SLT All staff	Continuous and ongoing	April 2020
A case of COVID-19 (pupil or school adult) is suspected	Refer to NHS/WHO guidance Currently no restrictions or special control measures are required. Laboratory test results for COVID-19 will be decided upon by the NHS111 response and are to be acted on as advised.	SLT All staff	Continuous and ongoing	April 2020

[]	There is no immediate module class the				
	There is no immediate need to close the				
	setting or send other learners or staff home.				
	Contact with the local Public Health				
	England Protection Team will be made to				
	discuss the case, identify people who have				
	been in contact with them and to advise on				
	any actions or precautions that should be				
	taken. An assessment of each childcare or				
	education setting will be undertaken by the				
	Health Protection Team with relevant staff.				
	Advice on the management of pupils or				
	students and staff will be based on this				
	assessment.				
	assessment.				
	The Health Protection Team will also be in				
	contact with the patient directly to advise on				
	isolation and identifying other contacts, and				
	will be in touch with any contacts of the				
	patient to provide them with appropriate				
	advice. Advice on cleaning of communal				
	areas such as classrooms, changing rooms				
	and toilets will be given by the Health				
	Protection Team.				
	If there is a confirmed case, a risk				
	assessment will be undertaken by the				
	educational establishment with advice from				
	the local Health Protection Team. In most				
	cases, closure of the childcare or education				
	setting will be unnecessary but this will be a				
	local decision based on various factors				
	such as establishment size and pupil				
	mixing.	E company a contrata d'acteur a la contra da completa d		Quality	A
Key workers	Schools with key worker children should	Ensure social distancing is complied	SLT	Continuous	April
Children on	minimise the rooms to be used to keep	with and that only essential work is	All staff	and .	2020
site	potential for virus spread to a minimum and	undertaken such as legionella tests,		ongoing	
	also ease on the cleaning and use of	alarm tests, PAT testing where			
	chemicals	necessary, Insurance inspections where			
		required.			
	Site activities by site staff are to undertaken				
	only if there is an urgent need and in				
	accordance with a risk assessment.				
	Statutory inspections will need to be				
	arranged so as not to affect the children on				
			l	1	1

site and site staff are to ensure social		
distances are observed by themselves and		
contractors on site.		

DATE OF REVIEW: Record actual date of review Annual or before as needed	COMMENTS: <i>Record any comments reviewer wishes to make. Including recommendations for future reviews</i> Will be regularly reviewed and amended as needed in light of COVID19 outbreak
DATE OF REVIEW:	COMMENTS:
DATE OF REVIEW:	COMMENTS:

RESIDUAL RISK RATING	ACTION REQUIRED
VERY HIGH (VH) Strong likelihood of fatality / serious injury occurring	The activity must not take place at all. You must identify further controls to reduce the risk rating.
HIGH (H) Possibility of fatality/serious injury occurring	You must identify further controls to reduce the risk rating. Seek further advice, e.g. from your H&S Team
MEDIUM (M) Possibility of significant injury or over 3 day absence occurring	If it is not possible to lower risk further, you will need to consider the risk against the benefit. Monitor risk assessments at this rating more regularly and closely.
LOW (L) Possibility of minor injury only	No further action required.