



RISK ASSESSMENT FOR:	COVID 19 – Workplace risk assessment	
Establishment: Amblecote Primary School	Assessment by: Kate Price / Mike Morton	Date: 21 April 2020
1st Review Date Due: Annual review or before as needed	Manager Approval: K V Price	Date: 21 April 2020

What are the hazards?	Who might be harmed	Controls Required	Additional Controls	Action by who?	Action by when?	Done
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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 Washing Hand washing facilities with soap and hot water in place. Stringent hand washing taking place. Paper towels/hand driers for drying of hands See hand washing guidance. https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/ Alcohol Gel sanitisers in any area where washing facilities not readily available Cleaning Frequently cleaning and disinfecting objects and surfaces that are touched regularly particularly in areas of high use such as door handles, light switches, reception area using appropriate cleaning products and methods.	Employees to be reminded on a regular basis to wash their hands for 20 seconds with warm water and soap and the importance of proper drying. Also reminded to catch coughs and sneezes in tissues – Follow Catch it, Bin it, Kill it and to avoid touching face, eyes, nose or mouth with unclean hands. Tissues will be made available throughout the workplace. To help reduce the spread of coronavirus (COVID-19) reminding everyone of the public health advice - https://www.gov.uk/guidance/coronaviruses-covid-19-information-for-the-public Posters, leaflets and other materials are available for display. https://www.gov.uk/government/publicat	All staff	Continuous and ongoing	April 2020

		<p>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/publications/covid-19-guidance-on-social-distancing-and-for-vulnerable-people</p> <p>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.</p> <p>Redesigning processes to ensure social distancing in place.</p> <p>Conference calls to be used instead of face to face meetings.</p> <p>Ensuring sufficient rest breaks for staff.</p> <p>Social distancing also to be adhered to in staffroom.</p> <p>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.</p> <p>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</p>	<p>ions/guidance-to-employers-and-businesses-about-covid-19</p> <p>Rigorous checks will be carried out by line managers to ensure that the necessary procedures are being followed.</p> <p>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.</p> <p>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.</p> <p>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-</p>			
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		<p>Where RPE is a requirement for risks associated with the work undertaken the following measures will be followed-</p> <p>Tight-fitting respirators (such as disposable FFP3 masks and reusable half masks) rely on having a good seal with the wearer's face. A face fit test will be carried out to ensure the respiratory protective equipment (RPE) can protect the wearer. Wearers must be clean shaven.</p> <p>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 stay at home guidance. Line managers will maintain regular contact with staff members during this time.</p> <p>If advised that a member of staff or public has developed Covid-19 and were recently on our premises (including where a member of staff has visited other work place premises such as domestic premises), the management team of the workplace will contact the Public Health Authority to discuss the case, identify people who have been in contact with them and will take advice on any actions or precautions that should be taken.</p> <p>Drivers Procedures in place for Drivers to ensure adequate welfare facilities available during their work - Reference https://www.hse.gov.uk/news/drivers-transport-delivery-coronavirus.htm .</p> <p>Persons should not share vehicles or cabs, where suitable distancing cannot be achieved.</p>	<p>disposable masks should clean the mask themselves before and immediately after the test using a suitable disinfectant cleaning wipe (check with manufacturer to avoid damaging the mask). Test face pieces that cannot be adequately disinfected (e.g. disposable half masks) should not be used by more than one individual. Fit testers should wear disposable gloves when undertaking cleaning of the tubes, hoods etc. and ensure they remove gloves following the correct procedure (PDF) Reference https://www.hse.gov.uk/news/face-mask-ppe-rpe-coronavirus.htm</p> <p>Internal communication channels and cascading of messages through line managers will be carried out regularly to reassure and support employees in a fast changing situation.</p> <p>Line managers will offer support to staff who are affected by Coronavirus or has a family member affected.</p> <p>Communicate with companies that deliver to/from to ensure welfare facilities will be available to drivers. Allowing delivery drivers adequate breaks to avail of proper welfare facilities.</p>			
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Risk of Coronavirus infection spreading within school and other school areas	All persons on school premises	<p>SLT to regularly check the latest government advice for schools and to ensure the advice is shared and followed, see links below.</p> <p>Teachers to share key information about good hygiene practices daily and to remind children in assemblies.</p> <p>https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/</p> <p>https://www.who.int/gpsc/5may/How_To_HandWash_Poster.pdf?ua=1</p> <p>https://www.who.int/gpsc/5may/How_To_HandRub_Poster.pdf?ua=1</p> <p>Pupils, staff and visitors should wash their hands:</p> <ul style="list-style-type: none"> 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 <p>Soap and hot water is more effective than using sanitisers</p>	Regular updates to be issued in meetings and onto notice boards/emails for staff to observe	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.			

		<p>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.</p> <p>Instillation of more hand sanitisers around the entrances and exits for continued use</p> <p>Order more sanitising gels and boxes of tissues as required</p>				
<p>Child/Adult is unwell and it is believed that they have been exposed to COVID-19.</p>		<p>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.</p> <p>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.</p> <p>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.</p> <p>If they need to go to the bathroom whilst waiting for medical assistance, they should use the public toilet by the main school office.</p> <p>The Room and the public toilet will need to be cleaned once they have left.</p>		<p>SLT All staff</p>	<p>Continuous and ongoing</p>	<p>April 2020</p>
<p>A case of COVID-19 (pupil or school adult) is suspected</p>		<p>Refer to NHS/WHO guidance</p> <p>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.</p>		<p>SLT All staff</p>	<p>Continuous and ongoing</p>	<p>April 2020</p>

		There is no immediate need to close the setting or send other learners or staff home.				
		<p>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.</p> <p>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.</p> <p>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.</p>				
Key workers Children on site		<p>Schools with key worker children should minimise the rooms to be used to keep potential for virus spread to a minimum and also ease on the cleaning and use of chemicals</p> <p>Site activities by site staff are to undertaken only if there is an urgent need and in accordance with a risk assessment.</p> <p>Statutory inspections will need to be arranged so as not to affect the children on</p>	Ensure social distancing is complied with and that only essential work is undertaken such as legionella tests, alarm tests, PAT testing where necessary, Insurance inspections where required.	SLT All staff	Continuous and ongoing	April 2020

		site and site staff are to ensure social distances are observed by themselves and contractors on site.				
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DATE OF REVIEW: <i>Record actual date of review</i> 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:
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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.