

COVID-19 Risk Assessment Record Form

1. Section/Service/Team.....

2. Assessor(s)

3. Risk Rating

The risk rating is used to prioritise the action required. Deal with those hazards that are high risk first.

Risk Rating	Description	Action Priority
High	Where harm is certain or near certain to occur and/or major injury or ill-health could result	Urgent action
Medium	Where harm is possible to occur and/or serious injury could result e.g. off work for over 3 days	Medium priority
Low	Where harm is unlikely or seldom to occur and/or minor injury could result e.g. cuts, bruises, strain	No action or low priority action

		Potential severity of harm (this may injury, loss or damage)		
		Minor 1	Moderate 2	Serious 3
Likelihood of harm occurring	Highly unlikely 1	Trivial 1	Low 2	Medium 3
	Unlikely 2	Low 2	Medium 4	High 6
	Likely 3	Medium 3	High 6	High 9

4. Description of Task/Activity/Area/Premises etc. Delivering Education during the COVID-19 Pandemic from 1 June 2020

HAZARD: **Exposure to COVID-19** (RISK RATING HIGH)

The virus is spread in minute water droplets that are expelled from the body through sneezing, coughing, talking and breathing. The virus can be transferred to the hands and from there to surfaces. It can survive on surfaces for a period after transfer (depending on such things as the surface type, its moisture content and temperature).

COVID-19 symptoms: -

- new continuous cough
- or
- high temperature
- or
- a loss of, or change in, normal sense of taste or smell (anosmia)

Risk Assessment Content

- Travel to and from school
- General transmission
- Site related transmission
- Staff and pupils (inc. behaviour management)
- Providing personal or intimate care
- Providing First Aid
- Supervising pupils taken ill with symptoms of COVID-19
- Administration of medicines

Who might be harmed and how?	What are you already doing? List the control measures already in place	risk H, M, L	What further action, if any, is necessary,	Action Completed	New risk H, M, L
<p><i>(There is a risk of people contracting and/or spreading COVID-19 on...)</i></p> <p>Travel to and from school</p>	<p>Travel to school in parent’s vehicle.</p> <ul style="list-style-type: none"> - Parents are practicing social distancing and with an antiviral cleaning regime to clean down car etc. following shopping and other visits. <p>Travel to school in LA transport</p> <ul style="list-style-type: none"> - Advice given to LA transport to: <ul style="list-style-type: none"> o carry minimal passengers across the day. o Social Distancing in the vehicle o clean down with an antiviral cleaning regime between jobs <p>Walking to school</p> <ul style="list-style-type: none"> - Advise to maintain social distancing when meeting others - No touching of surfaces <p>Travel to school on public transport</p> <ul style="list-style-type: none"> - Advise to maintain social distancing when meeting others - No touching of surfaces - Wash hands as soon as possible <p>Drop off and pick up</p> <ul style="list-style-type: none"> - rota and procedure to minimise contact 	<p>L 3</p> <p>M 6</p> <p>L 3</p> <p>H 9</p>	<ul style="list-style-type: none"> - Rota of drop off and pick up to be devised and modified when numbers of students increase 		

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			<p>Social Distancing https://www.gov.uk/government/publications/covid-19-guidance-on-social-distancing-and-for-vulnerable-people</p> <p>Mental Health https://www.mind.org.uk/information-support/coronavirus-and-your-wellbeing/ www.hseni.gov.uk/stress</p> <ul style="list-style-type: none"> - Review bins on site, foot operated bins to be purchased. - Review stocks of soap, hand sanitiser, tissues. - COSHH to be updated if new products are purchased 		

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<p>Staff and pupils</p> <p><i>(Transmission may occur through sharing spaces and equipment.)</i></p>	<p>Staff</p> <ul style="list-style-type: none"> - Staff to maintain social distancing when using the staff room or other communal areas to reduce contact with colleagues. <p>Students</p> <ul style="list-style-type: none"> - To follow guidelines of Individual Student RA - Students to clean/sanitise hands before and after going outdoors. - Packed lunch to be eaten in classrooms or outdoors. - River Class to eat their lunch in the canteen or Quadrangle. <p>Visitors</p> <ul style="list-style-type: none"> - Contractors delivering services using school facilities, such as catering and cleaning are following their own risk assessment and working procedure for managing exposure to COVID-19. - See External visitor RA <p>Procedures</p> <ul style="list-style-type: none"> - Tasks organised so that the shared use and passing of work equipment is limited. Work equipment to be cleaned before and after use. - Breaks staggered to limit numbers in corridors and circulation routes. - Lunch times staggered and pupils wash hands and enter lunch areas in their group. - Preventing toilets from becoming crowded by managing numbers accessing them at any one 	<p>M4</p> <p>M4</p> <p>M4</p> <p>M4</p>	<ul style="list-style-type: none"> - Groups kept apart and tables cleaned between groups. - Information sharing with contracted catering and cleaning services to reduce exposure to COVID-19. - Staff to be provided with appropriate products to clean work equipment. 		

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	<p>time. This includes both staff toilets those used by pupils</p> <ul style="list-style-type: none"> - Storerooms and cupboards accessed by one person at a time. <p>Environment</p> <ul style="list-style-type: none"> - Disposable paper towels provided to replace use of hand driers. 	L2			
<p>Staff and pupils</p> <p><i>(Transmission may occur during learning activities and)</i></p> <p>Behaviour management.</p>	<p>Student</p> <ul style="list-style-type: none"> - To follow guidelines of Individual Student RA Procedures - Classes split into groups of no more than 8 pupils with one teacher (and TA where needed). - Different groups do not mix during the day or on subsequent days. - Groups use the same classroom or area throughout the day. - Outside space used for education where possible. - Sharing of stationary and other equipment prevented. - Practical lessons – equipment cleaned after use and environment cleaned between groups. - Where possible actions taken for behaviour management will not involve physical support with a pupil. 	M4	<ul style="list-style-type: none"> - Behaviour management plans and procedures reviewed during whole school PROACT SCIPr refresher training. - Special schools: Individual risk assessment used to make decision on when pupils can safely return. 		

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<p>Providing personal or intimate care <i>(Staff and pupils. Transmission may occur when)</i></p>	<p>Procedures</p> <ul style="list-style-type: none"> - PPE provided (such as disposable gloves, disposable apron (visors where appropriate)) - Hand washing after providing care. - Staff providing personal or intimate care carry out safe “donning and doffing” of PPE as instructed. 	M4	<ul style="list-style-type: none"> - Personal care plans to assess PPE requirements based on an individual’s circumstances reviewed during whole school PROACT SCIPr training. 		
<p>Providing First Aid <i>(Staff and casualty. Transmission may occur when..)</i></p>	<p>Procedures</p> <ul style="list-style-type: none"> - Wash/sanitise hands before and after treating a casualty. - First aiders instructed on the safe “donning and doffing” of PPE. - Wear disposable gloves, disposable apron, fluid resistant surgical mask and eye protection where there is a risk of respiratory droplets splashing into the eyes due to repeated coughing or vomit. - When performing CPR phone an ambulance and use compression only CPR until the ambulance arrives. <p>If a decision is made to perform mouth-to-mouth ventilation, use a resuscitation face shield where available.</p>	M4	<ul style="list-style-type: none"> - Online First Aid Course identified for staff to renew First Aid Qualification. - PPE Exchange can be used to help with finding a supplier. https://www.ppeexchange.co.uk/ 		
<p>Resuscitation Council UK Statement: It is likely that a child having an out-of-hospital cardiac arrest will be known to you. We accept that doing rescue breaths will increase the risk of transmitting the COVID-19 virus, either to the rescuer or the child. However, this risk is small compared to the risk of taking no action as this will result in certain cardiac arrest and the death of the child.</p>					

5. Tick (✓) if any of the identified hazards relate to any of the following specific themes:

Hazardous Substance	Manual Handling	Display Screen Equip	Fire	Work Equip / Machinery	Stress	Individual Person such as Young Person New/ Expectant Mother or Service User
✓					✓	✓

If any are ticked a specific risk assessment form must be completed separately. For example a COSHH form must be completed if a hazardous substance is used.

6. Assessment

Signature of Assessor(s):

Signature of Line Manager:

Print Name: _____

Print Name: _____

Date Assessed: _____

Review Date: _____

7. Communication and Review

This risk assessment should be communicated to all employees and relevant persons who may come into contact with the hazards being assessed. The assessment must be reviewed annually or following a significant change, accident or violent incident.