



Risk Assessment Form (RA1)

Department: Children Services	Service: Education	Reference: Red Row First School
Activity: Staff working during COVID19 pandemic. Updated 5 May 2020 The relevant Manager should make a copy of this generic risk assessment and use the copy to produce their own service specific assessment for staff who are carrying out (key worker) functions.		Site: Red Row First School Red Row NE61 5AS
People at Risk: Staff, service users, contractors		Additional Information: guidance on completion: risk assessment form Existing service/ task specific risk assessments and guidance provided by the government/Public Health England and internally at NCC. NCC PPE Risk Assessment NCC Vulnerable Staff Risk Assessments and flowchart NCC Advice: http://staff/Communications/Coronavirus-information.aspx Government/Public Health England Advice: https://www.gov.uk/coronavirus HSE Advice: https://www.hse.gov.uk/news/coronavirus.htm NHS Hand Washing Techniques
Name of Person Completing Form: Richard Bollands		Job Title: Head Teacher
		Date: 16/05/2020
		Review Date: Sept 2020

Hazard	Risk	Initial Rating L, M, H	Existing Control Measures	Final Rating L, M, H	Additional Action Required (action by whom and completion date – use separate Action Plan if necessary)
Contact with others who may have Coronavirus	Exposure to live virus resulting in contracting Coronavirus.	H	Staff on the 'highly vulnerable' list requiring shielding are self isolating at home for a 12 week period. Those staff on the 'vulnerable list' are assigned alternative duties where possible limiting contact with others.	M	Ensure sufficient quantity of relevant PPE is available e.g disposable gloves, aprons and cleaning products are available.

<p><i>Inadvertent transmission to others</i></p>	<p><i>Exacerbation of existing medical conditions.</i></p>	<p><i>Where staff shortages for key worker activities (<u>Adult and Children's Social Care only</u>) result in those on the 'vulnerable' list being required to attend work, reasonable adjustments to the job role are made and appropriate control measures put in place and a personalised risk assessment completed for each individual by the designated line manager (see additional information for generic assessments and flowchart). Further medical advice is sought from the NCC Occupational Health Team where needed.</i></p> <p><i>Posters produced by Public Health England (PHE) are displayed regarding Coronavirus protection measures including, hand washing, catching coughs and sneezes, social distancing, avoid touching face with unwashed hands, cleaning and the importance of all staff being aware of symptoms and the requirement to self-isolation etc.</i></p> <p><i>Visitors are limited to premises/premises shut to the public. Where staff work with clients/public, awareness of social distancing/personal hygiene/PPE requirements etc is raised with them.</i></p> <p><i>Contractors will not be allowed access without prior appointment and this will only be for essential activities or approved activities such as statutory gas inspections, fire safety and water hygiene checks. Contractors to wear disposable gloves on arrival.</i></p> <p><i>Social distancing to be maintained by staff where possible - minimum 2 metre distance. Where this is not possible e.g. work with clients, pupils, colleagues, Managers should enter details of control measures in place within their service (see also PPE risk</i></p>	<p><i>Contractors briefed when making appointments of the requirements for social distancing and PPE and not to attend if displaying symptoms of COVID19.</i></p> <p><i>When staff work at a site without direct access to running hot water, a supply of antibacterial wipes/alcohol gel is provided.</i></p> <p><i>Communicate to staff the importance of following national guidelines in staff briefings, email and share copies of risk assessment with staff, invite comment/collaboration.</i></p> <p>https://www.gov.uk/guidance/social-distancing-in-the-workplace-during-coronavirus-covid-19-sector-guidance</p> <p>https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19/guidance-for-employers-and-businesses-on-coronavirus-covid-19</p>
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			<p>assessment). <i>Direct face to face meetings are to be avoided wherever possible with the use of phones and video conferencing in place.</i></p> <p><i>Neighbourhood Services have made surgical face masks available to frontline staff should they need to wear one. If a mask is worn for any reason, it is important that they are put on and taken off correctly.</i></p>		
<i>Driving/transport for work activities</i>	<i>Contracting coronavirus, spread of virus</i>	<i>H</i>	<p><i>Where travel is necessary, staff travel to places of work in a way where they maintain social distancing (e.g. separate vehicles, make use of larger vehicles (mini-bus)). Use of public transport is avoided unless strictly necessary. Pay at pump facilities to be used when refueling where possible and alcohol gel is used following this.</i></p> <p><i>The frequency of cleaning within work vehicles is increased with frequently touched areas, such as door handles, steering wheel, gearstick, handbrake and dashboard, being cleaned at the beginning and end of each shift/day). Staff are provided with cleansing wipes. Increased frequency of hand washing (for 20 seconds with soap and water), including at the beginning and start of each day. Alcohol gel is provided for staff who don't have access to hand washing facilities.</i></p> <p><i>Any work vehicle which has a driver or passenger reporting symptoms must be parked up and quarantined for a minimum of 72 hours, before being cleansed and then brought back into service.</i></p>	<i>M</i>	<i>Driving at work should be covered within service specific risk assessments where relevant general and sector specific Government guidance implemented.</i>
<i>Travelling to and from work.</i>	<i>Contracting coronavirus, spread of virus</i>	<i>H</i>	<i>Only use public transport if you have to; use alternative methods of transport where possible - car, bicycle, walking. When travelling by public transport:</i>	<i>M</i>	<i>Staff to report any travel plans to line manager.</i>

<p><i>National and international travel.</i></p>			<ul style="list-style-type: none"> ● <i>avoid rush hours and busy times if you can</i> ● <i>cover your cough or sneeze with a tissue, then throw the tissue in the bin</i> ● <i>follow advice on social distancing</i> ● <i>wash your hands often with soap and water for at least 20 seconds</i> ● <i>if soap and water are not available, use an alcohol-based hand sanitiser</i> <p><u>Coronavirus (COVID-19): UK transport and travel advice</u></p> <p><i>International travel is globally restricted therefore likelihood is low. "Essential International Travel Guidance" is followed.</i></p> <p><u>https://www.gov.uk/guidance/coronavirus-covid-19-essential-international-travel-guidance</u></p>		
<p><i>Taking breaks/welfare facilities</i></p>	<p><i>Contracting coronavirus, spread of virus</i></p>		<p><i>Breaks are staggered to ensure social distancing can be applied. Staff are reminded to wash their hands at the start and end of breaks especially where this involves activities involving hand to mouth contact e.g. eating, smoking etc.</i></p>		
<p><i>Exposure to virus on objects or surfaces / Poor hygiene practices</i></p>	<p><i>Contracting coronavirus, spread of virus</i></p>	<p><i>H</i></p>	<p><i>Increased cleaning to take place using standard cleaning products. In particular, objects and surfaces that are touched regularly are frequently cleaned and disinfected. This will include door handles, desks, stair handrails, toilets, kitchen surfaces, desk based telephones etc.</i></p> <p><i>Deep clean to be carried out by staff wearing disposable gloves and aprons.</i></p> <p><i>Staff are encouraged to follow good hygiene measures at all times including, hand washing, catching coughs</i></p>		<p><i>A supply of antibacterial wipes/alcohol gel is made available in the workplace to encourage staff to help maintain cleanliness in personal work areas.</i></p> <p><i>Staff briefed not to accept refreshments from service users, shake hands, elbow bump etc. Where gifts are offered ensure standard policy is followed and items are cleansed appropriately.</i></p>

			<p><i>and sneezes, avoid touching face with unwashed hands, social distancing, cleaning and the importance of all staff being aware of symptoms and the requirement to self-isolation as noted above.</i></p> <p><i>Where possible shared equipment (e.g. clip boards, hand tools) to be allocated to individual staff members.</i></p>		
<i>Inadequate first aid provision</i>	<p><i>Serious injury or death</i></p> <p><i>First aider contracting coronavirus or spreading virus to others.</i></p>	<i>H</i>	<p><i>A review of the first aid needs assessment has taken place to decide if sufficient appropriate cover can be provided for the activities which are being undertaken.</i></p> <p><i>This will include a review of any higher risk activities which may be planned, including any remote work taking place off-site. Such activities may need to be stopped if an appropriate level of cover cannot be maintained.</i></p> <p><i>Fewer staff (and service users, visitors) attending premises means it is/may be safe to operate with reduced first aid cover. [Consider that it may be possible to negotiate shared first aid cover (ensuring that it's to an appropriate level) with other services or organisations in certain cases e.g. shared occupancy buildings, contractors working on shared building sites etc]. There should be an appointed person as a minimum to check 1st aid kits and summon the emergency services</i></p> <p><i>First aiders providing routine first aid treatments within 2m of a person should wear a fluid resistant face mask and, if appropriate and available, disposable plastic apron and disposable eye protection which should be kept in or next to first aid kits.</i></p>	<i>L</i>	<p><i>Where First Aid at Work and Emergency First Aid at Work certificates expired on or after 16 March 2020 and staff cannot access requalification training because of coronavirus, staff may qualify for a 3-month extension. Staff must be able to explain why they haven't been able to requalify and demonstrate what steps they have taken to access the training, if asked to do so. See HSE guidance https://www.hse.gov.uk/news/first-aid-certificate-coronavirus.htm</i></p>

			<p>CPR</p> <p><i>In respect of more serious cases where CPR may be required, the specific advice contained in the Resuscitation Council UK guidance should be followed particularly in relation to rescue breaths.</i></p> <p><i>As chest compressions could produce aerosol spray, appropriate PPE should be worn i.e. fluid resistant surgical mask, gloves and eye protection (goggles or visor). If PPE is not available use a towel or cloth such as the sling from the first aid kit to cover the person's nose and mouth while performing chest compressions</i></p> <p><i>A first aider should conduct a dynamic risk assessment of the situation they are faced with and apply appropriate precautions for infection control.</i></p> <p><i>Further information is also contained in the Government publication: Guidance for first responders and others in close contact with symptomatic people with potential COVID-19</i></p>		
Staff displaying symptoms of coronavirus whilst at work	Others contracting virus.	H	<p><i>Manager is notified immediately and the staff member is sent home and PHE guidance on self isolation is followed Stay at Home. If they are seriously ill contact 999.</i></p> <p><i>PHE guidance on action to be taken in these circumstances is adhered, along with the PHE guidance on 'cleaning and waste'. Poster on cleaning regimes produced by PHE is displayed for the benefit of staff.</i></p>	M	<p><i>Ensure home and emergency contacts are up to date.</i></p> <p><i>Staff reminded to inform their line manager immediately of contact with anyone who has symptoms or self-isolating.</i></p> <p><i>If staff remain in the workplace for interim period after becoming ill the staff member is to be moved to clean & ventilated room/area until</i></p>

					<i>collected and 2 metre distance maintained from all other staff.</i>
<i>Flammable vapours from alcohol based hand sanitiser</i>	<i>Alcohol vapours ignited resulting in burns to hands</i>	<i>M</i>	<i>Wash hands with soap and water wherever possible. When using alcohol based hand sanitisers make sure all liquid is evaporated before smoking, touching any electrical equipment or metal surfaces which may result in a static shock, or any other source of ignition.</i>	<i>L</i>	

