

RISK ASSESSMENT FORM - MANAGING HEALTH AND SAFETY



Academy: Offley Primary Academy		Prepared By: C Leach APT H&S C	Date: 01-09-20
		Completed By: Jill Robertson	Reviewed 5^{/11/20}
<p>Activity Workplace: Novel Coronavirus (COVID-19) Revision: 8 01-09-2020 effective from Autumn Term 2020 Wearing of face masks, face coverings and face visors for parents, visitors and contractors added. None attendance guidance updated. Information Source: GOV.UK R6 - Actions for schools during the coronavirus outbreak/guidance for full opening. Published 2nd July 2020. R7 SBMAT email 26-08-2020 R8 SBMAT email 30-08-2020 R9 Guidance for full opening: schools Updated 17 September 2020 R10 SBMAT email 22-09-2020 and Guidance for full opening: schools Updated 1 October 2020 R11 Coronavirus (COVID-19): test kits for schools and FE providers, Updated 7 October 2020. Safe working in education, childcare and children's social care settings, including the use of personal protective equipment (PPE), Updated 13 October 2020. COVID-19: guidance on shielding and protecting people defined on medical grounds as extremely vulnerable, Updated 15 October 2020. COVID-19: cleaning in non-healthcare settings outside the home, Updated 16 October 2020 R12 SBMAT email 06-11-2020 and Guidance Education and childcare settings: New National Restrictions from 5 November 2020 R13 Guidance for the full opening schools : Updated 3-12-2020 and close contact meanings added to last page.</p>		Manager: Jill Robertson	Next Annual Review Date:
Hazard	Initial risk	Action plan	Residual risk

RISK ASSESSMENT FORM - MANAGING HEALTH AND SAFETY

Details of hazard	Who is affected and how?	Likelihood	Consequence	Risk L/M/H	What controls are already in place	Further action required	By whom	By when	Likelihood	Consequence	Risk L/M/H
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Awareness and understanding

Transmission / Spread of Germs and Novel Coronavirus (COVID-19)

Coronavirus can be passed through close contact with persons infected by the virus. Touching surfaces contaminated with the virus with hands and touching eyes, nose and mouth and eating with contaminated hands.

Symptoms
 Continuous cough
 High temperature (over 37.8 degrees)
 Loss of, or change to the sense of smell (anosmia)
 Affects
 Mild flu symptoms
 Respiratory infection
 Breathing difficulties
 Asthma
 Fatality

- Staff
- Pupils
- Parents
- Visitors
- Contractors

4 4

HIGH

RISK ASSESSMENT FORM - MANAGING HEALTH AND SAFETY

1. **R14** Staff, pupils, parents, visitors and contractors are advised that they **MUST** not attend the school, they must stay at home, self-isolate and follow PHE Stay at Home guidance and NHS Test and Trace process if: a. they currently have Coronavirus (COVID-19) symptoms even if tested negative for COVID-19 b. have been in close contact with persons confirmed positive c. **R15** someone in their household or support bubble or childcare bubble has symptoms even if tested negative for COVID-19 d. they or a member of their household or support bubble have tested positive to a COVID-19 test in the last 10 days even if they do not have symptoms. e. have been contacted by NHS Test and Trace within the last 10 days f. **R15** have arrived in England within the last 10 days from anywhere outside the UK, Ireland, the Channel Islands or the Isle of Man g. still have a high temperature after the isolation period has ended h. they are waiting for COVID-19 PCR test result. i. they develop COVID-19 symptoms within an isolation period.

2.Regular GOV.UK Coronavirus (COVID-19) and NHS Test and Trace latest information briefings to all staff. 3.COVID-19 risk assessment and revisions communicated to staff. 4.R14 Signs at all entry gates and external doors advising all persons that they **MUST** not enter the school, they must stay at home, self-isolate and follow PHE Stay at Home guidance and NHS Test and Trace process if: a. they currently have Coronavirus (COVID-19) symptoms even if tested negative for COVID-19 b. have been in close contact with persons confirmed positive

R15 someone in their household or support bubble or childcare bubble who has symptoms even if tested negative for COVID-19

d. they or a member of their household or support bubble have tested positive to a COVID-19 test in the last 10 days even if they do not have symptoms. e. have been contacted by NHS Test and Trace within the last 10 days f. **R15** have arrived in England within the last 10 days from anywhere outside the UK, Ireland, the Channel Islands or the Isle of Man g. still have a high temperature after the isolation period has ended h. they are waiting for COVID-19 PCR test result. i. they develop COVID-19 symptoms within an isolation period.

5.Signs at all entry gates and external doors advising all persons of 2-meter social distancing rule where possible or 1-meter distancing plus using additional measures. 6.Latest PHE Coronavirus (COVID-19) posters displayed in staff areas/visitor areas, entrances, classrooms and toilets for social distancing, hygiene, wearing of face masks/ face coverings / face visors, safe removal of face coverings and NHS COVID-19 Test and Trace app where used 7.Latest PHE Coronavirus (COVID-19) leaflets distributed to staff. 8.Pupils reminded regularly to tell a member of staff if they feel unwell. 9.e-Bug resources to teach pupils and parents about hygiene used. 10.Talks given to children about coronavirus (COVID-19) including use of teaching groups, social distancing and not to touch staff. 11. Pupils with SEND provided with specific help in preparation for changes. 12.Parents, contractors and visitors informed of the measures in place to reduce transmission of the virus. 13.Pupils informed of the requirements to remove face mask / face coverings safely on arrival at school. 14.Arrangements discussed for staff and pupils traveling overseas. When returning from overseas travel the latest Government guidance on quarantine to be followed. 15.Behavior policies with rules for hygiene and social distancing and consequences for poor behaviour communicated to staff, pupils and parents. 16.Staff informed of the requirements to wear face masks/face coverings or face visors in particular settings. 17.Parents, visitors and contractors informed of the requirements to wear masks/face coverings or face visors in particular settings. 18.Parents, visitors and contractors informed on arrival of the test and trace requirements to provide contact details or use of NHS COVID-19 app check in feature. 19.Parents advised only vulnerable children, the children of critical workers and nursery class children to attend school. 20. Visitors and contractors advised only those carrying out essential work or compliance inspections/maintenance are allowed to attend the school. 21. **R15** COVID-19 rapid testing programme information provided to staff information provided to staff. 22. Staff advised to work from home where possible 23.SLT monitor staff, pupil, visitor, contractor and parent adherence to government COVID-19 guidance and the schools COVID-19 Risk Assessment and implement additional controls, as necessary.

Use of social media to promote Government messages

Reminders to staff and parents via email and PNC

Script prepared for any closures needed.

PHE and Gov UK signs in place around school environment.

Leaflets shared with staff and parents

Children eat in their classroom to stop transmission between groups.

Pupil and staff allocated bubble groups and will not mix with others outside of their bubble to avoid transmission of infection between groups.

Each bubble has own outdoor space.

Face masks signs to be displayed . - NC

Staggered start and end times for the school day to avoid large groups of people gathering. Social distancing to reduce likelihood of transmission. Parents not to enter school premises. Staff present on gates to enforce one-way system, staggered times and one way systems on the playgrounds at the start and end of the day.

Staff to wear face masks when in the corridors, staff rooms (Unless eating) and when on the gate in the mornings and evenings. Parents to be encouraged to wear a face mask.

Child to remain working at the same desk. Each child keeps their own equipment in sealed bag. Outdoor play/climbing equipment to be cleaned between bubbles.

Staff working with SEND children to wear visors.

Weekly staff meetings via Zoom to ensure social distancing

Handwashing/ social distancing posters displayed around the site and referred to by staff when talking to children.

Behaviour policy updated to include new social distancing rules

JR

All staff

SLT

Office

All staff

Teaching staff

EM

JR/EM

SLT

Weekly following updates from DFE and the Trust



1 4

LOW

- Staff
- Pupils

4 5

VERY HIGH

2 5

HIGH

RISK ASSESSMENT FORM - MANAGING HEALTH AND SAFETY



Staff/pupils who are confirmed clinically vulnerable or extremely clinically vulnerable. Staff/pupils who live with someone who is confirmed clinically vulnerable or extremely clinically vulnerable. Staff/pupils who are from Black, Asian and Minority Ethnic (BAME) backgrounds

Long-term conditions like diabetes, cancer and chronic lung disease. Conditions such as obesity. Underlying health problems

Expectant mothers

Transmission / Spread of Germs and Novel Coronavirus (COVID-19)

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Symptoms
Continuous cough
High temperature (over 37.8 degrees) Loss of, or change to the sense of smell (anosmia)

Affects
Mild flu symptoms
Respiratory infection
Breathing difficulties
Asthma
Fatality

1. Where staff are confirmed clinically extremely vulnerable (CEV) the school advise that they should work from home where possible. 2. CEV staff who cannot work from home and choose to attend have their existing COVID 19: Individual Risk Assessment reviewed and action plan updated and agreed
3. Where a child has been confirmed clinically extremely vulnerable (CEV) the school advise that the child does not attend unless a medical professional confirms that shielding is not required. 4. R15 Pupils and staff who are clinically vulnerable or have underlying health conditions to attend school where staff cannot work from home. 5. Pupils and staff who are not CEV themselves but who live with someone who is CEV to attend school unless the staff member can work from home
6. R15 Clinically vulnerable pupils and staff are supported to follow good social distancing practices and increased good hand hygiene practises through increased communication and facilities/materials.
7. Pupils are monitored by staff for good social distancing and increased hand hygiene practises.
8. Monitoring of pupils and staff compliance with clinical advice regarding attending school
9. Pupils Care Plans reviewed and amended to ensure child is not put at risk of coronavirus (COVID-19) infection. 10. Staff instructed not to supervise children in isolation at school for showing coronavirus infection (COVID-19) symptoms. 11. Concerns discussed with SLT when shown by staff, pupils, parents especially for pupils and staff with significant risks. 12. Staff instructed not to carry out COVID-19 rapid testing of other persons 13. R15 COVID 19: Individual Risk Assessment completed for staff who fall into these groups:- clinically vulnerable, from a Black, Asian or Minority Ethnic origin (BAME) or pregnant. 14. R15 Pregnancy risk carried out for new and expectant mothers.

Review if moving from one tier to another.

SLT to constantly remind staff of social distancing. All staff to be role models to children.

Pregnant Staff should speak to a midwife and ask for advice if they have advised a staff member that it is fine for them to be in work up until 28 weeks as long as stringent social distancing can be in place. Staff member to watch gov.uk website <https://www.rcog.org.uk/en/guidelines-research-services/guidelines/coronavirus-pregnancy/covid-19-virus-infection-and-pregnancy/>

Reviewed during National lockdown period

JR SLT

weekly

Staff meetings weekly and emails

RISK ASSESSMENT FORM - MANAGING HEALTH AND SAFETY

<p>Travel to and from school</p> <p>Transmission / Spread of Germs and Novel Coronavirus (COVID-19)</p> <p>Coronavirus can be passed through close contact with persons infected by the virus. Touching surfaces contaminated with the virus with hands and touching eyes, nose and mouth and eating with contaminated hands.</p>	<ul style="list-style-type: none"> • Staff • Pupils • Parents • Visitors • Contractors <p>Symptoms Continuous cough High temperature (over 37.8 degrees) Loss of, or change to the sense of smell (anosmia)</p> <p>Affects Mild flu symptoms Respiratory infection Breathing difficulties Asthma Fatality</p>	4	4	HIGH	<p>1. Staff who can work remotely or from home do so. 2. Non-essential use of public transport avoided when possible. 3. Travel alone using own transport / cycle or walk when possible 4. When the use of shared transport is unavoidable persons are advised to: a. travel with as few people as possible, b. avoid travelling with persons outside of own household or support bubble unless socially distanced, c. wash hands with soap and water or hand sanitiser before using transport, d. persons over the age of 11 wear face coverings over the nose and mouth, e. sit as far away from other persons as possible, f. try to face away from other persons, g. open windows to give good ventilation, h. avoid touching anything, i. cough or sneeze into a tissue and put it in a bin, j. wash hands with soap and water or hand sanitiser after using transport, 5. Cleaning and disinfecting of shared vehicle interiors carried out on a regular basis using standard cleaning products. 6. When the use of public transport is required persons aged 11 and over to use a face covering and try to maintain 2- meter distance or maintain 1- meter distance with mitigation, where possible check in using NHS COVID-19 app and use precautions as follows: a. avoid peak travel where possible, b. wash or sanitise your hands during/after using transport, c. avoid touching your face, d. cover your mouth and nose with a tissue or the inside of your elbow when coughing or sneezing e. travel side by side or behind other people, rather than facing them, where seating arrangements allow, f. R15 touch as few surfaces as possible, g. minimise the time spent close to other people, where possible, h. avoid loud talking, shouting or singing, i. dispose of waste safely, including items such as used disposable face coverings, j. not travel when symptomatic 7. R15 Staff to carry out COVID-19 rapid testing at home twice per week and isolate at home following a positive result and also following a negative result whilst experiencing COVID-19 symptoms.</p>	<p>Promote the Government messages via social media and newsletters</p> <p>Staff and children to be encouraged to walk to work</p> <p>PPA to be taken at home.</p>	SLT/ Admin	As guidance changes	1	4	LOW
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RISK ASSESSMENT FORM - MANAGING HEALTH AND SAFETY



Pupils and staff access and egress and moving around the school

- Staff
- Pupils
- Parents
- Visitors
- Contractors

Transmission / Spread of Germs and Novel Coronavirus (COVID-19)

Coronavirus can be passed through close contact with persons infected by the virus.

Symptoms
Continuous cough
High temperature (over 37.8 degrees)
Loss of, or change to the sense of smell (anosmia)

Affects
Mild flu symptoms
Respiratory infection
Breathing difficulties
Asthma
Fatality

1.Grouping of pupils and staff where teaching requirements allow 2.Staggered start and finish times for staff and pupil groups and/or segregated entrance and exit gates and doors when available. 3.Arrangements communicated to parents for drop off and collection procedures to reduce contact between adults/pupils including not gathering at gates or doors. 4.Social distancing (2-meter) markings and signs at queuing locations (school gates, entry and exit doors) 5.Infrared temperature checks of pupils carried out at the start of the day in classrooms". Staff wear a fluid resistant surgical mask and disposable latex free gloves whilst testing. Persons with high temperature readings are isolated, sent home to self-isolate and required follow PHE Stay at Home guidance and NHS Test and Trace process. 6.Distance between staff and pupils, other staff, contractors and visitors maximised by use of signs and maintaining social distancing of 2 meters when possible. 7.Numbers of different temporary staff including teaching staff and sports coaches entering the school premises minimised. 8.Timetable reviewed to reduce movement and avoid contact between teaching groups during movement around the building. 9. Accessing rooms from outside where possible. 10.Entrance, exit and internal doors held open without compromising pupil or staff safety. Fire doors held open using automatic release devices that release on the sounding of the fire alarm. 11.Managing numbers using toilets to prevent overcrowding.12. Staff wear face masks / face covering over the nose and mouth or face visors during movement around school and in communal areas. Face visors are allowed to be worn by staff exempt from wearing face masks / face coverings..13. R15 Staff to participate in the schools COVID-19 rapid testing programmes.

Staff, parents and visitors to wear a mask when walking around the school.

Contractors to sign to say they have read and understood RA.

Social distancing measure reiterated regularly through emails and staff meetings.

All staff

Admin teams

JR

Weekly

RISK ASSESSMENT FORM - MANAGING HEALTH AND SAFETY

**Visitors, Parents
Delivery drivers
Contractors**

Transmission /
Spread of Germs and
Novel Coronavirus
(COVID-19)

Coronavirus can be
passed through close
contact with persons
infected by the virus.
Touching surfaces
contaminated with the
virus with hands and
touching eyes, nose and
mouth and eating with
contaminated hands.

- Staff
- Pupils
- Parents
- Visitors
- Contractors

Symptoms
Continuous cough
High temperature (over
37.8 degrees) Loss of, or
change to the sense of
smell (anosmia)

Affects
Mild flu symptoms
Respiratory infection
Breathing difficulties
Asthma
Fatality

4 4

General

1. Secure gates and access doors outside of start and finish times to control access. 2. Separate access and egress doors away from pupil doors. 3. Parents, visitors and contractors are asked by school staff if they a. they currently have Coronavirus (COVID-19) symptoms b. they have been in close contact with persons with symptoms c. R15 someone in their household or support or child care bubble has symptoms d. they have tested positive to a COVID-19 test in the last 10 days e. they have been contacted by NHS Test and Trace within the last 14 days f. R15 have arrived in England within the last 10 days from anywhere outside the UK, Ireland, the Channel Islands or the Isle of Man If any questions are answered yes, access is denied and they are advised that they MUST not attend the school, they must stay at home, self-isolate and follow PHE Stay at Home guidance and NHS Test and Trace process. 4. School guidance on physical distancing, hygiene, wearing of face masks/face coverings/face visors over the nose and mouth provided on arrival. 5. On arrival at school name, date, contact number and email address of visitors, contractors and delivery drivers recorded and kept secure for 21 days or when available NHS COVID-19 Test and Trace app QR code used. 6. Hand washing/sanitising on arrival, before and after using attendance recording devices and using toilets. 7. Infrared temperature checks carried out on arrival. 8. Additional COVID-19 control measure training given to school hosts. 9. Staff wear face masks / face covering over the nose and mouth during any interaction with parents, contractors, visitors in all settings indoors, on the door and external areas such as playgrounds and entry gates. Face visors are allowed to be worn by staff exempt from wearing face masks / face coverings. 10. Supply of individually wrapped face masks available at reception for parents, visitors, and staff to wear.

Contractors

1. Contractors delivering services using school facilities, such as catering and cleaning asked to provide copies of their risk assessment for managing exposure to COVID-19.

Any visitors' contractors must sign to say that they have no symptoms and have not been near anyone with symptoms.

Staff to be informed of any visitors on site. Visitors to be reminded of the hygiene, social distancing and rules around the school, linked to COVID 19

Office to ensure posters on gates are updated and kept in good repair.

Staff to follow the set script in a closure to a bubble or whole school.

Office teams

As guidance changes

Monthly

Updated in line with PHE advice and DFE



RISK ASSESSMENT FORM - MANAGING HEALTH AND SAFETY

<p>Staff, pupils showing coronavirus infection (covid-19) symptoms whilst at school</p> <p>Transmission / Spread of Germs and Novel Coronavirus (COVID-19)</p> <p>Coronavirus can be passed through close contact with persons infected by the virus. Touching surfaces contaminated with the virus with hands and touching eyes, nose and mouth and eating with contaminated hands.</p>	<ul style="list-style-type: none"> • Staff • Casualty <p>Symptoms Continuous cough High temperature (over 37.8 degrees) Loss of, or change to the sense of smell (anosmia)</p> <p>Affects Mild flu symptoms Respiratory infection Breathing difficulties Asthma Fatality</p>	<p>5</p>	<p>4</p>	<p>1. Staff at school who develop symptoms of coronavirus infection (COVID-19), inform a member of the SLT, self-isolate at home in accordance with government guidance and arrange a COVID-19 PCR test. Government supplied home PCR test kits provided by the school in exceptional circumstances when a symptomatic staff member has barriers accessing testing by the usual routes. School arrange posting or remote drop off of test kits to maintain 2-meter social distancing. 2.Pupils at school who develop symptoms of coronavirus infection (COVID-19) are placed in a safe isolation location and parents informed to collect the child. Childs household requested to self-isolate at home in accordance with government guidance and arrange a PCR COVID-19 test for the symptomatic child. Government supplied home PCR test kits provided by the school to parents/guardian in exceptional circumstances when a symptomatic child has barriers accessing testing by the usual routes. School arrange posting or remote drop off of test kits to maintain 2-meter social distancing. 3.Staff with conditions that mean they are in a clinically vulnerable or clinically extremely vulnerable health group avoid supervising children who have been isolated at school for showing coronavirus infection (COVID-19) symptoms.4.Should staff or children develop coronavirus (COVID-19) symptoms whilst at school and experience breathing difficulties call an ambulance, dial 999 and inform the call handler or operator that the person has coronavirus (COVID-19) symptoms. 5.School isolation locations are at least 2 metres away from other people and where possible in a room or area behind a shut door, such as a staff office or meeting room. 6.School isolation locations have a window that can be opened to provide ventilation. 7.School isolation locations have a supply of disposable tissues, a foot operated bin with bin bag, anti-bacterial wipes, sink with liquid soap and disposable hand towels or hand sanitiser 60% alcohol, face masks with an FFP2 or FFP3 rating in preference when available from suppliers or fluid resistant surgical masks, latex free disposable gloves, disposable aprons, face visor or safety goggles 8.Staff instructed on the safe "donning and doffing" of PPE. Putting on PPE video https://youtu.be/-GncQ_ed-9w</p> <p>Taking off PPE video https://youtu.be/-GncQ_ed-9w</p> <p>HSE guidance – using disposable respirators</p>	<p>To be taken to isolation room, supervised by admin team 1 or 2 in full PPE, parents contacted.</p> <p>PPE and cleaning products and will check weekly stocks. Staff to inform office in advance if stock is running low.</p> <p>Share procedures with staff and parents for testing.</p> <p>Provide Kits for children if a test is not easily available – JR to be consulted.</p>	<p>JR/SL T</p> <p>HW/T H</p>	<p>Daily</p> <p>Weekly</p>
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- Staff
- Pupils
- Parents
- Visitors
- Contractors

RISK ASSESSMENT



Transmission / Spread of Germs and Novel Coronavirus (COVID-19)

Coronavirus can be passed through close contact with persons infected by the virus. Touching surfaces contaminated with the virus with hands and touching eyes, nose and mouth and eating with contaminated hands.

Symptoms
 Continuous cough
 High temperature (over 37.8 degrees)
 Loss of, or change to the sense of smell (anosmia)

Affects
 Mild flu symptoms
 Respiratory infection
 Breathing difficulties
 Asthma
 Fatality

Provision 1.Hand wash facilities stocked with liquid soap. 2 Hand driers or disposable paper towels for drying hands
 3.Hand sanitiser gel dispensers where sinks are not available e.g. shared spaces, signing in and out locations, entrance and exit points 4.Skin friendly skin cleaning wipes for children with skin conditions and children with complex needs 5.Supply of disposable tissues available in classrooms, offices, shared spaces 6.Bins with lids or remote/foot operated lids where available lined with a bin bag in classrooms, offices, shared spaces. 7.Covered bin at entrance for disposal of pupil face coverings on arrival and staff, visitor, parent face masks/face coverings on departure . 8.PHE "Wash your hands" signs posted in pupil, staff and visitor toilets. 9.."Catch it, Bin it, Kill it" posters displayed in toilets, classrooms and staff areas. 10.Support provided for pupils who spit uncontrollably or use saliva as a sensory stimulant. Risk assessment carried out and suitable controls implemented. 11.COSHH Assessment for hand sanitiser communicated to staff. 12.Supply of individual, sealable plastic bags for staff to store face coverings between use. 13.Small contingency supply of face coverings available for staff and visitor use.**In Practice**1.Staff dispense hand sanitiser gel to pupils. 2.Skin friendly skin cleaning wipes used by children with skin conditions or children with complex needs. 3.Staff encouraged to wash or sanitise hands, on arrival, before and after donning and removal of face coverings, using signing in and out systems, using the toilet, breaks, sporting activities, food preparation, eating any food, including snacks, before leaving school. 4.Supervision of children to ensure they wash or sanitise hands for 20 seconds with soap and water or hand sanitiser when they arrive at school, before and after removal of face coverings, breaks, when changing rooms, eating, using

Children to be shown how to wash hands on first day
 What is and how-to social distance.
 Changes to behaviour policy to be shared with staff in advance and children on Sept
 Nominated adult to check stocks of PPE and cleaning products.
 Additional cleaning will take place throughout the day.
 Additional cleaning hours have been purchased.
 Bin to be purchased and emptied daily by SD/cleaning team
 Wash your hands posters around school.
 Children should be encouraged to wash hands throughout the day. Staff to role model this.

Office to keep a supply of plastic bags for mask use

Contingency face masks to be available on front desk.

SD to check liaise with TH

Daily

TH/SD



RISK ASSESSMENT FORM - MANAGING HEALTH AND SAFETY

HIGH

Cleaning
Classrooms
Shared spaces
Offices
Staffrooms
Meeting rooms

- Staff
- Pupils
- Parents
- Visitors
- Contractors

4 4

Transmission / Spread of Germs and Novel Coronavirus (COVID-19)

Touching surfaces contaminated with the virus with hands and touching eyes, nose and mouth and eating with contaminated hands.

Symptoms
Continuous cough
High temperature (over 37.8 degrees) Loss of, or change to the sense of smell (anosmia)

Effects
Mild flu symptoms
Respiratory infection
Breathing difficulties
Asthma
Fatality

Effects of using hazardous cleaning substances
Irritation of skin and respiratory system, damage to eyes and internal organs

1.General 1.Cleaning schedules reviewed and increased cleaning implemented.
2.Anti-bacterial wipes/sprays securely stored in classrooms and staff rooms. 3.R11 Frequently touched surfaces e.g. handrails, door handles, light switches, work surfaces, remote controls and electronic devices cleaned and disinfected using standard cleaning products such as bleach and detergents or anti-bacterial products as a minimum twice a day, before or after school and during the day.
4.Bins emptied frequently to suit usage.
5.Staff wear latex free gloves when cleaning, disinfecting surfaces and handling waste such as used tissues, used PPE.
6.Staff using cleaning and disinfecting products read COSHH Assessments and follow measures including wearing PPE specified. 7.Staff wash hands thoroughly after removing used PPE and using cleaning and disinfecting products. 8.Cleaning contractor provide COVID-19 Risk Assessment to School Principal. 9.R11 Clutter, rarely used and difficult to clean items removed and stored to make cleaning easier.10.Water fountains removed or covered to prevent use. Pupils/staff encouraged to bring pre-filled water bottles from home..**Classrooms Shared spaces** 1. Resources, such as books, and games cleaned regularly. 2.Resources that are shared between groups cleaned meticulously between use by different groups or rotated to allow them to be left unused and out of reach for a period of 48 hours (72 hours for plastics). 3.Areas shared by different teaching groups cleaned and disinfected in between use
4.Toilets cleaned and disinfected following high usage at breaks and lunch times.
5.Thorough cleaning and disinfecting of rooms and shared spaces at end of the day.
6.R11 Deep clean using preventative fogging equipment and disinfectant solution at the request of the School Principal or SBMAT Management Team.

Additional cleaning hrs purchased

Checking list – signing sheet

Staff rota to be put in place for additional cleaning

TH/SD

Daily

		4	4	HIGH	General 1. Offices arranged to maintain 2-meter social distancing space between chairs and tables. 2. Staggered use of to	Office spaces limited number of people to access. Plexiglass screens available and used. Team split into 2 groups one works at home.	Admin SLT	As guidance changes	1	4	LOW
		RISK ASSESSMENT			FORM - MANAGING HEALTH AND SAFETY						
<p>Use of offices</p> <p>Staffrooms</p> <p>Meeting rooms</p> <p>Transmission / Spread of Germs and Novel Coronavirus (COVID-19)</p> <p>Coronavirus can be passed through close contact with persons infected by the virus. Touching surfaces contaminated with the virus with hands and touching eyes, nose and mouth and eating with contaminated hands.</p>	<ul style="list-style-type: none"> • Staff • Pupils • Parents • Visitors • Contractors <p>Symptoms Continuous cough High temperature (over 37.8 degrees) Loss of, or change to the sense of smell (anosmia)</p> <p>Affects Mild flu symptoms Respiratory infection Breathing difficulties Asthma Fatality</p>				<p>3. Ventilation maximised by using ventilation units and or opening windows, doors without compromising staff or pupil safety. 4. Small offices and storerooms and cupboards accessed by one person at a time. 5. Locker rooms, changing areas and toilets avoided when occupied by other persons. 6. Floor tape to mark areas to help staff/visitors/parents to keep 2-meter distance. 7. Use of hot desks and workspaces avoided 8. Meetings / discussions with others held when it is necessary and remote contact cannot be used. Meetings/discussions held either outdoors or in open spaces with good ventilation with open windows for short durations whilst maintaining social distancing. 9. Screens used to protect reception staff 10. Contactless drop off points used for deliveries and issue of materials such as stationery supplies 11. Equipment not shared unless unavoidable. 12. Shared equipment cleaned before and after use. 13. Solid screens used to segregate staff who work in close proximity. 14. Staff rotation in offices avoided 15. Restrict movement around the school between departments and rooms and use of electronic devices to communicate. 16. Staff wear face masks/ face coverings over the nose and mouth in communal areas. Face visors are allowed to be worn by persons exempt from wearing face masks / face coverings 17. Staff advised to work from home where possible</p> <p>Staffrooms 1. Appliances such as kettles, microwave ovens and crockery, utensils handles and controls cleaned before and after use. 2. Staff remain 2-metres apart from each other whilst eating. 3. Staff place own food waste and wrappers in waste bins provided. 4. Wash plates cutlery, before and after use, use a disposable paper towel or allow to air dry and put away after use.</p>	<p>Discussed and agreed with member of SLT team prior to going ahead.</p>					

RISK ASSESSMENT FORM - MANAGING HEALTH AND SAFETY

<p>Lunch service</p> <p>Transmission / Spread of Germs and Novel Coronavirus (COVID-19)</p> <p>Coronavirus can be passed through close contact with persons infected by the virus. Touching surfaces contaminated with the virus with hands and touching eyes, nose and mouth and eating with contaminated hands.</p>	<ul style="list-style-type: none"> Staff Pupils Visitors Parents Contractors <p>Symptoms</p> <p>Continuous cough</p> <p>High temperature (over 37.8 degrees)</p> <p>Loss of, or change to the sense of smell (anosmia)</p> <p>Affects</p> <p>Mild flu symptoms</p> <p>Respiratory infection</p> <p>Breathing difficulties</p> <p>Asthma</p> <p>Fatality</p>	4	4	HIGH	<ol style="list-style-type: none"> 1.Lunch times staggered for different teaching groups. 2.Pupils wash hands in their teaching groups before eating. 3.Pupils remain in teaching groups and maintain 2-meter social distancing between others when possible. 4.Teaching groups kept apart through distancing. 5. Plates and cutlery thoroughly washed at 70°C between use. 6.Pupils que in their groups at the food servery. 7.Tables cleaned / disinfected by staff between groups 8.Staff wear disposable latex free gloves when serving food and cleaning down 9.Catering contractor provide COVID-19 Risk Assessment to School Principal. 10.Staff wear face masks/ face coverings over the nose and mouth in communal areas. Face visors are allowed to be worn by staff exempt from wearing face masks / face coverings. 	All rotas in place reviewed regularly. Use of classrooms and limit use of dining hall space.	TH/E M	Weekly	1	4	LOW
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RISK ASSESSMENT FORM - MANAGING HEALTH AND SAFETY

<p>Break time</p> <p>Transmission / Spread of Germs and Novel Coronavirus (COVID-19)</p> <p>Coronavirus can be passed through close contact with persons infected by the virus. Touching surfaces contaminated with the virus with hands and touching eyes, nose and mouth and eating with contaminated hands.</p>	<ul style="list-style-type: none"> • Staff • Pupils • Visitors • Parents • Contractors <p>Symptoms</p> <p>Continuous cough</p> <p>High temperature (over 37.8 degrees)</p> <p>Loss of, or change to the sense of smell (anosmia)</p> <p>Affects</p> <p>Mild flu symptoms</p> <p>Respiratory infection</p> <p>Breathing difficulties</p> <p>Asthma</p> <ul style="list-style-type: none"> • Fatality 	4	4	HIGH	<ol style="list-style-type: none"> 1. Breaks staggered in teaching groups to limit numbers in corridors and circulation routes 2. Play equipment cleaned between use by different teaching groups. 3. Segregated group areas using barriers/fencing to avoid groups mixing. 4. Water fountains removed or covered to prevent use. Pupils encouraged to bring pre-filled water bottles from home. 	<p>Year group bubbles out at same time no cross over to other groups. Outdoor equipment wiped down between use.</p>	<p>EYFS/ KS1/K S2 leads</p>	<p>Daily</p>	1	4	LOW
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RISK ASSESSMENT FORM - MANAGING HEALTH AND SAFETY

<p>Providing personal or intimate care to pupils</p> <p>Transmission / Spread of Germs and Novel Coronavirus (COVID-19)</p> <p>Coronavirus can be passed through close contact with persons infected by the virus. Touching surfaces contaminated with the virus with hands and touching eyes, nose and mouth and eating with contaminated hands.</p>	<ul style="list-style-type: none"> • Staff • Pupils <p>Symptoms</p> <p>Continuous cough</p> <p>High temperature (over 37.8 degrees)</p> <p>Loss of, or change to the sense of smell (anosmia)</p> <p>Affects</p> <p>Mild flu symptoms</p> <p>Respiratory infection</p> <p>Breathing difficulties</p> <p>Asthma</p> <p>Fatality</p>	4	4	HIGH	<p>1. Extremely clinically vulnerable or clinically vulnerable staff advised not to provide close contact personal or intimate care and to maintain 2-meter social distancing from pupils.</p> <p>2. PPE provided for staff use includes disposable latex free gloves, disposable apron, fluid resistant surgical face mask, face visor or safety goggles.</p> <p>3. Staff providing personal or intimate care instructed on the safe “donning and doffing” of PPE.</p> <p>Putting on PPE video https://youtu.be/-GncQ_ed-9w</p> <p>Taking off PPE video https://youtu.be/-GncQ_ed-9w</p> <p>4. Review of Care Plans for pupils who spit uncontrollably or use saliva as a sensory stimulant to assess PPE requirements based on individual circumstances.</p> <p>5. Hand washing or sanitising by staff and pupils receiving support before and after care is provided.</p> <p>6. Temperature check of staff and pupil before providing care.</p> <p>7. When working with a child and close contact (less than 2-metres) with a child cannot be avoided staff wear face visors.</p>	<p>Use of PPE for staff requiring to do this. No vulnerable staff expected to carry out these duties.</p> <p>Visor and mask worn by any staff working with with any children who are identified.</p>	TH	Daily	2	4	MEDIUM
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RISK ASSESSMENT FORM - MANAGING HEALTH AND SAFETY

<p>Providing first aid</p> <p>Transmission / Spread of Germs and Novel Coronavirus (COVID-19)</p> <p>Coronavirus can be passed through close contact with persons infected by the virus.</p> <p>Touching surfaces contaminated with the virus with hands and touching eyes, nose and mouth and eating with contaminated hands.</p>	<ul style="list-style-type: none"> • Staff • Casualty <p>Symptoms</p> <p>Continuous cough</p> <p>High temperature (over 37.8 degrees) Loss of, or change to the sense of smell (anosmia)</p> <p>Affects</p> <p>Mild flu symptoms</p> <p>Respiratory infection</p> <p>Breathing difficulties</p> <p>Asthma</p> <p>Fatality</p>	<p>4</p>	<p>4</p>	<p>HIGH</p>	<p>1.Clinically extremely vulnerable or clinically vulnerable staff advised not to provide first aid.</p> <p>2.First aiders wash/sanitise hands before and after treating a casualty.</p> <p>3.Disposable gloves, disposable apron, fluid resistant surgical mask worn when administering first aid. 4.Safety goggles or face visor worn where there is a risk of respiratory droplets splashing into eyes due to repeated coughing or vomiting. 5.First aiders instructed on the safe “donning and doffing” of PPE.</p> <p>Putting on PPE video https://youtu.be/-GncQ_ed-9w</p> <p>Taking off PPE video https://youtu.be/-GncQ_ed-9w</p> <p>6.When performing CPR phone an ambulance and use compression only CPR until the ambulance arrives. 7.If a decision is made to perform mouth-to-mouth ventilation, use a resuscitation face shield where available.</p> <p>8.In an emergency 999 to be called and the emergency services advised if the injured person is showing COVID-19 symptoms.</p> <p>9.Staff and parents advised not visit the GP, pharmacy, urgent care center or a hospital if showing COVID-19 symptoms.</p> <p>10.Assessment of First Aid requirements reviewed.</p> <p>11. R15 Try to assist at a safe distance from the casualty as much as you can. 12.R15 If the casualty is capable, tell them to do things for you</p>	<p>PPE worn by first aiders.</p>	<p>CW</p>	<p>Daily</p>	<p>2</p>	<p>4</p>	<p>MEDIUM</p>
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RISK ASSESSMENT FORM - MANAGING HEALTH AND SAFETY

<p>Staff administration of medicines or supervision of pupils who self-administer.</p> <p>Transmission / Spread of Germs and Novel Coronavirus (COVID-19)</p> <p>Coronavirus can be passed through close contact with persons infected by the virus. Touching surfaces contaminated with the virus with hands and touching eyes, nose and mouth and eating with contaminated hands.</p>	<ul style="list-style-type: none"> • Staff • Pupils <p>Symptoms</p> <p>Continuous cough</p> <p>High temperature (over 37.8 degrees)</p> <p>Loss of, or change to the sense of smell (anosmia)</p> <p>Affects</p> <p>Mild flu symptoms</p> <p>Respiratory infection</p> <p>Breathing difficulties</p> <p>Asthma</p> <p>Fatality</p>	4	4	HIGH	<p>1. Temperature check of staff and pupil before providing administer medication.</p> <p>2. Supervising staff maintain 2m social distance from pupil and other staff assisting. 3. Review medication plans to assess if additional PPE requirements for staff administering medication are required.</p> <p>4. Staff in close contact with the child whilst administering medication wear face visors.</p>	<p>All staff to check during the day.</p>	<p>Admin staff</p>	<p>Weekly</p>	2	4	MEDIUM
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RISK ASSESSMENT FORM - MANAGING HEALTH AND SAFETY

<p>Transport of pupils and staff using school minibus and coach travel.</p> <p>Transmission / Spread of Germs and Novel Coronavirus (COVID-19)</p> <p>Coronavirus can be passed through close contact with persons infected by the virus. Touching surfaces contaminated with the virus with hands and touching eyes, nose and mouth and eating with contaminated hands.</p>	<ul style="list-style-type: none"> • Staff • Pupils • Vehicle drivers <p>Symptoms Continuous cough High temperature (over 37.8 degrees) Loss of, or change to the sense of smell (anosmia)</p> <p>Affects Mild flu symptoms Respiratory infection Breathing difficulties Asthma Fatality</p>	4	4	HIGH	<p>R15 If and when transport restarts for attendance of sports centres and swimming pools</p> <ol style="list-style-type: none"> 1. Transport arrangements discussed with providers, SBMAT and parents. 2. Reduction in any unnecessary travel on coaches and minibuses for children and staff. 3. Checks carried out with transport providers that they do not work if they or a member of their household are displaying any symptoms of coronavirus or have tested positive in the last 10 days. 4. Checks carried out to ensure transport providers, as far as possible, follow hygiene rules and try to keep distance from their passengers. 5. Thorough clean of vehicle interiors before and after use and clean of frequently touch items during use. 6. Pupils and staff to be kept in teaching groups where possible when using transport. 7. Infrared temperature checks of pupils and staff before travel. Staff wear a fluid resistant surgical mask and disposable latex free gloves whilst testing. Persons with high temperature readings are isolated, sent home to self-isolate, and required to follow PHE Stay at Home guidance and NHS Test and Trace process. 8. Organised queuing and boarding 9. Hand washing/use of hand sanitising gel before entering vehicle and again after travel. 10. Distancing within vehicles wherever possible. 11. Staff wear a face visor when working close contact of less than 2 meters with a child/staff cannot be avoided. 12. Through ventilation of fresh air (from outside the vehicle) maximised by opening windows and ceiling vents 	<p>No staff to transport children during National lockdown</p> <p>PPE to be worn if this is necessary</p>	JR/EM	<p>As guidance changes</p>	2	4	MEDIUM
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RISK ASSESSMENT FORM - MANAGING HEALTH AND SAFETY

<p>Availability of Equipment and PPE</p> <p>Transmission / Spread of Germs and Novel Coronavirus (COVID-19)</p> <p>Coronavirus can be passed through close contact with persons infected by the virus. Touching surfaces contaminated with the virus with hands and touching eyes, nose and mouth and eating with contaminated hands.</p>	<ul style="list-style-type: none"> • Staff • Pupils <p>Symptoms</p> <p>Continuous cough</p> <p>High temperature (over 37.8 degrees)</p> <p>Loss of, or change to the sense of smell (anosmia)</p> <p>Affects</p> <p>Mild flu symptoms</p> <p>Respiratory infection</p> <p>Breathing difficulties</p> <p>Asthma</p> <p>Fatality</p>	5	4	VERY HIGH	<p>1. Alcohol-based hand sanitiser containing at least 60% alcohol available where hand wash sinks are not available such as isolation rooms, first aid rooms, shared spaces, entrance and exit points.</p> <p>2. Latex free gloves available in classrooms and isolation locations and first aid rooms.</p> <p>3. Face masks with an FFP2 or FFP3 rating available in isolation rooms.</p> <p>4. Fluid resistant surgical mask available in first aid rooms and classrooms.</p> <p>5. Face visors or safety goggles available in isolation locations and first aid rooms.</p> <p>6. Disposable aprons available in isolation locations and first aid rooms.</p> <p>7. Replenishment of stocks of hand sanitising gel, liquid soaps and PPE.</p>	<p>Check stock levels at all times to ensure plenty available and masks available for any visitor if required.;</p>	TH	Monthly	2	4	MEDIUM
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RISK ASSESSMENT FORM - MANAGING HEALTH AND SAFETY

<p>Reopening for the autumn term. Safely reoccupying buildings</p>	<ul style="list-style-type: none"> Staff Pupils Visitors Parents Contractors <p>Risk to health and safety from poorly maintained building systems and equipment including heating, water, fire safety exits, emergency lighting, fire alarms, electrical wiring, gas, portable electrical equipment, passenger lifts, ventilation, access and security, catering equipment</p>	5	4	VERY HIGH	<ol style="list-style-type: none"> 1. Wider risk assessments reviewed and updated having considered the implications of coronavirus (COVID-19). 2. Valid test, inspection and maintenance of systems and equipment in place prior to reopening for the autumn term 3. Water fountains removed or covered to prevent use and their mains fed water supplies managed through regular flushing and through cleaning to prevent bacterial growth 4. Fire safety management plans reviewed and checked in line with operational changes. 5. R14 Ongoing in-house safety checks of escape routes, fire alarm system, emergency lighting and fire extinguishers maintained. 6. R14 Ongoing fire drills carried out with adjustments made for social distancing between pupil groups and staff 	Reviewed regularly	JR/TH	Daily/weekly depending on guidance	1	4	LOW
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RISK ASSESSMENT FORM - MANAGING HEALTH AND SAFETY

<p>Educational visits</p> <p>Transmission / Spread of Germs and Novel Coronavirus (COVID-19)</p> <p>Coronavirus can be passed through close contact with persons infected by the virus. Touching surfaces contaminated with the virus with hands and touching eyes, nose and mouth and eating with contaminated hands.</p>	<ul style="list-style-type: none"> • Staff • Pupils • Parents <p>Symptoms</p> <p>Continuous cough</p> <p>High temperature (over 37.8 degrees)</p> <p>Loss of, or change to the sense of smell (anosmia)</p> <p>Affects</p> <p>Mild flu symptoms</p> <p>Respiratory infection</p> <p>Breathing difficulties</p> <p>Asthma</p> <p>Fatality</p>	5	4	VERY HIGH	<p>1. R15 Educational visits are not allowed until government guidance is reviewed</p>	<p>No visits to be planned until further notice.</p>	JR	<p>As guidance changes</p>	2	4	MEDIUM
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Music, dance and drama	<ul style="list-style-type: none"> • Staff • Pupils • Visitors • Parents • Contractors 	5	4	RISK ASSESSMENT FORM VERY HIGH	MANAGING HEALTH AND SAFETY 1. Keeping groups separate (in bubbles) as well as through maintaining social distance between individuals. Singing outside wherever possible 3. Limiting group sizes to suit the space, airflow and social distancing when singing, wind and brass instrument playing 4. Positioning pupils when possible seated and positioned back-to-back or side-to-side so that air from instruments does not blow into another person. 5. Avoiding sharing of instruments and identifying designated users through name labels on instruments. 6. Ensuring good ventilation and adequately sized rooms are used . 7. Avoid singing, wind and brass playing in larger groups such as school choirs and ensembles, or school assemblies. 8. R15 Clean and disinfect instruments between shared use or left unused for 48 hours (72 hours for plastics) between use by different individuals 9. Staff wear a face visor when working close contact of less than 2 meters with a child cannot be avoided. 10. Staff that move between classes and year groups, keep their distance from pupils and other staff, ideally 2 metres from other adults. 11. Background or accompanying music lowered to avoid raising of voices. Microphones used when available Sharing of microphones avoided. 12. Demonstrating partnering work avoided. 13. Increased handwashing before and after handling equipment 14. Limited handling of music scores and scripts 15. Hired equipment cleaned before and after use. Latest advice in the DCMS performing arts guidance, followed by schools in local restrictions tiers 1 and 2 when planning indoor and outdoor face to face performance. 17. Schools should not host performances with audiences. 18. Peripatetic teaching across multiple groups or individuals limited and in accordance with social distancing and staff advised to follow self-isolation guidance when they have COVID-19 symptoms even if tested negative for COVID-19, still have a high temperature after the isolation period has ended	SAFETY Spaces used for music outdoors where possible if singing or in smaller groups. Ensuring well ventilated hall Staff to be aware of positioning of children.	Teaching staff/S LT	As guidance changes	24 THE ST. BART'S ACADEMY TRUST	MEDIUM
Transmission / Spread of Germs and Novel Coronavirus (COVID-19) Coronavirus can be passed through close contact with persons infected by the virus. Touching surfaces contaminated with the virus with hands and touching eyes, nose and mouth and eating with contaminated hands.	Symptoms Continuous cough High temperature (over 37.8 degrees) Loss of, or change to the sense of smell (anosmia) Affects Mild flu symptoms Respiratory infection Breathing difficulties Asthma Fatality									

RISK ASSESSMENT FORM - MANAGING HEALTH AND SAFETY

<p>Physical activity</p> <p>Transmission / Spread of Germs and Novel Coronavirus (COVID-19)</p> <p>Coronavirus can be passed through close contact with persons infected by the virus. Touching surfaces contaminated with the virus with hands and touching eyes, nose and mouth and eating with contaminated hands.</p>	<ul style="list-style-type: none"> • Staff • Pupils • Visitors • Parents • Contractors <p>Symptoms</p> <p>Continuous cough</p> <p>High temperature (over 37.8 degrees)</p> <p>Loss of, or change to the sense of smell (anosmia)</p> <p>Affects</p> <p>Mild flu symptoms</p> <p>Respiratory infection</p> <p>Breathing difficulties</p> <p>Asthma</p> <p>Fatality</p>	5	4	VERY HIGH	<ol style="list-style-type: none"> 1. Pupils kept in consistent groups 2. R15 Sports equipment thoroughly cleaned between each use by different individual groups or left unused for 48 hours (72 hours for plastics) between use by different individuals 3. Contact sports avoided. 4. Outdoor sports prioritised where possible 5. Large indoor spaces used where outdoor space is not available. 6. Maximising distancing between pupils. 7. Cleaning/disinfecting of indoor space regularly. 8. Hand washing/sanitising before and after activity. 9. Work with external coaches when safe to do so. 10. Additional through ventilation provided in indoor spaces by opening of windows and doors and using fresh air ventilation systems when available. 11. R15 Swimming and water safety lessons when opening up of swimming pools takes place. 	<p>Remain in same bubble. Extra curricular activity can continue .</p> <p>Well-ventilated spaces used, limit on numbers, outdoors to be used when possible.</p>	<p>All staff</p>	<p>As guidance changes</p>	2	4	MEDIUM
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RISK ASSESSMENT FORM - MANAGING HEALTH AND SAFETY

Stress	<ul style="list-style-type: none"> • Staff • Pupils <p>Symptoms</p> <p>Anxiety</p> <p>Excessive drinking</p> <p>Overeating</p> <p>Sleeping poorly</p> <p>Shaking, chills or hot flushes</p> <p>A tingling sensation in your arms or legs</p> <p>Headaches</p> <p>Muscle tension</p> <p>Dizziness</p> <p>High blood pressure</p> <p>Indigestion</p> <p>Constipation or diarrhea</p> <p>Shallow breathing or hyperventilating</p> <p>Affects</p> <p>Poor emotional and physical wellbeing</p> <ul style="list-style-type: none"> • 	4	4	HIGH	<p>1.SBMAAT Stress Policy communicated to all staff. 2.Awareness about all types of stress and its causes raised through discussions, literature and training. 3.Changes to work-related practices to reduce the factors which may lead to stress in the workplace. 4.Opportunities for staff and employees to maintain and promote their health and well-being 5.A culture of open communication throughout the organisation 6.Good management and team building practices for those with management and supervisory responsibilities 7.Supportive environment in which issues and concerns can be raised and dealt with appropriately 8.Guidance for managers to assist in the sensitive management of staff likely to encounter stressful situations 9.Appropriate training interventions to help alleviate the stress 10.Assist and advise staff suffering from work-related stress 11.Internal and external sources of assistance for staff with clearly identified work-related stress issues 12. Access to a free helpline for school staff and targeted support for mental health and wellbeing available at The Education Support Partnership and Wellbeing for Education Return programme.</p>	<p>Team leaders to check in with staff daily raise any concerns with SLT.</p> <p>Well-being staff meeting item weekly.</p> <p>Well-being links shared and discussed. OHT referrals for any staff struggling with severe anxiety or stress.</p>			2	3	MEDIUM
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Close contact means:

R15

- anyone who lives in the same household as someone with coronavirus (COVID-19) symptoms or who has tested positive for coronavirus (COVID-19)
- anyone who has had any of the following types of contact with someone who has tested positive for coronavirus (COVID-19) with a PCR or LFD test:
 - face-to-face contact including being coughed on or having a face-to face conversation within 1 metre
 - been within 1 metre for 1 minute or longer without face-to-face contact
 - sexual contacts
 - been within 2 metres of someone for more than 15 minutes (either as a one-off contact, or added up together over one day)
 - travelled in the same vehicle or a plane

The level of risk is calculated by:

The likelihood

x

The Consequence

- 1- *Very unlikely*
- 2- *Unlikely*
- 3- *Fairly likely*
- 4- *Likely*
- 5- *Very likely*

- 1- *Insignificant (no injury)*
- 2- *Minor (minor injury needing first aid)*
- 3- *Moderate (up to 3 days absence)*
- 4- *Major (more than 3 days absence)*
- 5- *Catastrophic (death)*

Risk rating:

1 – 4

Low (acceptable)

No further action required

RISK ASSESSMENT FORM - MANAGING HEALTH AND SAFETY

5 – 9	Medium (adequate)	<i>If risk cannot be lowered any further, consider risk against benefit. Monitor and look to improve at next review</i>
10 – 16	High (tolerable)	<i>Identify further control measures to reduce risk rating. Seek further advice e.g. line manager, H&S team, etc.</i>
17 - 25	Very High (unacceptable)	<i>Do not undertake the activity. Implement immediate improvements</i>