



# RISK ASSESSMENT AND SAFE SYSTEM OF WORK

<b>TASK/AREA/ISSUE BEING ASSESSED</b>	<b>Managing COVID-19 Infection Risk</b>
<b>LOCATION</b>	Main site (school/Starley House/Lodge)
<b>ASSESSOR</b>	Law At Work Ltd and Starley Hall
<b>DATE</b>	19/06/2020
<b>REVIEW DATE</b>	Weekly
<b>APPLICABLE LEGISLATION</b>	The Health and Safety at Work etc. Act 1974, Personal Protective Equipment at Work Regulations 1992, Management of Health and Safety at Work Regulations 1999 and reference/consideration to various Government Guides out to 22 <sup>nd</sup> May 2020
<b>PEOPLE AFFECTED</b>	<input checked="" type="checkbox"/> EMPLOYEES <input type="checkbox"/> MEMBERS OF THE PUBLIC <input type="checkbox"/> ADJACENT WORKERS <input checked="" type="checkbox"/> YOUNG PEOPLE <input checked="" type="checkbox"/> CONTRACTORS <input checked="" type="checkbox"/> VISITORS <input checked="" type="checkbox"/> NEW/EXPECTANT MOTHERS

ACTIVITY	HAZARD(S)	RISK RATING L X S = R			SAFE SYSTEM OF WORK/CONTROLS	Are all required controls in place?
		L	S	R		
Using buildings	Cleanliness and waste management	4	4	16	Increase cleaning of surfaces in classrooms, including desks and handles, and within toilet blocks and changing rooms, adhering to guidance on cleaning of non-healthcare settings.  Equipment and surfaces should be cleaned and disinfected more frequently.  Avoid multiple groups using and play or similar equipment simultaneously.  Manage meal times within Starley house and the Lodge to keep groups apart and arrange lunch areas to ensure tables are kept apart and are cleaned between each group.	Yes

**Cleaning Advice:**

- Cleaning an area with disinfectant, (Disinfection products should meet the BS EN standards. Check product labels for either of these codes: BS EN 1276 or BS EN 13697.) after someone with suspected coronavirus (COVID-19) has left will reduce the risk of passing the infection on to other people.
- Use the above approved product for the general cleaning of all contact surfaces
- Wear disposable or washing-up gloves and aprons for cleaning. These should be double-bagged, then stored securely for 72 hours then thrown away in the regular rubbish after cleaning is finished
- Using a disposable cloth, first clean hard surfaces with warm soapy water. Then disinfect these surfaces with the cleaning products you normally use. Pay attention to frequently touched areas and surfaces, such as bathrooms, grab-rails in corridors and stairwells and door handles. Be aware of the “kill time” of the disinfectants being used (30 second kill time recommended)
- If an area has been heavily contaminated, such as with visible bodily fluids, from a person with coronavirus (COVID-19), use protection for the eyes, mouth (minimum FFP2/3 face mask) and nose, as well as wearing gloves and an apron
- Wash hands regularly with soap and water for 20 seconds, and after removing gloves, aprons and other protection used while cleaning, (double bag and stored before disposal as above)

Discuss cleaning requirements with contractors/cleaning staff in advance to agree additional cleaning requirements and frequency, and how this will be carried out.

	Social/ physical distancing	4	4	16	<p>Where possible access rooms directly from outside.</p> <p>Reduce footfall within buildings where possible, and limit group numbers – of young people, young people and staff, and staff (eg. meetings/handovers).</p> <p>Use visual aids/signs to remind young people of the need for social/physical distancing of 2m. Young people may be involved in creating displays.</p> <p>Single morning breaks – manageable due to current school roll – supported by care staff.</p> <p>Keep all spaces well ventilated using natural ventilation.</p> <p>Use outside space for exercise and breaks and for outdoor education.</p> <p>Limit the number of young people using toilets etc. at one time. This may require staff supervision to manage.</p> <p>Manage the use of outdoor equipment to ensure that it can be appropriately cleaned/sanitised between uses.</p> <p>Redesign room layout in in staff rooms and offices use of staff rooms and offices to limit occupancy with cleaning between uses.</p> <p>Agree maximum numbers following the two-metre rule and communicate this to all teams. Potentially consider removing furniture to achieve compliance.</p>	Yes
--	-----------------------------------	---	---	----	---	-----

<p><b>Education and support staff</b></p>	<p>Infection transmission</p>	<p>4</p>	<p>4</p>	<p>16</p>	<p><b>The scientific advice indicates that educational staff do not require personal protective equipment.</b></p> <p>This is needed by medical and care professionals providing specific close contact care, or procedures that create airborne risk, such as suctioning and physiotherapy, for anyone who has coronavirus (COVID-19) and is displaying symptoms.</p> <p>The virus that causes COVID-19 is mainly transmitted through droplets generated when an infected person coughs, sneezes or speaks. These droplets are too heavy to hang in the air. They quickly fall on floors or surfaces.</p> <p>The advice for schools is to follow steps on social distancing, handwashing and other hygiene measures, and cleaning of surfaces.</p> <p><b>PPE is only needed in a very small number of cases including: -</b></p> <ul style="list-style-type: none"> <li>• Young people whose care routinely already involves the use of PPE due to their intimate care needs.</li> <li>• If a child or young person becomes unwell with symptoms of coronavirus while in the school and needs direct personal care.</li> <li>• In the above instances: <ul style="list-style-type: none"> <li>○ A fluid resistant surgical face mask should be worn by the supervising adult if 2 metre distancing cannot be maintained.</li> <li>○ If contact is necessary, disposable gloves, apron, and fluid resistant surgical face mask. If risk of splashing to eyes, e.g. coughing, spitting, vomiting etc. then eye protection (facial visor) should be worn.</li> </ul> </li> </ul>	<p>Yes</p>
---	-------------------------------	----------	----------	-----------	--	------------

					<p><b>Education staff who are working in the school</b></p> <ul style="list-style-type: none"> <li>• Ensure that staff have facilities and materials for frequent hand and respiratory hygiene, e.g. hand washing facilities, hand soap and paper towels, hand sanitising gel, tissues etc.</li> <li>• Ensure that staff who are displaying symptoms of COVID-19 do not attend work. Symptoms include high temperature, persistent cough and/or loss of taste and smell.</li> <li>• Any staff displaying symptoms while at work should be isolated and sent home and should arrange to be tested. Other staff/pupils in attendance at the time do not need to go home, they should wash hands after contact and clean affected area.</li> <li>• If the individual tests positive for COVID-19 other staff and / or pupils in the group at the time they became unwell should be informed and advised to self-isolate for 14 days.</li> </ul>	
<b>School attendance (young people)</b>	Infection transmission	4	4	16	<p>Young people in the eligible groups (refer to government guidance) are strongly encouraged to attend where there no shielding concerns to the child or 'household' (Starley House or the Lodge).</p> <p>Vulnerable young people continue to be encouraged to attend where it is appropriate to do so.</p> <p>If applicable, young people classed at clinically extremely vulnerable due to pre-existing medical conditions are advised to shield.</p> <p>Young people classed at clinically vulnerable should follow medical advice.</p>	Yes

					<p>Young people in a 'household' with clinically extremely vulnerable person(s) only attend if stringent social or physical distancing can be adhered to.</p> <p><b>Young people should not attend if they have symptoms or are self-isolating due to symptoms in their 'household'.</b></p>	
<b>Managing young people during school</b>	Infection transmission	4	4	16	<p><b>Ensure staff to child ratios are in line with guidance to support social/physical distancing.</b></p> <p>Group sizes, and staff supporting, follow 2m distancing.</p> <p>Reduce transmission by ensuring young people and staff, where possible, mix in a small group and keep that small group away from other people and groups. Brief transitory contact such as passing in a corridor is low risk.</p> <p>Allocate one staff member to a group or individual young people.</p> <p>Provide sufficient handwashing facilities. Where a sink is not nearby, provide hand sanitiser. Young people should clean hands on arrival in school, before and after eating, after coughing or sneezing.</p> <p>Encourage young people not to touch their mouth, nose or eyes.</p> <p>Use a tissue or elbow to cough or sneeze and use bins for tissue waste. Ensure that bins for tissues are emptied throughout the day.</p> <p>Clean surfaces that young people are touching: equipment, desks, chairs, doors, sinks, toilets, light switches, etc. more often than normal.</p>	Yes

					<p>Prevent sharing of stationery and other equipment. Where materials/surfaces are shared ensure frequent cleaning is carried out.</p> <p>Practical subjects can continue if equipment and rooms are thoroughly cleaned between groups.</p> <p>Flexibility will be required depending on the individual complex ASN of young people.</p> <p><b>Ensure all staff and young people observe the hierarchy of controls:</b></p> <ul style="list-style-type: none"> <li>• <b><u>Minimising contact</u></b> with individuals who are unwell by ensuring that those who have symptoms or have someone in their household who does do not attend work.</li> <li>• <b><u>Cleaning hands</u></b> more often than usual – wash hands thoroughly for 20 seconds with running water and soap and dry them thoroughly or use alcohol hand rub or sanitiser ensuring that all parts of the hands are covered</li> <li>• Ensuring <b><u>good respiratory hygiene</u></b> by promoting the ‘Catch It – Bin It – Kill It’ approach</li> <li>• <b><u>Cleaning</u></b> frequently touched surfaces often using standard products such as detergents and bleach</li> <li>• <b><u>Minimising contact</u></b> and mixing by altering, as much as possible, the environment, e.g. class layout and timetable (smaller groups etc.).</li> </ul>	
<b>Visitors to school</b>	Infection transmission	4	4	16	<p>Young people, parents, carers or any visitors, such as suppliers, must not to enter the school if they are displaying any symptoms of coronavirus (COVID-19).</p> <p>Agree appropriate arrangements in advance with contractors and suppliers who regularly attend/support the school, e.g. cleaning, catering, food suppliers, hygiene suppliers, tradesmen and engineers etc.</p>	Yes

					<p>Visitors to the school will only be by pre-arranged appointment.</p> <p>Delivery drivers will be managed by Starley hall staff in line with our procedures.</p> <p>Provide sign in, hand hygiene products (hand-gel) and advice for essential visitors.</p>	
<b>Mealtimes</b>	Infection transmission	4	4	16	<p><b>As much as possible, young people and/or small groups should always be spaced apart.</b></p> <p>Layout of all 'common' rooms to be set up to enable 2-metre distancing.</p> <p>Flow of people into dining room, at servery areas, returning trays etc. to be arranged to eliminate contact, pinch points etc.</p> <p>Avoid unnecessary staff gatherings.</p> <p>Catering staff to prepare appropriate food safety/handling assessments.</p> <p>Tables, surfaces, touch points etc. to be cleaned between groups.</p>	Yes
<b>Unwell young person – Covid-19 symptoms</b>	Infection transmission	4	4	16	<p>Young people who become unwell with Covid-19 symptoms will self-isolate for 7 days. Members of the child's 'household' should self-isolate for 14 days.</p> <p><b>STAFF AND YOUNG PEOPLE WILL HAVE ACCESS TO A TEST IF THEY DISPLAY SYMPTOMS.</b></p> <p>The young person should use a separate bathroom if needed which should be cleaned/disinfected after use.</p>	Yes

					<p>Staff should wear PPE as required (face shields, aprons, gloves) when supporting asymptomatic young people, particularly where the 2 metre distance cannot be achieved or personal care is required.</p> <ul style="list-style-type: none"> <li>○ <i>If a child or young person becomes unwell with symptoms of corona virus while in the school and needs direct personal care until they can return home.</i></li> <li>○ <i>A fluid resistant surgical face mask should be worn by the supervising adult if 2 metre distancing cannot be maintained.</i></li> <li>○ <i>If contact is necessary, disposable gloves, apron and fluid resistant surgical face mask. If risk of splashing to eyes, e.g. coughing, spitting, vomiting etc. then eye protection should be worn.</i></li> </ul> <p>In an emergency call 999.</p> <p>The staff members who supervise the child prior to collection for their test does not need to go home unless they develop symptoms or the child later tests positive for Covid-19. They should wash hands after contact and clean the affected area.</p> <p>If a test result is NEGATIVE the period of isolate for the individual young person, and others, can end.</p>	
<b>Confirmed Covid-19 case</b>	Infection transmission	4	4	16	If Covid-19 is confirmed the staff who have been in contact and the other young people in the group should self-isolate for 14 days.	Yes

## RISK MATRIX

Injury to personnel		No or minimum injury	First aid treatment on site	First aid treatment off site	Major injury or hospitalisation	Fatality
Damage to property or equipment		No or major damage	Moderate damage	Significant damage	Major damage	Catastrophic damage
Severity Likelihood		1	2	3	4	5
Almost certain to happen	5	LOW RISK	MEDIUM RISK	MEDIUM RISK	HIGH RISK	HIGH RISK
Likely to happen at some time	4	LOW RISK	MEDIUM RISK	MEDIUM RISK	HIGH RISK	HIGH RISK
Conceivable	3	LOW RISK	LOW RISK	MEDIUM RISK	MEDIUM RISK	MEDIUM RISK
Possible but unlikely	2	LOW RISK	LOW RISK	LOW RISK	MEDIUM RISK	MEDIUM RISK
Extremely unlikely	1	LOW RISK	LOW RISK	LOW RISK	LOW RISK	LOW RISK