

Risk Assessment

Area/Activity Assessed	Site Manager/Caretaker Staff– COVID-19	Date	26 th May 2020- updated 16 th June 2020
Assessment Completed By	MM/AP	Person(s) Consulted	Site Staff/LA

Persons Exposed	Employees <input checked="" type="checkbox"/>	Contractor <input checked="" type="checkbox"/>	Young Person <input checked="" type="checkbox"/>	Expectant Mother <input type="checkbox"/>	Visitors and/or Public <input checked="" type="checkbox"/>	Trespassers <input type="checkbox"/>
Frequency of Exposure	Continually <input type="checkbox"/>	Hourly <input type="checkbox"/>	Daily <input checked="" type="checkbox"/>	Weekly <input type="checkbox"/>	Monthly <input type="checkbox"/>	Yearly <input type="checkbox"/>
Duration of Exposure	Less than 1hr <input type="checkbox"/>	1-2 hrs <input type="checkbox"/>	3-4 hrs <input type="checkbox"/>	5-6 hrs <input type="checkbox"/>	7-8 hrs <input type="checkbox"/>	More than 8 hrs <input checked="" type="checkbox"/>

Probability - (5=Very Likely, 4=Likely, 3= Quite Possible, 2= Possible, 1= Unlikely)
 Severity - (5=Catastrophic, 4=Major, 3=Moderate, 2=Minor, 1=Insignificant)

0-8 - Low risk No Action Required.
 9-15 - Medium risk Ensure adequate controls are in use.
 16-25 - High Risk Stop operation and implement adequate control measures

No	Hazard	Initial			Existing Control Measures	Residual			Additional Controls
		Severity	Probability	Risk		Severity	Probability	Risk	
1	Staff showing signs or confirmed of having Coronavirus COVID-19	4	2	8	<ul style="list-style-type: none"> Staff are instructed NOT to attend school if they are displaying Coronavirus symptoms. Staff are asked to follow the advice of their GP and should self-isolate for 7 or 14 days. Where possible the infected person will be tested before being allowed to return to work 	4	1	4	
2	Staff who have received medical advice regarding social distancing or shielding due to underlying health condition	4	4	16	<ul style="list-style-type: none"> Staff who have been instructed to shield will work from home. Staff will follow the advice given to them by their General Practitioner. Staff have a responsibility to keep their manager informed of any changes to their condition or the advice given to them by their General Practitioner. The Head Teacher will review each individual case to ensure all necessary precautions are in place to protect the member of staff. Temporary adjustments when necessary will be put in place. 	4	2	8	

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3	Staff displaying symptoms during school hours	4	3	12	<ul style="list-style-type: none"> The Head Teacher and/or SLT will be notified immediately. Staff displaying symptoms of Coronavirus will be sent home. All Staff and pupils who have been in contact with the ill person will wash their hands thoroughly for 20 seconds. 	4	2	8	
4	Social Distancing in school	4	3	12	<ul style="list-style-type: none"> All staff MUST practice social distancing. This includes etc: <ul style="list-style-type: none"> Following all temporary alterations to the school routine and procedures that have been implemented by the school SLT to protect both the staff and pupils. Staff are required to wash their hands for 20 seconds regularly throughout the day. To prevent cross contamination, all tools and equipment will be disinfected after use. Where possible staff will refrain from stooping down to a child's height and avoid close face to face contact. Staff are instructed to maintain a 2 metres (6ft) distance at all times. Staff are discouraged from gathering in large groups. All maintenance and repair jobs are scheduled outside of school hours. 	4	2	8	
5	Cleaning up of bodily fluids.	3	3	9	<ul style="list-style-type: none"> Suitable PPE have been provided by the school The Body fluid clean-up kit is used to clean up the substance. All waste and contaminated cleaning up materials are double bagged and disposed of The area is cleaned appropriately 	3	1	3	

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6	Stopping the virus from spreading Personal Hygiene	4	3	12	<p>Transmission</p> <ul style="list-style-type: none"> The virus that causes COVID-19 is mainly transmitted through droplets generated when an infected person coughs or sneezes. This virus can be readily isolated from respiratory secretions. There are two routes by which COVID-19 can be spread: directly from close contact with an infected person (within 2 metres) where respiratory secretions can enter the eyes, mouth, nose or airways - this risk increases the longer someone has close contact with an infected person who has symptoms. Secondly, indirectly by touching a surface, object or the hand of an infected person that has been contaminated with respiratory secretions and then touching one's own mouth, nose, or eyes. <p>Handwashing</p> <ul style="list-style-type: none"> Handwashing is one of the most important ways of controlling the spread of infections, The recommended method is the use of liquid soap, warm water and paper towels. Always wash hands after using the toilet, before eating or handling food, and as soon as you enter and before you leave site. <p>Coughing and sneezing</p> <ul style="list-style-type: none"> Coughing and sneezing easily spread infections. Children and adults should be encouraged to cover their mouth and nose with a tissue. Wash hands after using or disposing of tissues. Spitting should be discouraged. <p>Personal protective equipment (PPE).</p> <ul style="list-style-type: none"> PPE will be provided and worn if necessary. 	4	1	4	

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7	Work related stress	3	3	9	<ul style="list-style-type: none"> • All staff receive regular supervision/development reviews where workload, etc., can be discussed • There is an open-door policy so that staff can approach their manager to discuss any potential stress factors • Stress assessments and awareness training is available for those identified as at risk, or for staff members who feel it would be beneficial. 	3	1	3	
8	Fire Evacuations Procedures	5	3	15	<ul style="list-style-type: none"> • All staff, students and visitors will evacuate the building, by the nearest exit, when the fire alarm is activated. • Where possible, social distancing should be observed during the evacuation. • All must proceed to the Quad for a roll call • Students should line up on the same markings on the quad as per that morning • All must remain silent whilst a roll call is being carried out. • No person can return to the building until the 'all clear' is given. • The fire marshal will dismiss staff, students and visitors when it is safe to do so. • Social distancing must be observed whilst returning to the building. 	5	1	5	

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9	Fire Equipment	5	3	15	<ul style="list-style-type: none"> • Fire Risk Assessment completed in accordance with the Regulatory Reform (Fire Safety) Order 2005. • All alarm and emergency lighting systems are maintained by appointed competent contractor. • COVID-19 risk assessments are requested and checked before contractors are allowed on site. • The School Caretaker/Site Manger is responsible for checking all Fire Detection Equipment within the building(s) as per the school fire logbook. • Regular fire evacuation drills are practiced termly as a minimum • Caretakers/Site Managers are trained • Smoking prohibited in the building in line with current legislation. 	5	1	5	
10	Routine Maintenance Checks.	4	3	12	<ul style="list-style-type: none"> • Contractor visits are arranged outside of school hours where possible and COVID-19 risk assessments are requested and checked before contractors are allowed on site. • All statutory maintenance, services and inspections are carried out by an appointed competent contractor • The School Caretaker/Site Manager is responsible for carrying out a number of routine checks to ensure the building and equipment is maintained. • A system for reporting maintenance issues is in place. • All repairs are carried out by a competent and/or qualified person. • Caretaker/Site Manager training is provided when necessary. 	4	1	4	

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11	Electricity and electrical equipment	5	3	15	<ul style="list-style-type: none"> Fixed electrical installation inspected. PAT testing up to date A pre-use visual check of all electrical equipment is carried out by the user 110-volt or battery powered hand tools are used where possible. A Residual Current Device (RCD) is used when necessary. Extension reels are fully unwound before use. All equipment is maintained and subject to regular checks as instructed in the manufacture's guidelines. 	5	1	5	
12	Working at Height (e.g. changing light bulbs, cleaning gutters etc.)	5	3	15	<ul style="list-style-type: none"> All ladders and stepladders used in school are Class 1 industrial (BSEN131). The Caretaker/Site Manager has been trained and instructed in the safe use of ladders and stepladders. When using the ladder. It is secured by either being tied off, use of an effective ladder-stability device or a second person footing the ladder. Ladders and stepladders are subject to a formal annual and pre-use visual inspection. Any external work is only carried out if weather conditions allow. (no high winds) 	5	1	5	
13	Working at Height (e.g. Roof work)	5	4	20	<ul style="list-style-type: none"> Caretakers/Site Managers are not allowed on the building roof unless all the following checks have been verified first. <ul style="list-style-type: none"> ➤ The school insurance policy covers the Caretaker/Site Manager to work at Height (Roof) ➤ Permission is obtained by Local Authority, Academy Trust, Governors/Head Teacher. ➤ The Caretaker/Site Manager has completed Working at Height training within the last 3 years. See Working at Height Risk Assessment. 	5	1	5	

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14	Moving furniture and equipment	4	3	12	<ul style="list-style-type: none"> Resources that need to be moved on a regular basis are broken down into manageable sizes/loads. A trolley or other lifting aid is used to assist with the handling task. Caretaker/Site Managers have received Manual Handling Training. Dynamic manual handling risk assessments are carried for items that have to be moved (Pushed/pulled/lifted etc) where there is a significant risk of injury. Where needed more than one person will assist in the handling task Staff are instructed not to lift more than they can handle. 	4	1	4	
15	Security call outs	4	3	12	<ul style="list-style-type: none"> A non-confrontational approach is taken by the Caretaker/Site Manager. The Police will be called, and the Caretaker/Site Manager will arrange to meet them at an agreed location before entering the building Caretaker/Site Manager are among a number of staff who are allowed to carry a mobile phone and/or walkie talkie. 	4	1	4	
16	Use of COSHH chemicals and materials	4	3	12	<ul style="list-style-type: none"> All staff members who use COSHH materials have received training in the safe use. COSHH risk assessments/Material Data Sheets are available for all materials used and have been shared with the staff concerned. COSHH materials are never mixed together. When diluting a COSHH substance, the substance is always added to the water rather than the other way around. PPE is worn in accordance with COSHH risk assessments and MSDS. All COSHH materials are stored in a secure place (e.g. locked cupboard or storeroom) away from unauthorised persons 	4	1	4	

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17	Use of Electric handheld tools or cleaners.	4	3	12	<ul style="list-style-type: none"> Caretaker/Site Manager has received full training in how to use the machine safely. Electric machines are subject to a Portable Appliance Tested (PAT) on a regular basis and serviced/maintained annually as a minimum. All wires and cables are visually inspected before each use. Task is only carried out when the area is not in use (e.g. outside of the school day). Warning signs are erected where necessary. If symptoms of HAVS are noted (e.g. numbness of fingers /white fingers etc.), then medical attention is sought and reported to the school. 	4	1	4	
18	Use of Petrol handheld tools	5	3	15	<ul style="list-style-type: none"> Caretaker/Site Manager has received full training in how to use the machine safely. Petrol operated machines are serviced/maintained annually. All petrol operated machinery is kept in a metal cabinet in an outside store which is located away from the school building. No more than 5lt of petrol is purchased or stored on site at any one time. Task is only carried out when the area is not in use (e.g. outside of the school day). Warning signs are erected where necessary. 	5	1	5	
19	Litter Picking	2	2	4	<ul style="list-style-type: none"> Grabbers/litter picking sticks are available. Safety gloves are provided and used. Sharps box is used to dispose of any needles. Broken glass is wrapped in strong paper/cardboard etc. and is clearly marked before disposal. 	2	1	2	
20	Cleaning animal fouling	3	3	9	<ul style="list-style-type: none"> Suitable rubber gloves have been provided by the school. A collection trowel and container/plastic bag are provided and used. Hands are washed thoroughly after fouling has been cleaned up. 	3	1	3	

Risk Assessment

ACTION ARISING FROM RISK ASSESSMENT					
No	Risk Rating	Action Required:	Person (s) Responsible	Target Date	Date Completed
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Acknowledgement

The following members of staff have read this risk assessment.
 Their signatures are confirmation that they have read and understood all of that which is within its contents.

Name	Signature	Date	Name	Signature	Date
MM					
AP					
DWr					
DAL					