

RISK ASSESSMENT : COVID RISK ASSESSMENT

5	10	15	20	25
4	8	12	16	20
3	6	9	12	15
2	4	6	8	10
1	2	3	4	5

Operation – COVID Secure environment	Ref. No. 001	Issue No. 1
	Date: 04/03/222	Review by: Justin Davies

L - Likelihood: **S** - Severity: **RV** - Risk Value **L x S**: **RL** - Risk Level: **High** / **Medium** / **Low**

TASK	Step 1 HAZARD	Step 2 WHO IS EXPOSED & How	Step 3 EXISTING CONTROLS	Step 4 RISK ASSESS				Step 5 ADDITIONAL CONTROLS	Step 6 RISK ASSESS			
				L	S	RV	RL		L	S	RV	RL
Information and Guidance from National Government	Staff and students having appropriate, up to date knowledge on virus, transmission and risk.	Staff, Students	<p>All staff to ensure they read and follow the latest government/NHS guidelines via GOV.UK Living with COVID-19.</p> <p>The Coronavirus Crisis and Co-ordination team meet every 2 weeks to discuss new government guidance. From the 2 April 2022 this group will be wound down and moved into the Health & Safety Committee.</p> <p>AaA Coronavirus Information Hub</p>	1	5			<p>Coronavirus crisis & Co- ordination team discuss</p> <ul style="list-style-type: none"> • Updated COVID guidance • PPE Stock • LFD test kits held at each setting • Percentage of staff vaccinated • COVID risk assessments • COVID control measures • Item added to agenda for H&S committee 				

			AaA COVID-19 Position Statement									
Increased Hygiene	Staff, Students at risk of contracting / transmitting virus	Staff, students, contractors	<p>Posters in place with information around COVID-19 in all handwashing facilities around the building.</p> <p>Information given to students/parents is available on Coronavirus Information Hub and Position Statement</p> <p>Additional cleaning taking place covering high traffic areas, including toilets, staff kitchen areas, etc.</p> <p>Cleaning products well stocked.</p> <p>Hand sanitiser available in all classrooms, office spaces and toilets, etc.</p>	3	5			<ul style="list-style-type: none"> Cleaners sign off sheets in toilets Cleaners using COSHH assessed products Extra cleaning will continue until the end of the academic year 2022 Stock order by cleaning company & facilities teams Hand sanitisers restock when required 	1	5		
Increased risk of transmission due to increased staff / students working in close proximity.	Staff, Students at risk of contracting / transmitting virus	Staff, students, contractors	<p>We continue to ask all staff working in our settings to test twice per week (Wednesday and Sundays) and log their results via the internal route.</p> <p>All staff will need to show evidence of a positive LFD or PCR test.</p> <p>Education services staff will be provided with free tests from their settings. Central team</p>	3	5			<ul style="list-style-type: none"> Monitored by H&S Manager Return to work guide for staff returning to PNC <p>Stocks of LFT stored at each site</p>	1	5		

			<p>staff are asked to source their own tests in order to prioritise tests for education staff and pupils.</p> <p>Ensure areas are ventilated, opening windows and propping open doors wherever possible.</p> <p>Co2 monitors located in all classrooms and busy office space to monitor air quality.</p>					<p>Facilities team to ensure windows are open to allow fresh air to circulate before schools/colleges open</p> <p>Follow manufactures guidance on how to use Facilities team & class teachers to monitor air quality levels</p>				
Students / staff identified as at increased risk to exposure of COVID-19.	Staff, Students at risk of contracting / transmitting virus	Staff, students,	<p>We will inform staff who were previously deemed to be CEV if there is a positive case in their immediate class/group or department and we offer LFD tests to test for 7 days.</p> <p>All staff who have an individualised risk assessments need to be reviewed and updated in line with our new ways of working with the operation leads in each department.</p> <p>Support from the People Team and Occupational Health continues to be available.</p>	1	5			<p>CEV risk assessments in place for individuals</p> <p>Operational leads to review all CV & CEV risk assessments.</p>	1	5		
Student or Staff Member begins to feel unwell / display symptoms of Coronavirus	Staff, Students at risk of contracting / transmitting virus	Staff, students.	<p>If a member of staff tests positive but is well enough to work, we request that you work from home if you can (work will be provided for those working directly with pupils/learners if</p>	3	5			<p>Staff testing twice a week across all venues</p> <p>Vaccination available for all staff</p> <p>Current advice is not to attend</p>	1	5		

			possible), until you have 2 consecutive negative tests taken from day 5 in line with current advisory guidance). You will be paid your normal pay for this period of isolation.					work if feeling unwell and students				
Use of face coverings in education settings to minimise transmission of COVID-19	Staff, Students at risk of contracting / transmitting virus	Staff, students	Staff will not be required to wear masks but can do so in communal areas if they wish. Free facemasks will continue to be provided. Visitors will be asked to wear a mask when entering and circulating in our settings. Pupils/learners will not be required to wear masks but can do so in communal areas if they wish. Free facemasks will continue to be provided.	1	5			Staff and teachers can choose to wear face masks				
Deliveries, visitors, contractors and maintenance on site	Staff, Students at risk of contracting / transmitting virus	Staff, students, contractors	Visitors to our settings will be asked to undertake a LFD the evening or on the day before their visit and show the results of their test. Visitors will be asked to wear a mask when entering and circulating in our sites.	1	5				1	5		
Isolation	Staff, Students at risk of contracting / transmitting virus	Staff, students.	Public health advice for people with symptoms of COVID-19 or a positive test result is to stay at home and avoid contact with other people. Due to the fact that some pupils/learners/staff members are clinically vulnerable or clinically extremely vulnerable, staff are	2	5			Staff given the opportunity to continue testing, LFT, twice a week.	1	5		

Isolation, continued			<p>asked to stay at home. We no longer expect fully vaccinated close contacts and those aged under 18 to test daily for 7 days if they have a close contact. However, for staff who are clinically vulnerable or clinically extremely vulnerable, we will provide free LFD tests if they wish to test for 7 days after a positive contact.</p> <p>From 28th February 2022, we will inform parents/carers of pupils and learners who were previously deemed as clinically extremely vulnerable if there is a positive case in their class group and supply them with free LFD or saliva test to test for 7 consecutive days if they wish to do so.</p>									
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CAN THE JOB PROCEED? <i>(Tick one box)</i>	Yes	Safe using existing control measures	
		Safe using existing + additional control measures	
		Not safe to proceed	
ARE THERE ANY LONG-TERM CONTROLS?	COVID-19 restrictions and government guidance will be reviewed during Health & Safety Committee meetings. Infection control policy		
ASSESSED BY:	Name: Justin Davies	Name	Name
AUTHORISED BY:	Name: Gabrielle Koonin	Name (Signed)	Date 04/03/2022