

COVID-19 Individual Employee Risk Assessment (H&S Update – May 2020)

Operations/Work Activities covered by this assessment:	COVID-19: IMPLEMENTING PROTECTIVE MEASURES FOR INDIVIDUALS IN EDUCATION SETTINGS		
Site Address/Location:	The Sir Donald Bailey Academy	Individual / employee:	Completed by L Connolly
Note: A person specific assessment MUST be carried out for young persons, pregnant women and nursing mothers			

Hazards Considered <i>Step 1 (Clause 3.1)</i>	Who might be harmed and how <i>Step 2 (Clause 3.2)</i>	Existing Control Measures: <i>Step 3 (Clause 3.3)</i>	Risk Rating			Further action <i>Step 3</i> <i>Consider hierarchy of controls i.e. elimination, substitution, engineering controls, signage/warning and/or administrative controls, (PPE as a last resort)</i>	Actions <i>Step 4 (Clause 3.4)</i>			Risk Rating		
			Likelihood	Severity	Risk Rating		Who (Name)	When (Date)	Complete (Date)	Likelihood	Severity	Risk Rating
Individual identified as at increased risk and exposed to COVID-19.	Individual, employees, pupils, contractors and visitors may be exposed to COVID-19.	Identify individual who is classed as clinically extremely vulnerable and clinically vulnerable. Clinically extremely vulnerable individual is advised not to work outside the home. Clinically extremely vulnerable individual is advised to rigorously follow shielding measures in order to keep themselves safe. Individual in this position is advised not to attend work. Clinically vulnerable individual is advised to take extra care in observing social distancing and should work from home where possible.	H	H	H	Government guidance on shielding and protecting people defined on medical grounds as extremely vulnerable is available via: https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19	Members of staff working from home.	From March 2020	July 2020	L	L	L
						Government guidance on staying alert and safe (social distancing) for clinically vulnerable is available via: https://www.gov.uk/government/publications/staying-alert-and-safe-social-distancing/staying-alert-and-safe-social-distancing#clinically-vulnerable-people NHS guidelines outline the criteria for those at higher risk of COVID-19, this can be accessed via: https://www.nhs.uk/conditions/coronavirus-covid-19/people-at-higher-risk-from-coronavirus/whos-at-higher-risk-from-coronavirus/	Members of staff taking extra care and have individual risk assessments. Overseen by L Connolly			L	M	L/M

Hazards Considered <i>Step 1 (Clause 3.1)</i>	Who might be harmed and how <i>Step 2 (Clause 3.2)</i>	Existing Control Measures: <i>Step 3 (Clause 3.3)</i>	Risk Rating			Further action <i>Step 3</i> <i>Consider hierarchy of controls i.e. elimination, substitution, engineering controls, signage/warning and/or administrative controls, (PPE as a last resort)</i>	Actions <i>Step 4 (Clause 3.4)</i>			Risk Rating		
			Likelihood	Severity	Risk Rating		Who (Name)	When (Date)	Complete (Date)	Likelihood	Severity	Risk Rating
		<p>Determine if the employee is able to (continue) to work from home.</p> <p>If clinically vulnerable (but not clinically extremely vulnerable) individual cannot work from home, they should be offered the safest available on-site roles, staying 2m away from others wherever possible. The individual may choose to take on a role that does not allow for this distance if they decide to do so. If they have to spend time within 2m of other people, settings MUST carefully assess and discuss with them whether this involves an acceptable level of risk.</p> <p>Line Manager to discuss medical needs disclosed by individual and support mechanisms implemented.</p> <p>Regular communication with staff working from home. Staff must not be disadvantaged by not being present on site.</p> <p>Arrangements implemented to support additional needs of individual attending school MUST be documented within the individual risk assessment (i.e. expectant mothers).</p>										

Hazards Considered Step 1 (Clause 3.1)	Who might be harmed and how Step 2 (Clause 3.2)	Existing Control Measures: Step 3 (Clause 3.3)	Risk Rating			Further action Step 3 Consider hierarchy of controls i.e. elimination, substitution, engineering controls, signage/warning and/or administrative controls, (PPE as a last resort)	Actions Step 4 (Clause 3.4)			Risk Rating		
			Likelihood	Severity	Risk Rating		Who (Name)	When (Date)	Complete (Date)	Likelihood	Severity	Risk Rating
Pregnant individual clinically extremely vulnerable to COVID-19.	Individual, employees, pupils, contractors and visitors may be exposed to COVID-19.	<p>Individual identified as clinically extremely vulnerable individual is advised not to work outside the home.</p> <p>Clinically extremely vulnerable individual is advised to rigorously follow shielding measures in order to keep themselves safe. Individual in this position is advised not to attend work.</p> <p>Arrangements implemented to support additional needs of individual working from home MUST be documented within an <u>additional</u> new and expectant mothers risk assessment.</p>	H	H	H	<p>Government guidance on shielding and protecting people defined on medical grounds as extremely vulnerable is available via: https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19</p> <p>Government guidance on staying alert and safe (social distancing) for clinically vulnerable is available via: https://www.gov.uk/government/publications/staying-alert-and-safe-social-distancing/staying-alert-and-safe-social-distancing#clinically-vulnerable-people</p> <p>NHS guidelines outline the criteria for those at higher risk of COVID-19, this can be accessed via: https://www.nhs.uk/conditions/coronavirus-covid-19/people-at-higher-risk-from-coronavirus/whos-at-higher-risk-from-coronavirus/</p> <p>The Management of Health and Safety Regulations (Regulation 18) requires that a risk assessment for new and expectant mothers is completed. The template SR14 new and expectant mothers at work checklist can be used to facilitate this process (in addition to this individual risk assessment).</p> <p>This risk assessment template is available on the Nottinghamshire Schools Portal at: https://www.nottinghamshire.gov.uk/schoolsportal/health-and-safety/risk-assessment</p> <p>Both parties MUST sign the risk assessment. Regular communication for both parties to discuss concerns and additional / reduced control measures. The risk assessment MUST be reviewed by both the individual and manager</p>	Relevant member of staff Overseen by L Connolly	Since March 2020	July 2020	L	L	L

Hazards Considered Step 1 (Clause 3.1)	Who might be harmed and how Step 2 (Clause 3.2)	Existing Control Measures: Step 3 (Clause 3.3)	Risk Rating			Further action Step 3 <i>Consider hierarchy of controls i.e. elimination, substitution, engineering controls, signage/warning and/or administrative controls, (PPE as a last resort)</i>	Actions Step 4 (Clause 3.4)			Risk Rating		
			Likelihood	Severity	Risk Rating		Who (Name)	When (Date)	Complete (Date)	Likelihood	Severity	Risk Rating
						regularly and updated to reflect any changes to arrangements.						
Pregnant individual clinically vulnerable to COVID-19.	Individual, employees, pupils, contractors and visitors may be exposed to COVID-19.	<p>Clinically vulnerable individual is advised to take extra care in observing social distancing and should work from home where possible.</p> <p>Determine if the employee is able to (continue) to work from home.</p> <p>Pregnant employee in school – If they have to spend time within 2m of other people, settings MUST carefully assess and discuss with them whether this involves an acceptable level of risk.</p> <p>Line Manager to discuss medical needs disclosed by individual and support mechanisms implemented.</p> <p>Arrangements implemented to support additional needs of individual attending school MUST be documented within an <u>additional</u> new and expectant mothers risk assessment.</p>	H	H	H	<p>The Management of Health and Safety Regulations (Regulation 18) requires that a risk assessment for new and expectant mothers is completed. The template SR14 new and expectant mothers at work checklist can be used to facilitate this process (in addition to this individual risk assessment).</p> <p>This risk assessment template is available on the Nottinghamshire Schools Portal at: https://www.nottinghamshire.gov.uk/schoolsportal/health-and-safety/risk-assessment</p> <p>Both parties MUST sign the risk assessment. Regular communication for both parties to discuss concerns and additional / reduced control measures. The risk assessment MUST be reviewed by both the individual and manager regularly and updated to reflect any changes to arrangements.</p>	Relevant member of staff. Overseen by L Connolly	Since March 2020	July 2020	L	L	L
Employee living with an; (a) Individual who is extremely clinically vulnerable, or	Individual, employees, pupils, contractors and visitors may be exposed to COVID-19.	<p>Determine if the employee is able to (continue) to work from home.</p> <p>Individual living in a household with someone who is extremely clinically</p>	M	M	M	<p>Government guidance on shielding and protecting people defined on medical grounds as extremely vulnerable is available via: https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19</p>	No staff have reported to be in this situation	NA	NA	N A	N A	N A

Hazards Considered Step 1 (Clause 3.1)	Who might be harmed and how Step 2 (Clause 3.2)	Existing Control Measures: Step 3 (Clause 3.3)	Risk Rating			Further action Step 3 Consider hierarchy of controls i.e. elimination, substitution, engineering controls, signage/warning and/or administrative controls, (PPE as a last resort)	Actions Step 4 (Clause 3.4)			Risk Rating		
			Likelihood	Severity	Risk Rating		Who (Name)	When (Date)	Complete (Date)	Likelihood	Severity	Risk Rating
(b) Individual who is clinically (but not extremely clinically) vulnerable		<p>vulnerable it is advised they only attend their education or childcare setting if stringent social distancing can be adhered to, and in the case of children, they are able to understand and follow those instructions.</p> <p>If stringent social distancing cannot be adhered to then the individual is not expected to attend. In this case they should be supported to learn or work from home.</p> <p>Individual living with someone who is clinically vulnerable (but non clinically extremely vulnerable), including those who are pregnant can attend their education or childcare setting.</p>										
Individual within the same household as individual symptomatic or confirmed case of COVID-19.	Individual, employees, pupils, contractors and visitors may be exposed to COVID-19.	<p>Individuals to seek advice from NHS 111, self-isolate and then contact local testing and arrange tests for self and family.</p> <p>Louise Connolly to monitor staff absence related to COVID-19.</p> <p>Seek advice from your HR provision if required for advice on reporting absence.</p>	H	H	H	<p>NHS guidelines outline action to take if someone in a household has symptoms of COVID-19, this can be accessed via; https://www.nhs.uk/conditions/coronavirus-covid-19/what-to-do-if-you-or-someone-you-live-with-has-coronavirus-symptoms/</p> <p>Person stays at home and gets a test. Isolates for 7 days. Can come back if test negative.</p>	Members of staff to make this known to L Connolly. L Connolly to oversee.	ongoing	July 2020	M	M	M
Individual displays symptoms of COVID-19 whilst at work in school.	Employees, pupils, contractors and visitors may be	Individuals able to recognise key COVID-19 symptoms in themselves and colleagues.	H	H	H	<p>NHS guidance relating to coronavirus symptoms is available at: https://www.nhs.uk/conditions/coronavirus-covid-19/</p>	Employees	On-going	July 2020	M	M	M

Hazards Considered Step 1 (Clause 3.1)	Who might be harmed and how Step 2 (Clause 3.2)	Existing Control Measures: Step 3 (Clause 3.3)	Risk Rating			Further action Step 3 Consider hierarchy of controls i.e. elimination, substitution, engineering controls, signage/warning and/or administrative controls, (PPE as a last resort)	Actions Step 4 (Clause 3.4)			Risk Rating		
			Likelihood	Severity	Risk Rating		Who (Name)	When (Date)	Complete (Date)	Likelihood	Severity	Risk Rating
	exposed to COVID-19.	<p>The Government stay at home guidance MUST be followed if staff become unwell with;</p> <ul style="list-style-type: none">A new continuous cough, orA high temperatureAnosmia (los of or change in normal sense of smell. It can also affect sense of taste) <p>If individual feels unwell with the above symptoms during the school day they MUST go home.</p> <p>999 will be called in an emergency, if anyone is seriously ill, injured or their life is at risk.</p> <p>A record MUST be kept of everyone the person has been in contact with and monitor for 14 days.</p> <p>If individual has specific concerns about their or others health, they should be directed to the Public Health England advice or ring NHS 111. The GP, pharmacy, urgent care centres or hospitals will be avoided.</p> <p>Areas where a symptomatic individual has spent time and objects / surfaces they have come into contact with MUST be suitably cleaned</p>				<p>Person stays at home and gets a test. Isolates for 7 days. Can come back if test negative. The government stay at home guidance is available at: https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance</p> <p>Staff who have supported unwell colleagues (with a new, continuous cough, high temperature or anosmia) do not need to go home unless they develop symptoms, or the individual subsequently tests positive. Staff MUST wash hands thoroughly for 20 seconds after any contact with someone who is unwell.</p> <p>Government guidance relating to cleaning and waste management in non-healthcare setting will be followed. This is available via: https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings</p> <p>If storing waste, prior to disposal due to confirmed or suspected COVID-19 ensure this does not create any additional hazards:</p> <ul style="list-style-type: none">Fire riskImpede emergency exit routesTrip hazard. <p>All essential workers, and members of their households who display symptoms of COVID-19 can be tested. Employers can register and refer self-isolating staff, and employees are able to book a test directly for themselves or members of their households who are exhibiting symptoms.</p> <p>Employees can choose to visit one of the drive-through testing sites across the country or receive a home testing kit.</p> <p>To obtain a login to the employer referral portal, employers of essential workers should contact: portalservicedesk@dhsc.gov.uk</p>	Oversee n by L Connolly					

Hazards Considered <i>Step 1 (Clause 3.1)</i>	Who might be harmed and how <i>Step 2 (Clause 3.2)</i>	Existing Control Measures: <i>Step 3 (Clause 3.3)</i>	Risk Rating			Further action <i>Step 3</i> <i>Consider hierarchy of controls i.e. elimination, substitution, engineering controls, signage/warning and/or administrative controls, (PPE as a last resort)</i>	Actions <i>Step 4 (Clause 3.4)</i>			Risk Rating		
			Likelihood	Severity	Risk Rating		Who (Name)	When (Date)	Complete (Date)	Likelihood	Severity	Risk Rating
		<p>and / or disinfected. The Government guidance MUST be followed for cleaning non-healthcare settings.</p> <p>Waste (i.e. used tissues, disposable cloths, disposable gloves) used during suspected COVID-19 cases MUST be managed by:</p> <ul style="list-style-type: none"> Placing in a plastic rubbish bag – tied when full. Plastic bag placed in a second bin bag and tied. Bins MUST be emptied regularly throughout the day. <p>Stored for at least 72 hours before it can be placed in normal waste disposal facilities.</p> <p>Individual and members of their household who are experiencing COVID-19 symptoms are eligible for testing.</p> <p>Line Manager to maintain regular contact with individual staff member during periods of absence and seek further advice from HR where required.</p>				<p>The government guidance on coronavirus (COVID-19) getting tested is available via: https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested</p>						
Individual will transmit COVID-19.	Individual, employees, pupils, contractors and	All those within the school, including, individual, teaching staff, support staff, pupils, visitors and	H	H	H	All staff, pupils, contractors and visitors will be required to wash their hands for 20 seconds with soap and water, remembering the importance of proper drying;	Doug and L Connolly	March 2020	July 2020	L	L	L

Hazards Considered <i>Step 1 (Clause 3.1)</i>	Who might be harmed and how <i>Step 2 (Clause 3.2)</i>	Existing Control Measures: <i>Step 3 (Clause 3.3)</i>	Risk Rating			Further action <i>Step 3</i> <i>Consider hierarchy of controls i.e. elimination, substitution, engineering controls, signage/warning and/or administrative controls, (PPE as a last resort)</i>	Actions <i>Step 4 (Clause 3.4)</i>			Risk Rating		
			Likelihood	Severity	Risk Rating		Who (Name)	When (Date)	Complete (Date)	Likelihood	Severity	Risk Rating
	visitors may be exposed to COVID-19.	<p>contractors MUST follow current advice.</p> <p>Signage will be displayed around school to indicate any local arrangements e.g. for parents and visitors on arrival to site.</p> <p>All staff, pupils, contractors and visitors are required to wash their hands at regular intervals throughout the day.</p> <p>Staff to reinforce messages (to pupils and others) to;</p> <ul style="list-style-type: none"> Avoid touching eyes, nose and mouth with unwashed hands. Wash hands immediately after doing so. Catch it, Bin it, Kill it. Cover cough / sneeze with tissue, throwing tissue in the bin and washing hands. Lidded bins MUST be used. <p>Tissues provided in classrooms.</p> <p>Where a sink is not nearby, hand gel (of at least 60% alcohol content) in classrooms / other learning environments.</p>				<ul style="list-style-type: none"> Before leaving home On arrival at school After using the toilet After breaks / sporting activities Before food preparation Before eating any food (inc. snacks) Before leaving school <p>Staff to supervise young children to ensure they wash their hands for 20 seconds with soap and water.</p> <p>Doug Jarmin will be responsible for checking stocks of soap and hand drying facilities each day. Staff to report any issues.</p> <p>Share key messages of hand hygiene with parents / pupils.</p> <p>Government guidance relating to implementing protective measures in education and childcare settings is available via: https://www.gov.uk/government/publications/coronaviruses-covid-19-implementing-protective-measures-in-education-and-childcare-settings </p> <p>Social distancing in school will include;</p> <ul style="list-style-type: none"> Sitting children at desks that are 2m apart Ensuring everyone queues and eats 2m apart Keeping 2m apart when in the playground or doing any physical exercise Visiting the toilet one after the other Staggering break times Putting guidelines on the floor in corridors (remove items which may restrict distancing e.g. food trolleys, coats etc.) Avoiding unnecessary staff gatherings e.g. face to face staff meetings. 						

Hazards Considered <i>Step 1 (Clause 3.1)</i>	Who might be harmed and how <i>Step 2 (Clause 3.2)</i>	Existing Control Measures: <i>Step 3 (Clause 3.3)</i>	Risk Rating			Further action <i>Step 3</i> <i>Consider hierarchy of controls i.e. elimination, substitution, engineering controls, signage/warning and/or administrative controls, (PPE as a last resort)</i>	Actions <i>Step 4 (Clause 3.4)</i>			Risk Rating		
			Likelihood	Severity	Risk Rating		Who (Name)	When (Date)	Complete (Date)	Likelihood	Severity	Risk Rating
		Use of hand gel and accessibility to children is risk assessed within a COSHH assessment and MSDS sheet is available. Specific consideration to ingestion and fire. Note: hand washing is more effective than the use of hand gel. Social distancing MUST be maintained wherever possible ensuring that the individual, staff and pupils are spaced 2m apart at all times.				Social distancing for very young children will be harder to maintain. School to implement the recommended measures as far as they are able, whilst ensuring children are kept safe and well cared for.						
Consider if any additional hazards are created and control measures are required if this activity is undertaken in non-routine or emergency conditions							Review Date (Step 5): July 2020					
Assessors Signature:		Date:		Authorised By:				Date:				
Individuals Signature		Date										

Potential Severity of Harm	High (e.g. death or paralysis, long term serious ill health)	Medium	High	High
	Medium (an injury requiring further medical assistance or is a RIDDOR incident)	Low	Medium	High
	Low (minor injuries requiring first aid)	Low	Low	Medium

Low (The event is unlikely to happen)	Medium (It is fairly likely it will happen)	High (It is likely to happen)
Likelihood of Harm Occurring		

Risk Definitions	
Low	Controls are adequate, no further action required, but ensure controls are monitored and any changes reassessed.
Medium	Consideration should be given as to whether the risks can be reduced using the hierarchy of control measures. Risk reduction measures should be implemented within a defined time periods. Arrangements should be made to ensure that the controls are maintained and monitored for adequacy.
High	Substantial improvements should be made to reduce the level to an acceptable level. Risk reduction measures should be implemented urgently with a defined period. Consider suspending or restricting the activity, or applying interim risks controls. Activities in this category MUST have a written method statement/safe system of work and arrangements MUST be made to ensure that the controls are maintained and monitored for adequacy.