



ASH LEA

*Working together to be
the best that we can be*

Risk Assessment Form

Location/Dept: whole school		Date Assessed: 3 rd April 2020		Assessed by: Dawn Wigley			
Task/Activity: Dealing with Coronavirus		Review Date: 21 st April 2020					
Task	Hazard/Risk	Persons at risk	Controls in place	Severity (1-5)	Likelihood (1-5)	Risk/ Priority	Additional controls required
	Exposure to Covid-19	Staff Visitors Contractors Children	<ul style="list-style-type: none"> • To minimise the risk of transmission, visiting policy reviewed to ensure we have asking that no one to visit who has suspected COVID-19 or is generally unwell • Strict Hygiene rules to be implemented, all employees and staff to be made to do the following: <ul style="list-style-type: none"> ○ Wash hands on entry ○ Wash hands / sanitiser on regular basis ○ Wash hands if face is touched, all children to be told to wash their hands if seen touching face • All hand contact surfaces to be cleaned every hour; by staff in school or cleaning staff when in • Part of the school to be closed to ensure that the area hoping can be cleaned and maintained • Contractors on site kept to urgent repair/maintenance only, checks will be completed prior to the arriving. • Daily check list to be completed • Teachers have access to telephones, SKYPE etc to assist with their wellbeing and to ensure remote access to friends and family where possible • If children have symptoms, steps in place to minimise the risk of transmission through safe working procedures • Staff must only use personal protective equipment (PPE) for activities that bring them into close personal contact, such as washing, personal hygiene and contact with bodily fluids • Aprons and gloves 	3	3		



			<ul style="list-style-type: none"> fluid repellent surgical masks may be required and if risk of splashing, then eye protection will be worn New PPE will be used for each episode of care then placed and stored securely within disposable rubbish bags. These bags should be placed into another bag, tied securely and kept separate from other waste within the room. This should be put aside for at least 72 hours before being disposed of as normal. Well-established processes for waste management in place. Emergency Action Plan to be implemented to ensure that if any symptoms are discovered, appropriate action is taken 				
	Cleaning	Children Staff Visitors	<p>PPE provided with disposable gloves, coveralls</p> <p>Employees trained in:</p> <ul style="list-style-type: none"> Safe storage and disposal of waste <p>Area around spillage to be cordoned off until area has been cleaned and sanitised</p> <p>Adequate cleaning materials to be provided and disposed of accordingly</p>	3	3		
	Biological Agents	Children Staff Visitors Contractors	<p>Specific COSHH risk assessments (Control of Substances Hazardous to Health) have been completed that consider the control of infection</p> <p>Up to date Control of Infection policy in place</p> <p>The Control of Infection policy is reviewed regularly and revised as required</p>	3	3		



		<p>Staff have been instructed in the Control of Infection policy</p> <p>Suitable personal protective equipment (PPE) is provided, free of charge (Gloves, aprons, overalls, etc.)</p> <p>Adequate hand washing facilities are provided and maintained in suitable locations</p> <p>There are suitable arrangements for the collection, storage and disposal of clinical waste</p> <p>There are adequate arrangements made for the collection, movement and cleaning of soiled laundry</p> <p>Contact with soiled/infected laundry is minimised by the use of washing machines</p> <p>Contact with soiled/infected laundry is minimised by the use of laundry bags with dissoluble stitches</p> <p>First Aiders have been specifically instructed in appropriate control of infection techniques</p>				
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Risk/Priority Indicator Key

Severity (Consequence)
1. Negligible (delay only)
2. Slight (minor injury/damage/interruption)
3. Moderate (lost time injury, illness, damage, lost business)
4. High (major injury/damage, lost time business interruption, disablement)
5. Very High (fatality/business closure)

Likelihood
1. Improbable/very unlikely
2. Unlikely
3. Even chance/may happen
4. Likely
5. Almost certain/imminent

RISK/PRIORITY INDICATOR MATRIX						
LIKELIHOOD	5	5	10	15	20	25
	4	4	8	12	16	20
	3	3	6	9	12	15
	2	2	4	6	8	10
	1	1	2	3	4	5
		1	2	3	4	5
		SEVERITY (CONSEQUENCE)				

Summary		Suggested Timeframe
12-25	High	As soon as possible
6-11	Medium	Within next 3-6 months
1-5	Low	Whenever viable to do so