

Appendix C (COVID 19 – School's Risk Assessment)

Names of Assessors:	Mrs S Thorpe, Mrs A Cattermole	Date Completed:	28-05-2020
Activity Being Assessed:	COVID 19 risks associated with employees and relevant others accessing and working from school premises (This supersedes previous school COVID-19 risk assessments).		

Risk Matrix Table					
	Likelihood of harm				
Severity	1 – Very Unlikely	2 - Unlikely	3 - Possible	4 – Likely	5 – Very Likely
1 – Extremely Low (Trivial injury)	1	2	3	4	5
2 - Low (Minor injury)	2	4	6	8	10
3- Medium (Lost Time injury)	3	6	9	12	15
4 - High (Specified injury)	4	8	12	16	20
5 - Extremely High (Fatality)	5	10	15	20	25

- Identify significant hazards and who could be harmed (E – Employees, SU – Service Users, VP - Vulnerable Persons, V – Visitors, P - Members of the Public, C – Contractors, ES - Emergency Services)
- Once the significant hazards and existing control measures have been identified, the remaining risks need to be rated.
- The risk matrix table above can be used to calculate the overall risk rating by multiplying the relevant numbers assigned to the likelihood and the severity of each hazard.
- Once the overall risk rating has been calculated for each hazard, the table below will indicate if further action is required to control the risks.
- The action register should be used to document any additional control measures required.
- Once additional control measures have been implemented the risk rating will need to be reassessed and the additional control measures incorporated into the main assessment.

Overall Risk Rating	Action Required
(1- 5) Low Risk	Maintain existing control measures.
(6 - 12) Medium Risk	Review existing control measures and where possible add additional control measures to further reduce the risk.
(15 - 16) High Risk	Consideration given to stopping the activity. Additional control measures are required to reduce risks to acceptable level.
(20 – 25) Extremely High Risk	Stop activity until additional control measures are implemented to reduce risk to an acceptable level.

Ref	Hazard Identification & Associated Risks	Who could be harmed? (E, SU, VP, V, P, C, ES)	Existing Control Measures	Residual Risk Rating		
				Likelihood	Severity	Overall Risk
1.	Risk of exposure to COVID 19 when carrying out activities in School premises including contact with members of the public.	E, VP, C, SU, V	Staff and management to confirm if symptoms of coronavirus (COVID-19) are recent onset of any of the following: - a new continuous cough - a high temperature - a loss of, or change in, your normal sense of taste or smell (anosmia) Managers to consider the individual vulnerability of staff and relevant others who are at moderate risk and to prioritise staff with the following conditions for self-isolation: • Pregnant women • People over the age of 70 • People who would normally be advised to have the Flu vaccine • People suffering from the following: - Chronic respiratory diseases - Asthma, COPD, bronchitis & emphysema; - Chronic heart diseases such as heart failure; - Chronic kidney disease; diabetes; - Chronic liver disease such as hepatitis; - Chronic neurological conditions such as Parkinson's disease, motor neurone disease, multiple sclerosis, a learning disability or cerebral palsy; - Problems with the spleen e.g sickle cell or removal of spleen; - A weakened immune system as a result of conditions such as HIV and AIDS, or medicines such as steroid tablets or chemotherapy; and - Clinically obese (a BMI of 40 or above). - Diabetes Staff to inform managers of any pre-existing medical conditions above which could increase their risk of exposure.	1	5	5

Ref	Hazard Identification & Associated Risks	Who could be harmed? (E, SU, VP, V, P, C, ES)	Existing Control Measures	Residual Risk Rating		
				Likelihood	Severity	Overall Risk
			Managers to consider the hierarchy of control measures and establish if staff are required to work in an office environment or if alternative work arrangements can be implemented; Agile working	1	5	5
2.	Risk of exposure to COVID 19 when carrying out activities in School premises including contact with members of the public.	E, VP, C, P, ES, SU	If alternative arrangements cannot be implemented due to the nature of the role, then staff and relevant others must comply with the advice set out below: - Wash hands frequently using soap and water. Or alcohol gel (>70% proof) if available. - Avoid touching eyes nose and mouth. - Avoid handshakes - Maintain social distancing (2 metres) - Avoid hot desking - Maintain clear desk policy - Clean work station, desk, keyboard, mouse, phone, with approved cleaning materials prior and after use. - Good hygiene practices implemented in communal areas such as kitchens and high touch areas. - Self-isolate if symptoms present and notify your manager ASAP arrange COVID-19 testing ASAP (ref 21). Head teachers to implement arrangements to minimise members of the public accessing buildings where possible. When members of the public have to access buildings, arrangements to be put in place to ensure entry is by appointment only in order to manage social distancing requirements (2 metres). Only one person (plus accompanying child) allowed entry into the main office reception area at any one time. Signage to be produced and displayed at entrances informing members of the public rules around COVID 19 arrangements.	2	5	10

Ref	Hazard Identification & Associated Risks	Who could be harmed? (E, SU, VP, V, P, C, ES)	Existing Control Measures	Residual Risk Rating		
				Likelihood	Severity	Overall Risk
			Staff to refuse entry to members of the public and pupils showing signs (fever or cough) of COVID 19. Staff to avoid cash handling where possible.			
3.	Risk of exposure to COVID 19 when carrying out activities in School premises including contact with members of the public and pupils.	E, VP, C, P, ES, SU, V	Arrange for relevant office and teaching areas to be cleaned using appropriate disinfectant or chlorine based products (kills 99.9%) as per manufacturer's instructions for cleaning workstations. Property Services will provide cleaning / hygiene products for high risk buildings (public interface). If required contact Property Services Help Desk on 01642 727028. Staff to clean work stations prior to and post use with approved cleaning agents in accordance with manufacturer's instructions, or as detailed below: • either a combined detergent disinfectant solution at a dilution of 1,000 parts per million available chlorine or; • a household detergent followed by disinfection (1000 ppm av.cl.) or; • or if an alternative disinfectant is used within the organisation, this should be checked and ensure that it is effective against enveloped viruses.	2	5	10
4.	Risk of exposure to COVID 19 when staff or relevant others working in a school building are confirmed cases of COVID 19	E, VP, C, P, ES, SU, V	Head Teacher to log all instances of staff and relevant others who are self-isolating as a result of suspected or confirmed COVID 19 and forward to the School Business Manager who will record the information on HR Online (Xentrall). Head Teacher and teachers to inform office administration staff of pupils self-isolating as a result of suspected or confirmed COVID 19 and all instances recorded on SIMS. Staff and relevant others displaying symptoms need to self-isolate as per government advice (7 days individuals / 14 days family) or longer if situation requires. Arrange for relevant office areas to be cleaned using appropriate disinfectant or chlorine based products (kills 99.9%) as per manufacturer's instructions or as detailed in ref 3: - Desk and workstation of confirmed cases (2 metre radius) - Common contact points within building, e.g. Banisters, door handles, chairs, etc.	2	5	10

Ref	Hazard Identification & Associated Risks	Who could be harmed? (E, SU, VP, V, P, C, ES)	Existing Control Measures	Residual Risk Rating		
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			- Communal areas. E.g. Kitchens, toilets, meeting rooms, etc.			
5.	Risk of exposure to COVID 19 when staff or relevant others working in a school building with confirmed cases of COVID 19	E, VP, C, P, ES, SU, V	Follow Public Health England (PHE) Guidance on the cleaning of non-clinical areas: https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings Minimum PPE to be worn is: - Disposable washing up gloves - Disposable Apron If area has been heavily contaminated such as with visible body fluids then the following additional PPE can be considered: - Disposable surgical mask Nominated staff to carry out deep clean of potentially contaminated areas within the school and follow risk assessment guidance associated with cleaning materials used. Head teacher to ensure relevant areas are kept clear until areas have been cleaned with disinfectant. Workstation of confirmed case to be cleaned as above and quarantined for 72 hours, so far as is reasonably practicable. On completion of cleaning tasks remove PPE in this order: 1. Remove gloves and sanitise hands. 2. Remove apron & eye protection and sanitise hands 3. Remove mask and sanitise hands Dispose of PPE into bin bag and tie, then double bag and tie again. Dispose of after 72 hours. Wash hands using soap and water or alcohol gel (70%)	2	5	10

Ref	Hazard Identification & Associated Risks	Who could be harmed? (E, SU, VP, V, P, C, ES)	Existing Control Measures	Residual Risk Rating		
				Likelihood	Severity	Overall Risk
6	Teacher, staff to pupil ratios for COVID-19 under PHE guidance.	E, VP, C, P, ES, SU	For primary schools, classes should normally be split in half, with no more than 15 pupils per small group and a maximum of two teachers (and, if needed, teaching assistants). If there are any shortages of teachers, then teaching assistants can be allocated to lead a group, working under the direction of a teacher. Vulnerable children and children of critical workers in other year groups should also be split into small groups of no more than 15.	2	5	10
			Change for COVID-19: Providers should use their “reasonable endeavours” to ensure that at least one member of staff is a school teacher as defined by section 122 of the Education Act 2002.			
			Maintained Nursery Schools and nursery classes in maintained schools caring for children aged three and over Current requirement: - There must be at least one member of staff for every 13 children - At least one member of staff must be a school teacher as defined by section 122 of the Education Act 2002 - At least one other member of staff must hold a full and relevant level 3 qualification.			
			Change for COVID-19: Providers should use their “reasonable endeavours” to ensure that at least one member of staff is a school teacher as defined by section 122 of the Education Act 2002.			
7	Planning and Organisation controls implemented prior to school reopening to prevent possible spread of COVID-19	E, VP, C, P, ES	Head teacher in conjunction with board of governors must review the R number and regional transmission rate of COVID-19 prior to making any decision on reopening the school. NOTE: the transmission rate will impact upon the overall risk rating of this assessment and must be reviewed on a daily basis. This risk assessment must be reviewed and additional control measures implemented as required if the transmission rate increases to a level which impacts upon the safety of staff and relevant others.	3	5	15

Ref	Hazard Identification & Associated Risks	Who could be harmed? (E, SU, VP, V, P, C, ES)	Existing Control Measures	Residual Risk Rating		
				Likelihood	Severity	Overall Risk
			Head teacher is to organise small class groups, as described in the 'class or group sizes' section of PHE advice, <i>a maximum of 2 teachers and, if needed, teaching assistants will be allocated to each bubble.</i> Head teacher is to organise classrooms and other learning environments such as art studio, ICT suite and halls for those groups, maintaining space between seats and desks where possible. Head teacher is to refresh the timetable: ○ Decide which lessons or activities will be delivered. ○ Consider which lessons or classroom activities could take place outdoors. ○ Use the timetable and selection of classroom or other learning environment to reduce movement around the school or building. ○ Stagger assembly groups. ○ Stagger break times (including lunch), so that all children are not moving around the school at the same time. ○ Stagger drop-off and collection times. ○ Plan parents' drop-off and pick-up protocols that minimise adult to adult contact. Childcare settings or early years groups in school should: ○ Consider how to keep small groups of children together throughout the day and to avoid larger groups of children mixing. ○ Consider how play equipment is used ensuring it is appropriately disinfected between groups of children using it, and that multiple groups do not use it simultaneously. Remove unnecessary items from classrooms and other learning environments where there is space to store it elsewhere. Remove soft furnishings, soft toys and toys that are hard to clean (such as those with intricate parts).			

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			Consider how children and young people arrive at the education or childcare setting, and reduce any unnecessary travel on coaches, buses or public transport where possible. Read the Coronavirus (COVID-19): safer travel guidance for passengers .			
7	Risk of transmission and spread of COVID-19 associated with inadequate arrangements for keeping groups of pupils together.	E, VP, C, P, ES, SU, V	Head teacher is to ensure that children and young people are in the same small groups at all times each day, and different groups are not mixed during the day. Head teacher is to ensure that the same teacher(s) and other staff are assigned to each group and, as far as possible, these stay the same during the day and on subsequent days. Head teacher is to ensure that wherever possible children and young people use the same classroom or area of a setting throughout the day, with a thorough cleaning and disinfecting of the rooms at the end of the day. Head teacher to give consideration to seating pupils at the same desk each day if they attend on consecutive days. Head teacher is to ensure that alcohol gel or hand washing facilities to be provided upon entry to classrooms and at strategic locations within schools. Staff and pupils must wash their hands or use alcohol gel upon entering the premises. Robust signing in procedures must be implemented within each school to enable contact tracing of those in contact with confirmed COVID 19 cases. Implementation of electronic signing in process where possible. If not possible, receptionists to document visitor details to avoid cross contamination and potential spread of virus. Literature racks at reception and other areas within the building to be removed to avoid cross contamination.	3	5	15

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				Likelihood	Severity	Overall Risk
			Visitors to be escorted by host (maintain social distancing) for duration of visit. Access control passes to be provided to visitors for this purpose where possible and returned to reception on completion of visit to be sanitised.			
8	Risk of transmission and spread of COVID-19 associated with poor cleaning and hygiene standards.	E, VP, C, P, ES, SU, V	Follow the COVID-19: cleaning of non-healthcare settings guidance . Ensure that sufficient handwashing facilities are available. Where a sink is not nearby, provide hand sanitiser in classrooms and other learning environments. Sanitise surfaces that children and young people are touching, such as toys, books, desks, chairs, doors, sinks, toilets, light switches, bannisters, more regularly than normal. Ensure that all adults and children: - Frequently wash their hands with soap and water for 20 seconds and dry thoroughly. Review the guidance on hand cleaning. - Clean their hands on arrival at the setting, before and after eating, and after sneezing or coughing. - Are encouraged not to touch their mouth, eyes and nose. - Use a tissue or elbow to cough or sneeze and use bins for tissue waste ('catch it, bin it, kill it'). Consider how to encourage young children to learn and practise these habits through games, songs and repetition. Ensure that help is available for children and young people who have trouble cleaning their hands independently. Prop doors open, where safe to do so (bearing in mind fire safety and safeguarding), to limit use of door handles and aid ventilation, consider the use of doorguards for fire doors which can be linked to the fire alarm system. Staff advised to wash clothes following a day in education setting. Where possible, all spaces should be well ventilated using natural ventilation (opening windows) or ventilation units.	2	5	10

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			Ensure that tissues are placed in the appropriate bin and bins are emptied at least once per day.			

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9	Risk of exposure to COVID 19 when staff or pupils or relevant others use staircases	E, VP, C, ES, SU, V	Consider introduction of one way systems on stairwells where possible. Signage to indicate the direction of travel is to be provided on each stairwell entry point. If a one way system is not achievable ensure staff are informed to stick to their left side to walk up the stairs and stick to their left side to walk down the stairs, if safe to do so and stairwells are wide enough for this purpose. Signage to be provided to detail arrangements and all staff briefed to ensure that they are aware of these controls. All staff to ensure that they do not stop to converse with other members of staff on stairwells. Ensure that high touch areas (bannisters etc) are part of the disinfectant regime for the building, hand washing facilities or alcohol gel provided on each floor and staff to follow good hygiene measures accordingly to prevent potential spread.	2	5	10
10	Risk of exposure to COVID 19 when staff, Pupils or relevant use corridors within school	E, VP, C, P, ES, SU, V	Doors kept open where possible to avoid contact with high touch areas. NOTE: This does not apply to fire doors unless approved safety mechanisms are used such as doorguards or other hold open devices which release on alarm activation. Fire doors need to be appropriately signed to enable staff to identify fire doors easily. Staff advised to use elbow for opening door release mechanisms where possible.	1	5	5

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			Fire doors must not be wedged open. Vision screens in doors to be kept clear at all times One-way systems to be implemented where possible. If not possible clear instructions regarding usage to be produced and clearly communicated to staff and relevant others. Floor markings/graphics to be provided to provide social distance guidance.			

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			Use of photocopiers: Photocopiers to be limited to one person per time. Staff advised to limit use of the photocopier and wash hands after use. Consider the use of touch screen pens when using photocopier. Cleaning regime must be in place for high touch areas on photocopier.			
11	Risk of exposure to COVID 19 when staff or relevant others use toilets	E, VP, C, P, ES, V, SU	Restrict the number of people using the toilets at any one time. Maximum occupancies (1 person every 2 metres) identified on the door. Toilets are screened from each other. It must be ensured capacity of toilets is not exceeded. Plan to be put in place by Head Teacher or relevant other to ensure social distancing. Windows opened to allow for natural ventilation where possible. Cleaning regime put in place to ensure high contact points are regularly sanitised. Soap to be provided for hand washing and paper towels for drying	2	5	10
12	Risk of exposure to COVID 19 due to mixing within	E, VP, C, P, ES, SU, V	Access rooms directly from outside where possible. Consider one-way circulation, or advise class groups to only use corridor when empty.	4	5	20

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	education or childcare setting.		Staggering breaks to ensure that any corridors or circulation routes used have a limited number of pupils using them at any time. Staggering lunch breaks - children and young people should clean their hands beforehand and enter in the groups they are already in, groups should be kept apart as much as possible and tables should be cleaned between each group. If such measures are not possible, children should be brought their lunch in their classrooms Ensuring that toilets do not become crowded by limiting the number of children or young people who use the toilet facilities at one time. Noting that some children and young people will need additional support to follow these measures (for example, routes round school marked in braille or with other meaningful symbols, and social stories to support them in understanding how to follow rules). Arrangements put in place so that areas are regularly cleaned and sanitised after use including high touch points. Use outside space: - For exercise and breaks. - For outdoor education, where possible, as this can limit transmission and more easily allow for distance between children and staff. - Outdoor equipment will only be used if the setting is able to ensure that it is appropriately cleaned between groups of children and young people using it, and that multiple groups do not use it simultaneously. Read COVID-19: cleaning of non-healthcare settings. For shared rooms: - Use halls, dining areas and internal and external sports facilities for lunch and exercise at half capacity. If class groups take staggered breaks between lessons, these areas can be shared as long as different groups do not mix (and especially do not play sports or games together) and adequate cleaning			

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			between groups between groups is in place, following the COVID-19: cleaning of non-healthcare settings guidance. - Stagger the use of staff rooms and offices to limit occupancy. Reduce the use of shared resources: - Limit the amount of shared resources that are taken home and limit exchange of take-home resources between children, young people and staff - Seek to prevent the sharing of stationery and other equipment where possible. Shared materials and surfaces should be cleaned and disinfected more frequently. - Although practical lessons can go ahead if equipment can be cleaned thoroughly and the classroom or other learning environment is occupied by the same children or young people in one day, or properly cleaned between cohorts.			
13	Risk of spread of COVID-19 due to transport arrangements of parents and Pupils.	E, VP, C, P, ES, SU	Encourage parents and children and young people to walk or cycle to their education setting where possible. Make sure schools, parents and young people follow the Coronavirus (COVID-19): safer travel guidance for passengers when planning their travel. Ensure that transport arrangements cater for any changes to start and finish times. Ensure that transport providers do not work if they or a member of their household are displaying any symptoms of coronavirus. Ensure transport providers, as far as possible, follow hygiene rules and try to keep distance from their passengers. Take appropriate actions to reduce risk if hygiene rules and social distancing is not possible, for example when transporting children and young people with complex needs who need support to access the vehicle or fasten seatbelts.	3	5	15

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			Local authorities or transport providers could consider the following: • guidance or training for school transport colleagues • substituting smaller vehicles with larger ones, or running 2 vehicles rather than one, where possible, to reduce the number of passengers per vehicle and increase the amount of space between passengers • cordoning off seats and eliminating face-to-face seating, where vehicle capacity allows, to help passengers spread out. Communicating revised travel plans clearly to contractors, local authorities and parents where appropriate (for instance, to agree pick-up and drop-off times).			
14	Risk of exposure to COVID 19 when staff or relevant others use welfare facilities including; Kitchen facilities and rest areas.	E, VP, C, V	Wherever possible stagger breaks to reduce the number using the facilities in order to achieve social distancing (2 metres). Restrict the number of people using kitchens and rest areas at any one time. Maximum occupancies (1 person every 2 metres) identified on the door. Vision panels (windows) in doors kept clear at all times to assist staff in identifying visually if the capacity has been exceeded without opening the door. Staff to strictly observe social distancing guidelines in the staff room. Staff to clean high touch areas of fridges and microwaves with antibacterial wipes after use to reduce potential spread of virus through high touch areas. Disposable paper towels to be provided only – no multi use towels to be used. All toilets and kitchens provided with hand washing facilities with soap, disposable towels and hot running water. Posters displayed in toilets and kitchens asking staff to wash their hands for twenty seconds using soap and water. Signage to be provided as to who to contact when stock requires replenishment. Mrs Stephenson or Mr Wilson, Caretaker) Government advice is to Catch Coughs and Sneezes in tissues – Tissues available throughout the workplace.	1	5	5

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			Seating arrangements within kitchens to be arranged so that social distancing can be maintained. Consideration given to temporarily closing small kitchens if required. Staff must strictly follow social distancing guidelines when eating and drinking in the staff room. Cutlery, plates and cups are to be provided by employee and not shared. Water fountain high touch point requires to be added to the cleaning regime and staff reminded of hygiene measures when using the facility.			
15	Communicating the risk of exposure to COVID 19	E, VP, C, P, ES, V, SU	Head teachers must ensure they introduce documented systems to communicate the requirements of COVID 19 premises risk assessments in the premises where their staff are working or visiting. Head teachers ensure the information includes the control measures which have been implemented and premises specific instructions in order to help protect staff and others whilst in school premises Head teachers ensure that they inform all children, young people, parents, carers or any visitors, such as suppliers, not to enter the education or childcare setting if they are displaying any symptoms of coronavirus (following the COVID-19: guidance for households with possible coronavirus infection). Head teachers ensure that they inform all parents that if their child needs to be accompanied to the education or childcare setting, only one parent should attend. Head teachers ensure that they inform all parents and young people their allocated drop off and collection times and the process for doing so, including protocols for minimising adult to adult contact (for example, which entrance to use). Head teachers ensure they make clear to parents that they cannot gather at entrance gates or doors. Parents may only enter site through clock tower entrance one at a time (with accompanying child). Signs and notices relating to COVID 19 risks and required precautions to be provided at strategic locations throughout the building.	3	5	15

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			Head teachers ensure that they ensure parents and young people are aware of recommendations on transport to and from education or childcare setting (including avoiding peak times). Read the Coronavirus (COVID-19): safer travel guidance for passengers. Head teachers to engage with staff about the plans (for example, safety measures, timetable changes and staggered arrival and departure times), including discussing extra training requirements. Head teachers to communicate early with contractors and suppliers that will need to prepare to support your plans for opening for example, cleaning, catering, food supplies and hygiene suppliers. Discuss with cleaning contractors or staff the additional cleaning requirements and agree additional hours to allow for this. Use of emails and the Intranet to cascade information as and when required in addition to risk assessment sign off sheets.			
16	Risk of COVID 19 exposure or transmission as a result of inadequate fire safety and other emergency arrangements.	E, VP, C, P, ES, V, SU	Review emergency evacuation procedure to ensure that arrangements remain valid for: - Means of escape - Muster points - PEEPS - Number of trained fire wardens Social distancing measure (2 metres) to be maintained for above situations where possible. Updated fire evacuation plan to be communicated to all persons working within the premises or visiting the premises. Updated fire evacuation plan to be maintained for audit and inspection purposes. Consideration given to PEEPS and precautions required to minimise risks associated with COVID 19 when responding to a fire or alarm activation situation. Fire log book to be maintained for all occupied buildings.	2	5	10

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			Fire risk assessment to be reviewed by the relevant Head Teacher as and when required and updated accordingly subject to risk.			
17	Risk of COVID 19 exposure or transmission as a result of inadequate first aid arrangements.	E, VP, C, P, ES, V, SU	Head teacher is to review current first aid risk assessment and COVID 19 first aid risk assessment and understand the risk and control measures required for provision of first aid. The written first aid risk assessment should take into account all relevant factors with the aim of enabling the setting to ensure they can provide the safe care needed by children of critical workers, vulnerable children and other children attending school during COVID-19 outbreak, including: • The number of children on the premises. • The staff to child ratios. • The types of activities undertaken with the children on the premises. • The likely need for first aid based on the needs of the children attending the premises. • First aider knowledge among staff on the premises; and • The mitigations available to reduce the risk of such an incident. Monitor arrangements for first aid provision on a regular basis and ensure adequate number of trained first aiders are in place in accordance with relevant risk assessments and government guidance. First aid kits to be updated to include (where already not supplied) surgical masks, eye protection, disposable gloves, disposable aprons and hand sanitisers. Ensure there is a system for communicating the COVID 19 First Aid risk assessment to all First Aiders within the premises and that current government advice is followed when carrying out first aid treatment. Contaminated PPE should be double bagged and disposed of in general waste after 72 hours. Managers and first aiders to refer to government guidance regarding expired first aid qualifications and the action to take.	2	5	10

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			Staff are to ensure good use of natural ventilation and open windows to allow for natural air changes where possible. Ventilation in toilets should run 24/7. If windows are present then they should be opened as required to allow for regular air changes. Occupants should flush toilet with the lid closed. Fire evacuation plans and fire risk assessment to be updated accordingly.			
19	Risk of exposure to COVID 19 when staff dispose of PPE, cleaning materials and other contaminated waste.	E, VP, C, P, ES	A bin to deal with disposal of contaminated PPE placed in disabled toilet near to the office. - PPE and contaminated materials to be double bagged using yellow bags and tied before placing in the bin. - Disabled toilet to be closed off when contaminated materials are placed in the bin. - Contents of bins to be disposed of via general waste, once 72 hours have elapsed. - Bins to be sanitised once emptied. - Wash hands using soap and water or alcohol gel (70%) after handling bins.	2	5	10
20	Mental health and wellbeing may be affected due to isolation; workload; lack of exercise; caring responsibilities etc.	E, SU, VP	Management to promote mental health & wellbeing awareness to staff during the COVID 19 pandemic and will offer whatever support they can to support staff and relevant others. - Regular welfare checks by management and staff. - Information available from school mental first aiders.	2	5	10
21	Risks of COVID 19 outbreak associated with inadequate testing arrangements for COVID 19 within occupied buildings.	E, SU, VP, P, C	Arrangements put in place for testing in accordance with most up to date government guidance and advice. Guidance on testing can be sought from the HR Team. Further information on testing arrangements can be found on the COVID 19 page. https://intranet.middlesbrough.gov.uk/coronavirus-covid-19-staff-updates Arrangements put in place for appropriate track and trace of confirmed COVID 19 cases as required, depending on stage of pandemic.	2	5	10

Action Register

This action register should be used to document any additional control measures which are required to eliminate or adequately control the risks identified within the assessment.

- Any risks which require additional control measures which cannot be implemented in a timely manner, must be documented within the action register.
- Consideration should be given to the hierarchy of controls when implementing control measures.
- Actions must be assigned to an action owner who is responsible for implementing the required action within the timescales indicated.
- Service Area Managers must escalate any significant risks which cannot be resolved locally to their Head of Service for resolution.
- Heads of Service must escalate any risks which cannot be resolved at Head of Service level to their Director for resolution.
- The action register must be updated once the actions have been completed and the control measures incorporated into the risk assessment.

Ref	Date Assigned	Action Required	Action Owner	Action Taken	Date Completed

Risk Assessment Authorisation & Review

Name of Assessor(s):	Mrs A Cattermole	Signature of Assessor(s):	Andrea Cattermole	Date:	28-5-20
Name of Authorising Manager:	Mrs S Thorpe	Signature of Authorising Manager:	Sandy Thorpe	Date:	28-5-20

- This risk assessment is a living document and must be reviewed regularly (at least annually) by the manager responsible for the activity being assessed. It should also be reviewed:
 - If there is reason to doubt the effectiveness of the assessment.
 - Following an accident or other significant incident which could impact upon the safety of employees or relevant others.
 - Following significant changes to the task, process, procedure, personnel or line management.
 - Following the introduction of vulnerable personnel.
- A copy of the updated risk assessment should be maintained and made available for inspection and audit purposes

Review	Name of Manager	Date	Comments
Review 1			
Review 2			
Review 3			
Review 4			
Review 5			
Review 6			
Review 7			
Review 8			