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|--------------------------------|-----------------------------------|----------------------------|---------------------------|
| Area/Activity Assessed | Office/ Reception Staff– COVID-19 | Date | 13 th May 2020 |
| Assessment Completed By | Karen Walsh | Person(s) Consulted | |

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|------------------------------|--|---|---|--|---|--|
| 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 to 14 days. Where possible the infected person will be tested before being allowed to return to work or into any of our schools. | 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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|----|---|----------|-------------|------|---|----------|-------------|------|---------------------|
| | | Severity | Probability | Risk | | Severity | Probability | Risk | |
| 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. A suspected coronavirus letter will be sent home with each child and parents/cares are asked to monitor the health of their child. | 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. Protective screen installed to desk area if no protection is already in place. 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. Floor markings in place to promote the 2-metre distancing advice. Staff are discouraged from gathering in large groups. All maintenance and repair jobs are scheduled outside of school hours. Non-essential visits to be limited. | 4 | 2 | 8 | |

| No | Hazard | Initial | | | Existing Control Measures | Residual | | | Additional Controls |
|----|-------------------------------|----------|-------------|------|---|----------|-------------|------|---------------------|
| | | Severity | Probability | Risk | | Severity | Probability | Risk | |
| 5 | Cleaning up of bodily fluids. | 3 | 3 | 9 | <ul style="list-style-type: none"> Suitable PPE have been provided by the school (cover shoes, disposable apron/gloves, facemask and goggles) 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 | 3 | 1 | 3 | |

| No | Hazard | Initial | | | Existing Control Measures | Residual | | | Additional Controls |
|----|--|----------|-------------|------|--|----------|-------------|------|---------------------|
| | | Severity | Probability | Risk | | Severity | Probability | Risk | |
| 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 where necessary. <p>After School visit</p> <ul style="list-style-type: none"> Upon returning home all staff are instructed to change out of their work clothing and shower. | 4 | 1 | 4 | |

Risk Assessment

| No | Hazard | Initial | | | Existing Control Measures | Residual | | | Additional Controls |
|----|--------------------------------------|----------|-------------|------|--|----------|-------------|------|---------------------|
| | | Severity | Probability | Risk | | Severity | Probability | Risk | |
| 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 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 | |
| 9 | Electricity and electrical equipment | 5 | 3 | 15 | <ul style="list-style-type: none"> Fixed electrical installation inspected. PAT testing up to date 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. Daily visual checks are completed by Staff, any defective or damaged equipment is taken out of use until fixed or replaced. All electric cables are stored away under workstations, this prevents any cables from being pulled and becoming defective. Staff familiar with equipment used. | 5 | 1 | 5 | |

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|----|--|----------|-------------|------|--|----------|-------------|------|---------------------|
| | | Severity | Probability | Risk | | Severity | Probability | Risk | |
| 10 | Manual Handling – carrying, lifting, pulling, pushing heavy loads e.g. furniture, PCs, stationary <i>Staff - could suffer from back pain if heavy/bulky objects carried incorrectly</i> | 3 | 4 | 12 | <ul style="list-style-type: none"> Manual Handling is avoided wherever possible; staff are advised never to lift anything beyond their capabilities. The top shelves are used for storage of light objects only. Lifting aids are used when needed. | 3 | 2 | 6 | |
| 11 | DSE <i>Staff - may suffer from upper limb disorders (associated with repetitive actions) from regular PC use or suffer from eyestrain/headache if lighting/screen image is poor</i> | 3 | 4 | 12 | <ul style="list-style-type: none"> Necessary intervention is acted upon. Any problems identified prompt a full assessment with the findings reported to the head teacher, and arrangements are made for remedial action to be taken. Work scheduled so that staff have regular breaks from the computer. DSE assessments carried out previously. Training in new software use provided as necessary. | 3 | 2 | 6 | |
| 12 | 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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| | | Severity | Probability | Risk | | Severity | Probability | Risk | |
| 13 | <p>Unauthorised Access/Personal Attack/Conflict with Parents and Children</p> <p><i>Including unauthorised access to building.</i></p> | 4 | 3 | 12 | <ul style="list-style-type: none"> Staff are aware of any volatile families and deal with them as advised by head. Means of raising the alarm available. Security glass in place. Door release inside reception. Only staff have access keys. CCTV in operation. Electronic signing in is in place. | 4 | 2 | 8 | |
| 14 | <p>Environmental hazards</p> <p>a) Thermal Comfort</p> <p><i>Staff – may feel too hot/cold or suffer other general discomfort</i></p> | 2 | 3 | 6 | <ul style="list-style-type: none"> Building temperatures kept to a comfortable temperature as possible with supplementary heating/cooling available when necessary. Offices are adequately ventilated | 2 | 1 | 2 | |
| | <p>b) Space</p> <p><i>Staff and others contact with furniture if insufficient space to move around</i></p> | 2 | 3 | 6 | <ul style="list-style-type: none"> Space provided is sufficient to enable free movement around the office, and for carrying out tasks. <ul style="list-style-type: none"> Individual space requirements are re-considered when additional equipment furniture is acquired. | 2 | 2 | 4 | |
| | <p>c) Lighting</p> <ul style="list-style-type: none"> <i>Staff and others – may suffer eyestrain if lighting is insufficient or of the wrong type</i> | 3 | 2 | 6 | <ul style="list-style-type: none"> Lighting levels sufficient for the room, tasks undertaken and glare is minimised. | 3 | 1 | 3 | |

| 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 |
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